

Subdivision Procedures

In most cases, Kootenai County initiates the **Subdivision; Plan 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 commissioner' fee if a workshop is necessary. The developer/applicant will be required to replenish the deposit when it becomes depleted, prior to any further **review or** inspections being done.
 - **Minor Subdivision:** \$ 350 review fee deposit
 - **Major Subdivision:** \$1,000 review fee deposit
 - **Conditional Use Permit:** \$1,000 review fee deposit

Minor Subdivision	Major Subdivision
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. **ESHD BOARD MEETINGS:** The developer/applicant must asked to be put on the Agenda for the next board meeting prior to FINAL PLAT APPROVAL or VARIANCE APPROVAL.
6. A qualified traffic engineer must conduct a **Traffic Impact Study** on all **Major** Sub Division. (Minutes of Dec. 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;** A hard copy of **2014 Highway District Standards Edition** may be purchased for \$30.00; CD versions at \$5.00; or at no cost go to www.kmpo.net or www.eastsidehighwaydistrict.com ;
 - 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 enforced 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 will 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 present 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.

10. TRAFFIC MITIGATION EXTENTION:

- a. A one year extension for traffic mitigation fees may be granted at the Board's discretion.
- b. Developer/Owner of Plat must enter into an Addendum to the original Road Development Agreement prior to Board's approval of an extension.
- c. The Developer/Owner of Plat shall agree to pay the District for all cost incurred to extend traffic mitigation fees.

