

## Subdivision Procedures

In most cases, Kootenai County initiates the **Subdivision; Planned Unit Development; or Conditional Use Permit** process by requesting a letter of comment from the various agencies. An engineer for the East Side Highway District reviews the plans before the Highway District can draft a comment letter. If the County Planning Department hasn't sent the District a copy of your proposed subdivision please bring your plans to a Highway District Workshop.

1. **REVIEW FEE:** These funds will be used towards the engineer review fee, inspections, and the commissioners' fee if a workshop is necessary. The developer/applicant will be required to replenish the deposit when it becomes depleted, prior to any further inspections being done.
  - **Minor Subdivision:** \$ 350 review fee deposit
  - **Major Subdivision:** \$1,000 review fee deposit
  - **Conditional Use Permit:** \$1,000 review fee deposit

<b>Minor Subdivision</b>	<b>Major Subdivision</b>
Four (4) lots or less,	Five (5) lots or more
2. The **developer/applicant** is required to provide the **District** with two copies of the preliminary/final plat, one will remain at the District office, and the other will be sent to the District's engineer.
3. **WORKSHOPS:** Are held as requested or needed to discuss or review preliminary subdivisions. *(No final decision will be made at these workshops)*
4. **VARIANCES** must be requested in writing, and will only be granted at regular board meeting; if approved.
5. **ESH D BOARD MEETINGS** will be used for motions for plat approval or variances to be considered. (The cut-off date to be placed on the agenda is 10 days prior to the scheduled board meeting. (Please watch our website for meeting dates - these occasionally change.)
6. A qualified traffic engineer must conduct a **Traffic Impact Study** on all **Major** Sub Division. (Minutes of 12/19/2005)
7. The **developer /applicant**, at the discretion of the Board of Commissioners,
  - a. Will bring the road adjacent to the subdivision to **HIGHWAY DISTRICT STANDARDS;** The Highway District Standards are available on the East Side Highway District website of [www.eastsidehighwaydistrict.com](http://www.eastsidehighwaydistrict.com) or [www.kmpo.net](http://www.kmpo.net)
  - b. In lieu of construction, enter into a **ROAD DEVELOPMENT AGREEMENT**, to pay a **\$3,500 traffic mitigation fee** per lot, for future road improvements.

- A lien will be placed upon each lot; the Developer/applicant is responsible in satisfying the lien at the time the lot(s) are sold and/or within five (5) years from the recording of the plat.
  - The District will hold the dedicated funds separate from the general funds to track construction improvements to bring that portion of road adjacent to the subdivision up to Highway District Standards.
- c. All Road Development Agreements may be reviewed for final approval by the District's Attorney prior to the Board's final signature.
- d. It will be the **developer/applicant's** responsibility to provide the District with the Book and Page number of recording of the final plat.
8. **RIGHT-OF-WAY** for road improvements must to obtained by the developer/applicant, prior to the acceptance of the road.
9. **MYLAR CHECK LIST:**
- a. The Final Plat will be reviewed and signed if approved at a scheduled board meeting. The District has a minimum of two weeks-up to 30 days to review the final plat mylars, prior to final approval of the Board.
  - b. Verify that the signature line reads as "Chairman" of the East Side Highway District.

**Last Updated: 06 15 2020 (ESHD Resolution 2020-03)**

