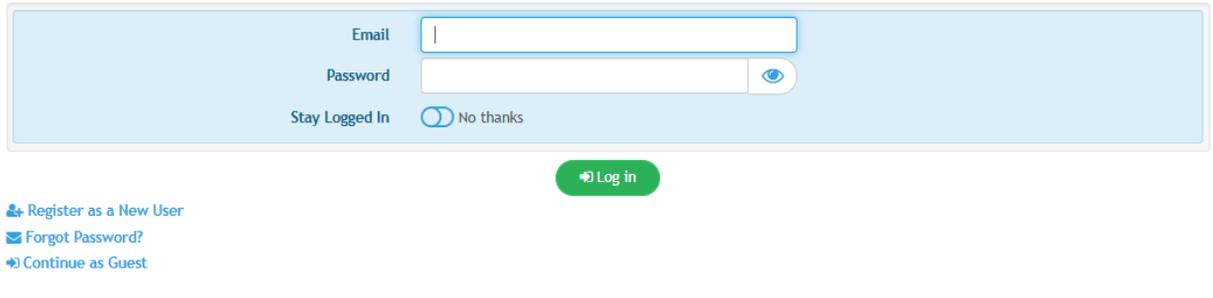


iMS User Guide – City (CIT) Plats

1. Log in with your User Email and Password. If you are a new user, click the link “Register as a New User” to get started.

➔ Please Log In



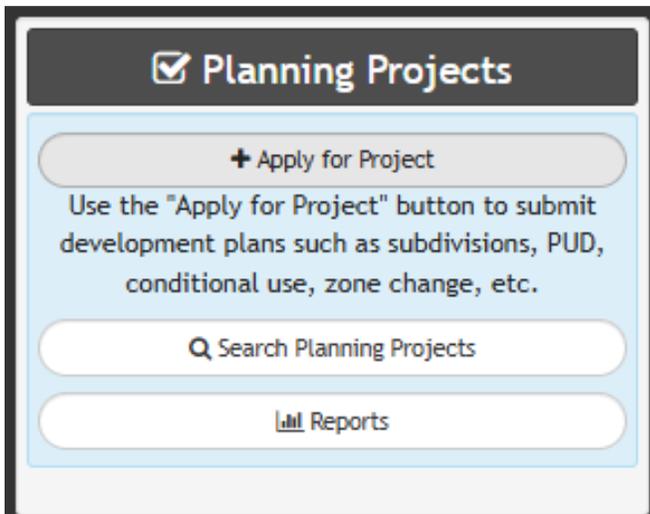
The screenshot shows a login form with the following elements:

- Email input field
- Password input field with a toggle for visibility (eye icon)
- Stay Logged In checkbox and No thanks checkbox
- Log in button (green)
- Register as a New User link (blue)
- Forgot Password? link (blue)
- Continue as Guest link (blue)

Select Language ▼

If you are a new user, after registering, you will receive an email to confirm registration. Please log in to your email to confirm registration. If you do not see the confirmation email, please check your junk email filter. If you still do not see the confirmation email, contact Kootenai County Community Development at (208) 446-1070 for assistance.

2. After a successful Log In, you will be brought to the home page. Under the “Planning Projects” tile, please click “Apply for Project”.



3. Select "Subdivision & Plats".

+ Application Type

4%

Please select an application type

- ADMINISTRATIVE APPROVAL
- CONDITIONAL USE PERMIT
- ROAD NAMING APPLICATION
- PLANNED UNIT DEVELOPMENT
- SUBDIVISIONS & PLATS**
- VARIANCE
- ZONE CHANGE

4. Select "City Plats".

+ Project Subtype

SUBDIVISIONS & PLATS 6%

Please select one

- CONDOMINIUM PLAT
- MAJOR SUBDIVISION FINAL
- MAJOR SUBDIVISION PRELIMINARY
- MINOR AMENDMENT/REPLAT
- MINOR SUBDIVISION
- RELOCATION
- VACATION
- CITY PLATS**

[i](#) For County Surveyor Review

5. Enter the Parcel Number, AIN, or street address of the respective plat. After selecting the correct locations, click “Next”.

The screenshot shows a dark-themed interface for the 'Project Location' step. At the top, there is a header with a location pin icon, the text 'Project Location', and a breadcrumb trail 'SUBDIVISIONS & PLATS | CITY PLATS'. Below the header is a progress bar showing '10%'. A dark grey instruction box contains the text: 'Please enter the AIN, Parcel Number or Address in the "Find Address" box below or "Use Map" icon to find your parcel using a map'. Below this is a 'Use Map' button with a location pin icon and the text 'Most accurate on a GPS-enabled device'. Underneath is a 'Find Address' input field. A light blue box below the input field contains the text: 'Search for your location by typing your AIN, Parcel or Address in the "Find Address" box'. At the bottom, there are two buttons: 'Discard' (orange) and 'Next' (green).

6. Please be aware that the following information will be required to proceed. If you have the applicable information, please click “I Accept”.

The screenshot shows a dark-themed interface for the 'Required Information' step. At the top, there is a header with a warning triangle icon, the text 'Required Information', and a breadcrumb trail 'SUBDIVISIONS & PLATS | CITY PLATS'. Below the header is a progress bar showing '15%'. The main content area has a light grey background and contains the text 'Surveyor Home Page' with a blue link. Below that is the text 'Requested Files: one file per category, for multiple files, merge into one PDF'. A bulleted list follows: 'Corner Perpetuation & Filing Records', 'Lot Closures', 'Other', 'Final Plat', 'Plats and Surveys of Record', 'Surveyor Checklist', and 'Title Report'. At the bottom, there are two buttons: 'Discard' (orange) and 'I Accept' (green).

7. Insert Project Information such as Title and Description, then click “Next”.

The screenshot shows a dark-themed interface for the 'Project Description' step. At the top, there is a header with a document icon, the text 'Project Description', and a breadcrumb trail 'SUBDIVISIONS & PLATS | CITY PLATS'. Below the header is a progress bar showing '20%'. A dark grey instruction box contains the text: 'Please indicate both a title and description of your development project.'. Below this are two input fields. The first is 'Project Title:' with a red asterisk and a text input field. The second is 'Project Description:' with a red asterisk and a larger text area. Below the text area is the text: 'Please describe the proposed scope of the work'. At the bottom, there are three buttons: 'Discard' (orange), 'Undo' (grey), and 'Next' (green).

8. Insert the number of lots/condo units and tracts, then click “Next”.

Project Details
SUBDIVISIONS & PLATS | CITY PLATS
35%

Please enter details below

Project Details

Lots / Units *
Building lots or Condo Units (not including tracts)

Tracts
Utility, open space, road, etc.

Discard Undo Next

9. Insert Contact Information, then click “Next”.

Contacts
SUBDIVISIONS & PLATS | CITY PLATS
90%

Please complete any available contacts.

Applicant Me

Name *
Street Address *
Unit
City *
State * --- SELECT ONE ---
Zip
Ok to Text No
Email Address *

Owner Me

Full Name * KOOTENAI HEALTH INC
Street Address * 2003 KOOTENAI HEALTH WAY
Unit
City * COEUR D ALENE
State ID
Zip
MobileNumber
OkToText No
Email Address
Alternate Phone Number

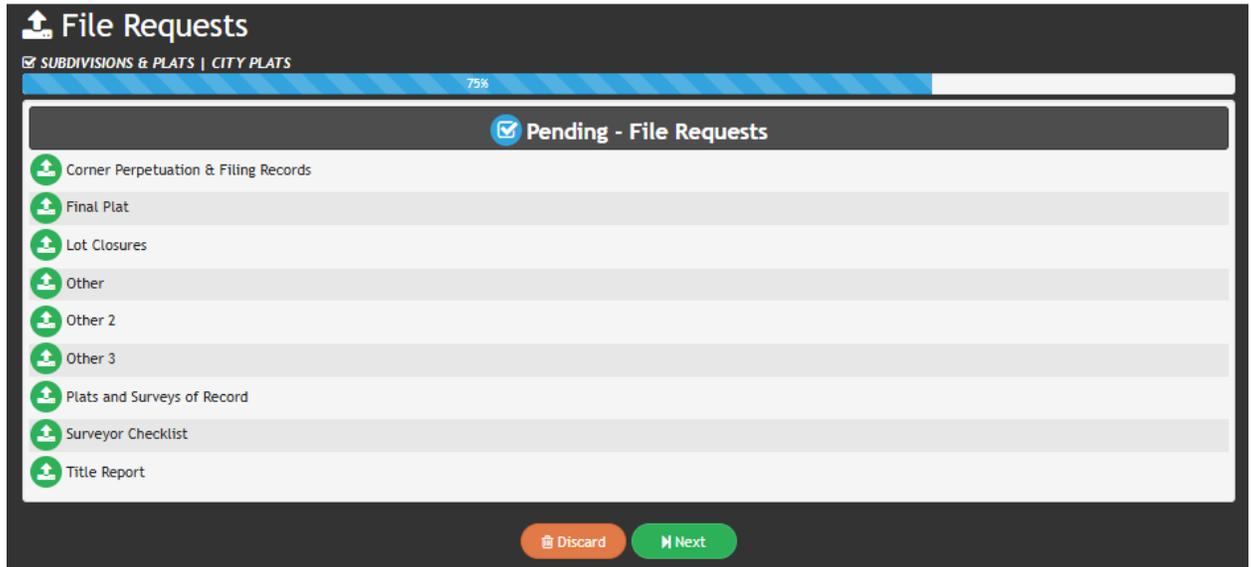
Surveyor Me

Full Name *
Company
Street Address *
Unit
City *
State --- SELECT ONE ---
Zip
Mobile Number
Ok to Text No
Email Address

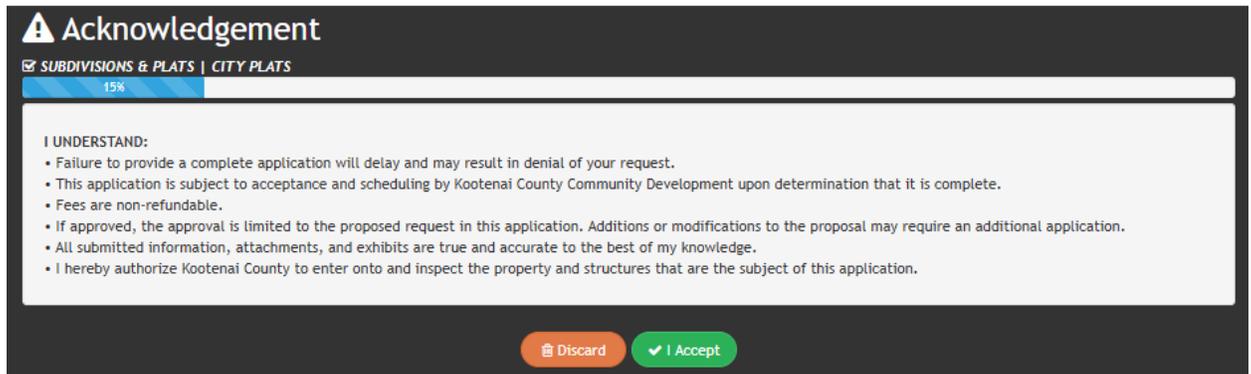
Planner

Discard Undo Next

10. Upload Requested Files, then after all requested files have been uploaded click “Next”.

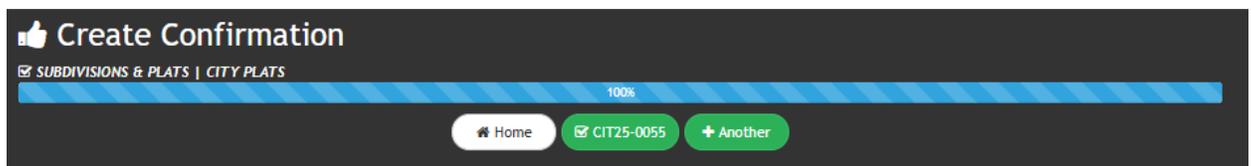


11. Acknowledgement. If you wish to proceed, please click “I Accept”.



12. Application Summary. Please review the application to ensure that it is correct. Click “Submit” to proceed.

13. Application Confirmation. This page confirms that the Application has been created and is now under review.



14. Once the Application has been initially reviewed by staff, you will receive an email from iMS regarding fees due. Please log in to iMS (<https://ims.kcgov.us/ims>) to pay

applicable fees. **Please be aware that The County Surveyor will not begin review until fees have been paid.**