

PLAT CHECKLIST GUIDELINE

1. County plat:
Yes or No. If county plat, then all submittals are via the Planning Department, including revisions.
2. Plat within a city impact area:
Yes or No. If yes, then additional signatures are required, depending upon each city.
3. City plat:
Yes or No. If yes, then additional signatures are required, for all cities, Mayor, Clerk, and Engineer. Their signatures are not notarized. The particular requirements for each city differ.
4. 18" x 27"; with 3 1/2" margin at left end; 1/2" on other ends:
Required by Idaho Code at mylar stage for recording. Paper copies and mylars shall be cut to the correct size prior to submittal.
5. One paper copy of final plat:
The number of paper copies submitted to the County Planning Department varies. Mark one copy to be forwarded to the County Surveyor. Review copies may be 18" x 24" instead of 18" x 27".
6. North Arrow:
Should be consistent with the basis of bearing, i.e. grid, magnetic, or true bearing. The true meridian is usually represented by an arrow with a full head; the magnetic meridian by an arrow with half head. Also, if grid bearings are used, the convergence angle is also shown with the north arrow. (See Surveying: Theory and Practice, Davis, Foote, & Kelly, Fifth Edition, 1966, Section 6-5.)
7. Basis of bearing & source:
Should be based upon true or grid bearings, per the Manual, from either direct astronomic observation, state plane coordinate system, GPS observations, or assumed from prior records that were derived from one of the three methods. If state plane coordinate system is used, it must additionally state the complete and correct particulars in compliance with Idaho Code Title 55 Chapter 17, Coordinate System of Land Description, including the use of the convergence angle to convert grid to true or the reverse.
8. Scale:
Should be appropriate for the size of the drawing such that all dimensions are readable. A graphical scale shall be shown in addition to the numerical scale. The purpose of the graphical scale is that maps are often reproduced at a different scale by photographic means. (See Surveying: Theory and Practice, Davis, Foote, & Kelly, Fifth Edition, 1966, Section 6-4.)
9. Stamped, signed, and dated:
Required by Idaho Code for all submittals. The use of the word or words "Preliminary," "Review Copy Only," or similar wording next to the surveyor's stamp is permissible to indicate that it is not to be used by persons other than the reviewing agency. An alternative is to stamp, sign and date the review copies in the left margin area.
10. Subdivision name:
Can not be a duplicate or similar of a recorded plat, unless the owner grants specific permission to use the name. Refer to the recorder's database for recorded subdivision names.
11. Section:
Required for all plats.
12. Township:
Required for all plats.

13. Range:
Required for all plats.
14. Meridian:
Required for all plats.
15. County:
Required for all plats.
16. City:
City name is required for all plats lying within the city limits of any city.
17. State:
Required for all plats.
18. Legend:
Shall show all monuments found or set, with distinctive symbols to differentiate the type. The symbols should be of sufficient size and character to correctly determine the type and particulars. Line work, hatching, and match lines shall not obliterate the symbols.
19. Vicinity map:
Required for all plats.
20. Easements:
All easements shall be shown in the correct location, width and stated purpose. If there are existing recorded easements, those should be identified with the Book/Page or Recording Number. The stated purpose shall not be ambiguous or open to different interpretations.
21. Block numbers
Required for all plats, even if there is only one lot. All blocks shall be consecutively numbered or lettered.
22. Lot numbers for all lots, tracts, swales, open spaces:
Lots are to be numbered or lettered consecutively. Tracts other than standard lots should be lettered, and should be identified as to the purpose.
23. Road Right-of-Way widths:
Required for all plats.
24. Road Right-of-Way; centerline locations:
All roads, regardless of type, shall show bearings and distances along the centerline, and tied to the subdivision in such a manner as to determine the location.
25. Road Right-of-Way; dedications:
All roads shall have language, sufficiently clear to identify the intention of the owner. When granting easements across or through the plat to others or to other property, definitive wording shall be used to clearly identify the scope and intent of the easement.
26. Bearing and distance of exterior boundary:
Required for all plats. The overall bearings and distances on the face of the plat shall agree with the owners' certificate legal description, including the direction.
27. Bearings & distances for each lot or tract:
Closures can not be computed with missing data. These are treated as incomplete submittals and do not start the review process until receipt of complete data.

28. Exterior boundary corners; material, size, length:
The words True Point of Beginning, Point of Beginning, or Initial Point shall be placed on the face of the plat, and the material, size, length shall be indicated in the immediate vicinity or by the use of a symbol in the legend. Found monuments that do not meet the minimum size requirement shall be replaced with monuments meeting the minimum size and dimension. All exterior monuments shall be set prior to the recording of the plat.
29. Interior lot corners:
The material, size, and length shall be indicated by appropriate symbols in the legend or upon the face of the plat. If bonding for interior lot corners or centerline monuments, a copy of the bond shall be provided, specific language shall be written in the surveyor's certificate, and specific and distinctive symbols shall be used to differentiate what has been set and what will be set.
30. Centerline monuments:
Required size per Idaho Code 50-1303, (iron pins - 5/8 inch diameter). If setting centerline monuments in paved surfaces, monument cases are recommended.
31. Reference to adjoining subdivisions or records of survey:
Reference is considered sufficient when identifying the correct name, book, and page of the recorded document. Do not confuse/clutter the plat with assessor parcel number or tax number.
32. Description of all Public Land Survey corners & section subdivision corners:
These descriptions shall agree with the latest CP&F filed for record, and if not, a CP&F shall be filed in accordance with Idaho Code Title 55 Chapter 16, Corner Perpetuation and Filing.
33. No encroachment upon margins of plat:
Required for all plats. No extraneous text, such as plot information, directory location information or notary crimps. The exception is for review paper copies with the stamp, signature and date of the surveyor in responsible charge.
34. Clarity of all lines:
No ghosted text, phantom lines or faint hatching. They do not scan, so test prior to submitting.
35. Legal description of exterior boundary::
Located in the owners' certificate. The bearings and distances shall agree with the face of the plat, and the sums of the individual courses shall equal the overall sum. Reference by existing lot and block of a previously platted tract of land is also acceptable. The description shall agree with the last deed of record, or written in such a manner to insure that the property being platted is the same as that of record.
36. Exterior boundary & all lots close:
Required for all plats, minimum standard is 1/5000. Mis-closures result in an "Inactive" status.
37. Area:
Total area of Subdivision, and all lots and tracts, with acreage to three decimal places (or square footage - nearest foot)
38. Tie to two Public Land Survey or monuments recognized by the County Surveyor/City Surveyor:
Required for all plats. Exception is made when in the opinion of the County Surveyor, the plat is a subdivision of an existing **recently** (1990 or later) platted lot or lots, that were previously tied to two PLSS corners.
39. CP&F's and Records of Survey:
Copy of corner perpetuation forms on corners used to control subdivision and pertinent records of survey. The CP&F number shall be the latest one of record. The monument described shall agree with the record, or a new CP&F record shall be filed in conjunction with the plat.

40. Curve data:
All curves shall be identified by delta, radius, arc length, chord bearing and chord distance. Non-tangent curves shall be definitely identified with distinctive symbol or text.
41. General notes & details:
The plat shall conform to standards of good cartographic representation, and shall conform to the Minimum Standards for Land Boundary Surveys, Land Descriptions and Maps, as adopted by the Idaho Society of Professional Land Surveyors, March 21, 1992 or such later modifications. All line work, text, signatures and stamps shall not smear or otherwise be obliterated by normal use and handling. Spelling, punctuation, and reference to record documents shall be correct.
42. Cul-de-sac & knuckle radius:
As appropriate, with complete curve data noted in Item 40 above.
43. Surveyor's certificate:
The certificate shall state that the work was done under by or under the direct supervision, and should also include relevant information to insure the document would be admissible in court, if required.
44. Owner's dedication certificate:
The signatures of the owner/owners of record shall appear in the certificate, with a separate line for each and every owner. The format of the listed owners shall agree with the owner/owners of record, indicating spouses, partnerships, corporations, limited liability corporations, power of attorney, etc.
45. Company title block:
As appropriate.
46. Conditions
All conditions shall be referenced in the owners' certificate, particularly CC&R's, with book and page or reception number.
47. Reference to boundary conflicts with adjoining
Boundary conflicts shall be resolved prior to or concurrent with the plat submittal.
48. Special setback lines:
As appropriate, with stated purpose and dimensions.
49. Private reservations:
As appropriate, with concise stated purpose, written in such manner to preclude alternate interpretations. These should appear in the owner's/owners' certificate.
50. Public/private dedications:
As appropriate, with concise stated purpose, written in such manner to preclude alternate interpretations. . These should appear in the owner's/owners' certificate.
51. Notary Public format & stamp:
Required for all plats. The format shall comply with Idaho Code 55-710 through 55-715, and the stamp/seal shall be in black indelible/permanent ink The format of the owner/owners shall agree with the record and the signatures of the owner's certificate.
52. Highway District Approval:
Required if land is being dedicated for public road.
53. County Surveyor Certification:
Required for all plats, both city and county plats.

54. County Treasurer Certification:
The signature is only valid for 30 calendar days. All taxes due must be paid in full prior to signature.
55. County Recorder Certification:
Required for all plats.
56. County Commissioners Certification:
Only required for county plats and county short plats.
57. Sanitary Restriction/Health District Approval:
Required for all plats, and shall be in the form as established by Idaho Code 50-1326.
58. City Council Approval:
Required when the plat falls within the limits of any city. The approval is signed by the mayor.
59. City Engineer Signature:
Required when the plat falls within the limits of any city.
60. City Clerk Signature:
Required when the plat falls within the limits of any city. The city clerk is attesting to the signature of the mayor, and neither the mayor nor city clerk signatures require notarization.
61. Water System Statement:
Required for all plats, with specific language per Idaho Code 50-1334.
62. Field Check:
All monuments set or bonding shall be in place. All monuments shall be plainly visible, with identification as to the specific lot corners, curve pc/pt/poc written on lathe, in the immediate vicinity of each monument, except centerline monuments.
63. Kootenai County Surveyor's Final Plat Checklist:
The surveyor in responsible charge shall complete the checklist, indicating with an "X" or "N/A" to all items on the checklist. The surveyor will then sign and date the checklist, and it will be submitted with the plat package.
64. Copies of applicable CP&F's
Submit copies of all CP&F's for all corners used as control for the plat, including previous filings.
65. Copies of applicable ROS and Plats
Submit copies (11" x 17" is acceptable) of all Records of Survey and Plats that provide control or adjoin the proposed plat, including adjoining sections if applicable.

Last Updated:
April 15, 2008
Bruce Anderson, L.S.
Kootenai County Surveyor

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