

## PRELIMINARY PLAT APPLICATION PROCESS

Land divisions that create six (6) or more lots, including any remainder, shall be platted. Land divisions that do not qualify as Exemptions or Administrative Land Divisions shall also be platted. A Platted Subdivision shall comply with all design standards established by this ordinance.

A Platted Subdivision requires one public hearing before the Planning and Zoning Commission, who shall approve, approve with conditions, or deny the preliminary plat. The Board of County Commissioners shall approve or deny the final plat and may do so at either a public hearing or a public meeting.

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- 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 \$300.00, plus \$10.00 per lot, non-refundable fee. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
- Submittals (*see detailed list in Chapter 5, NPC Subdivision Ordinance #92*):
  - Application
  - Filing Fees
  - Title Report
  - Road Maintenance Agreement, when applicable
  - Preliminary Plat Map
- Once staff determines the application is complete, a public hearing date is set for the application to be considered by the Nez Perce County Planning and Zoning Commission, which meets on the third Tuesday of each month.
- You will be notified of the hearing date. Notice of the public hearing will be posted on the premises for at least seven (7) days prior to the public hearing. Notice will also be published in the Lewiston Morning Tribune at least fifteen (15) days prior to the public hearing.
- Nez Perce County mails notice of the public hearing to all residents within 300 feet of the external boundaries of the proposed subdivision. The notice describes the nature of your request, the date of public hearing, and the opportunity to submit comments or provide testimony at the public hearing.
- Nez Perce County also solicits comments from public agencies and/or public service providers for the area.
- After all comments have been received, NPC Staff prepares a report to present to the Planning and Zoning Commission. The Applicant will receive a copy of this report at least seven (7) days prior to the scheduled hearing.
- Public Hearing: The Applicant (or representative of the Applicant) and other members of the public will have the opportunity to provide testimony to the Planning and Zoning Commission, whether in favor of or in opposition to the request. The Planning and Zoning Commission will consider application materials, relevant evidence and facts in the record, and testimony at the public hearing, after which they will make a decision to approve, approve with conditions, or deny the preliminary plat. Findings of Fact, Conclusions of Law and Decision will be issued within 30 days of the Commission's decision.
- Preliminary plat approval is valid for one (1) year from the date of the Commission's decision. An extension for an additional one (1) year may be granted by the Administrator upon written request, prior to the expiration date, showing good cause.
- Preliminary plat approval, in itself, does not assure final plat approval by the Board of County Commissioners.



# PRELIMINARY PLAT 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): \_\_\_\_\_

SITE LOCATION: \_\_\_\_\_

## **PROPERTY INFORMATION**

ZONING DESIGNATION: \_\_\_\_\_

COMPREHENSIVE PLAN - FUTURE LAND USE: \_\_\_\_\_

COMPREHENSIVE PLAN - EXISTING LAND USE: \_\_\_\_\_

PROPOSED LAND USE: \_\_\_\_\_

SURROUNDING LAND USES: \_\_\_\_\_

SIZE OF LOTS: \_\_\_\_\_

TOTAL ACREAGE OF PROPOSED SITE: \_\_\_\_\_

PROPOSED DENSITY: \_\_\_\_\_

**PROPERTY INFORMATION CONTINUED**

UTILITIES SERVING THE SUBDIVISION: \_\_\_\_\_

\_\_\_\_\_

IMPACT THE SUBDIVISION WILL HAVE ON EXISTING INFRASTRUCTURE: \_\_\_\_\_

\_\_\_\_\_

PHYSICAL FEATURES OF THE PROPERTY: \_\_\_\_\_

\_\_\_\_\_

FACTS OF HISTORICAL OR GEOLOGICAL SIGNIFICANCE REGARDING THE PROPERTY: \_\_\_\_\_

\_\_\_\_\_

**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: \_\_\_\_\_

