

Kootenai County Minor Subdivision Information Brief

Q: What is a Minor Subdivision?

A: A minor subdivision is the division of land which meets certain criteria and results in a total of no more than 4 individual lots when no shared infrastructure or improvements, other than a water system that does not require engineering, must be constructed to meet the requirements of the County . Each lot shall meet the minimum lot size of the zoning district in which it is located.

Q: Do I need to get the County's approval of a Minor Subdivision?

A: Yes. The subdivision of all land within Kootenai County (except incorporated areas) is subject to County approval.

Q: Can I subdivide my property into more than four (4) lots?

A: Yes. But if you wish to create more than four lots you no longer qualify for the minor subdivision process. In that situation, you will need to apply for major subdivision approval. The major subdivision process requires a public hearing, while the minor subdivision process is generally reviewed administratively by the Building and Planning Director.

Q: Am I eligible for a Minor Subdivision?

A: To determine eligibility for a minor subdivision, a pre-application conference with a Planner will be necessary.

Q: What is the cost of a Minor Subdivision?

A: Provided that you have no other accompanying applications, the cost of a Minor Subdivision is approximately \$880. Other agency fees and private surveying fees are separate.



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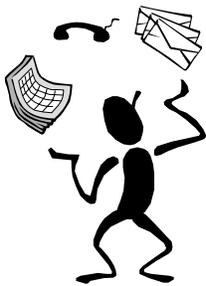
Q: What steps are involved in the Minor Subdivision process?

A: The following is an overview of the Minor Subdivision process:

- Pre-application with a Planner during which the Planner will review the eligibility, the approval process and consider the feasibility of the proposed subdivision. An application will be handed out at this time.
- The Applicant and their design consultant (surveyor) will lay out the subdivision and draw the plat.
- The applicant schedules a meeting with a Planner to submit the application and review its completeness.
- The Planner solicits comments from the applicably reviewing agencies, requesting comment within 30 days. NOTE: some agencies will have additional applications and fees required to process a subdivision.
- After all required agency comments are received, the Building and Planning Department will review the application and schedule a 30-day public comment period.
- The Planner will provide the Applicant with a legal notice and instructions on the public notification process.
- After the close of the comment period, the Building and Planning Director reviews the relevant evidence in the record and issues an Order of Decision within 5 weeks after the end of the comment period.
- Within 120 days of approval, the applicant must obtain all signatures on the plat and record the Mylar.

Q: How long does the Minor Subdivision process take?

A: The time required to complete the Minor Subdivision process depends upon the time required for the applicant to submit a complete application. The average length of time needed to complete a minor subdivision is approximately 6-8 months.



**This brief is intended only as an information guide.
Information provided within this brief may not be complete and is subject to change.**

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