

ADMINISTRATIVE LAND DIVISION PROCESS

An administrative land division is a process that may be used to create five (5) or fewer parcels (including any remainder), five (5) acres or larger, within an original parcel of land, outside of the Area of City Impact. All parcels shall meet current zoning requirements and shall comply with the Design and Construction Standards of Chapter 7, NPC Subdivision Ordinance #92.

Divisions involving special development considerations such as commercial or industrial subdivisions, floodplain, hillside development, or planned unit development (PUD) are not eligible for administrative land divisions and shall be platted.

Prior to submitting an application, arrange a Pre-Application Conference with the Planning and Building Administrator.

The Applicant shall submit a completed application and all required submittals and signatures to Nez Perce County Planning and Building Services, together with a \$150.00, non-refundable fee.

Submittals: (see detailed list in Chapter 4, NPC Subdivision Ordinance #92)

Application

Filing Fees

Title Report

Legal Descriptions

Deeds

Road Maintenance Agreement

Record of Survey w/ Certifications

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Upon receipt of this documentation, the Planning and Building Administrator will review the application to verify that all conditions have been met for recording, and sign the Certification of Completion.

Applicant shall record the Record of Survey AND individual deeds with metes and bounds legal descriptions for each parcel, and provide recorded copies back to the Administrator.



ADMINISTRATIVE LAND DIVISION APPLICATION

APPLICANT INFORMATION

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT NUMBER: (_____) _____

OWNERSHIP INFORMATION

NAME OF PROPERTY OWNER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT NUMBER: (_____) _____

DESIGN PROFESSIONAL INFORMATION

COMPANY NAME: _____

NAME OF SUVEYOR/ENGINEER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT NUMBER: (_____) _____

DESCRIPTION OF PROPERTY

ASSESSOR PARCEL NUMBER (BEGINS WITH RP): _____

PROPERTY INFORMATION

ZONING DESIGNATION: _____

COMPREHENSIVE PLAN - FUTURE LAND USE: _____

COMPREHENSIVE PLAN - EXISTING LAND USE: _____

PROPOSED LAND USE: _____

SIZE OF LOTS: _____

TOTAL ACREAGE OF PROPOSED SITE: _____

PROPERTY INFORMATION CONTINUED

PROPOSED DENSITY: _____

UTILITIES SERVING THE PARCELS:

DESCRIBE PROPOSED WATER SOURCE:

DESCRIBE EXISTING/PROPOSED ROADS SERVING ALL PARCELS (*attach construction details/drawings for all new roads and/or road improvements*):

SURROUNDING LAND USES:

PHYSICAL FEATURES OF THE PROPERTY:

IMPACT THE SUBDIVISION WILL HAVE ON EXISTING INFRASTRUCTURE:

APPLICANT’S CERTIFICATION

The Applicant(s) hereby certify (ies) that the information contained in this application is true and correct to the best of my/our knowledge. By submitting this application, you are entering a quasi-judicial process. As such, you must not discuss the application with any member of the Nez Perce County Planning and Zoning Commission or Nez Perce County Board of Commissioners outside of the public hearing at which this matter will be heard.

Dated this _____ day of _____, 20____. _____
Signature of Applicant

The property owner hereby authorizes this application.

Dated this _____ day of _____, 20____. _____
Signature of Property Owner

FOR OFFICIAL USE ONLY:	
Date Submitted: _____	Received By: _____
Amount Paid: _____	Check/Money Order #: _____
Hearing Date: _____	Case Number: _____

NARRATIVE OF PROPOSAL
(Please provide a detailed description of your proposal)