

### **County Surveyor Review Fees**

Preliminary Subdivision (county major sub.)	\$ 250.00
Condominium Plat:	\$ 500.00 + \$15/unit
Final Subdivision Plat (county or city):	\$ 500.00 + \$15/lot
Plat closure rechecking:	\$ 50 + \$15 that require rechecking
All plat vacations:	\$ 350.00

### **Kootenai County Surveyor Plats & Condos Review Policies & Procedures**

All plats are to be submitted to the county Planning Department, with the appropriate fees for the survey phase of the review. The primary reason for submitting plats to the Planning Department is that they are responsible for all road names. Secondary to that, they always have a person available to accept the plat, and to issue a receipt for the fees.

#### **County Preliminary Plats for Major Subdivisions:**

Subdivision Name - Idaho Code specifies that no subdivision will have the same or similar name as one already recorded, whether in any city or in the county. The surveyor shall check with the Recorder's Office records for the subdivision name, or may access the data via the ftp site at: <ftp://ftp.co.kootenai.id.us/PlatData/MasterPlat.html>. Please note that the ftp site may be a few days behind the actual recorded plats, usually updated on Friday.

A road name review is conducted by the Planning Department. After being approved or noted as changes required the plat will be forwarded to the County Surveyor with a copy of the receipt. A complete plat package for preliminary plat survey review purposes consists of one paper copy of the proposed plat, stamped signed and dated by the surveyor in responsible charge, a title report, and a copy of the receipt for payment of fees.

A folder is prepared for preliminary plats, but no number is assigned to the plat nor is it entered into the plat database. The project will be reviewed for the plat name, easements effecting the property, legal description of the property, status of title, legal description, and any known survey issues in the vicinity. Comments will be forwarded to the planner assigned to the project.

#### **Submittal/Review Procedure for County/City Final Plats:**

A complete plat package for county surveyor review purposes consists of one paper copy of the proposed plat, stamped signed and dated by the surveyor in responsible charge, a completed and signed Plat Checklist, a title report, a copy of the appropriate CP&F's, all relevant Records of Survey affecting ownership or boundary issues, and a copy of the receipt for payment of fees. If the Plat

Checklist is incomplete, the County Planning Department will not accept the package. On city plats, if the no. Lots/Tracts/Parcels and Fee have not been filled in by the surveyor, or the City Surveyor has not signed the Plat Checklist, the County Planning Department will not accept the plat package. In addition, if the surveyor in responsible charge has not signed and dated the Plat Checklist, the County Planning Department will not accept the plat package. Closure sheets on each lot are required. Closure sheets for the exterior boundary and all lots shall be in a clockwise direction, with all lot closures beginning at the southeast corner of each lot. Incomplete submittals will be placed in the "Inactive Status," and e-mail notification sent to the surveyor. If the surveyor intends to submit a preliminary plat for planning department review only, he shall attach some kind of note with the preliminary plat submittal identifying that it was for planning review only.

No. Lots/Tracts/Parcels –Includes the total number of individual lots, tracts and/or parcels in the subdivision. All tracts of land, not specifically intended to be lots for sale shall have a designation, preferably as a tract and are to be included in the calculation for fees. This includes swales, snow storage, parks, areas to be deeded to a homeowner's association, and private roads.

An initial review of the plat is initiated by the county surveyor, with a primary focus on CP&F's, Records of Survey and plats, which are reviewed for multiple corners and possible conflicts with the record or adjacent parcels.

**Geometry Check and Mapping Review** - A review by the Mapping Department begins using the completed Plat Checklist, and related documents provided by the surveyor.

- a) A consecutive number is assigned to the plat, and then reviewed in sequential order, under the "first in, first out" philosophy.
- b) The owner's certificate is checked for closure and compared with the assessor's record, for gaps and overlaps. All gaps and overlaps shall be resolved by quit claim deeds or other legal methods available to the owner/owners prior to the plat being recorded. Overlaps with adjoining parcels of record will require the approval and signature of the adjoiner on the owners' certificate. The owner's certificate is compared to the exterior boundary on the face of the plat.
- c) Individual lot geometry is constructed, closures and areas computed, noting particulars on boundaries not meeting closure specifications or other cartographic inconsistencies. Lots not closing within Idaho Code specifications (1/5000) will be require a re-submittal, and a penalty of \$50 + \$15 per lot for the affected lots, and placed into "Inactive" status. The fee and a revised copy of the plat will be submitted to the Planning Department. This re-submittal will be treated as a new plat and placed at the end of the job queue.
- d) A review is completed per the Plat Checklist, noting inconsistencies, errors and/or omissions on the review copy (redlines).
- e) The plat and title report are submitted to the Assessor's Office Deed Specialist for review and acceptance. Any issues found are noted in the file and forwarded to the County Surveyor.

**4. County Surveyor Review** - After the Geometry check and Mapping review is completed, the file is forwarded to the County Surveyor.

- a) The Plat Checklist is reviewed, with a focus on any inconsistencies, errors and/or omissions.
- b) Mapping closure sheets are reviewed and compared to the face of the plat in the instances of mis-closures.
- c) An overall review of the plat is completed noting any questionable or inconsistent data, and/or errors and omissions.
- d) The surveyor in responsible charge of the plat is notified by e-mail, with a status report and notified the redline comments are available to pick up.
- e) A summary of the inconsistencies, errors and/or omissions is retained via the e-mail trail, including dates of activity.
- f) If a few minor inconsistencies are noted, the file is placed in the "Mylar Pending" status. The mylars are compared with the e-mail and paper copy to insure the minor inconsistencies have been corrected.
- g) If several minor inconsistencies/errors/omissions/lot misclosures are encountered, the file is placed in "Pending Surveyor Review" status with "Minor Revisions". Being placed into "Pending Surveyor Review" status sends the project to the back of the current stack of plats being reviewed.
- h) If numerous inconsistencies/errors/omissions/lot misclosures are encountered, the file is placed in "Inactive" status with "Major Revisions". Being placed into "Inactive" status is a severe penalty, sending the project to the back of the line as if it is a new submittal. The time frame of the project can be shortened substantially by submitting a complete and accurate project.
- i) The ftp site is updated to reflect the status and county surveyor category regarding the subject plat. The onus is then upon the surveyor in responsible charge to make any revisions

**5. Error Correction Process** - Plats submitted with numerous inconsistencies, errors, omissions particularly related to closure problems and boundary problems, will require a second submittal.

- a) The second submittal will not be re-reviewed until the preceding plats have been given the opportunity for the Geometry Check and Mapping Review. Plats with lot closure problems will be assessed an additional fee of \$50 + \$10 per lot requiring reclosure.

- b) The third submittal will require a mandatory meeting with the surveyor.
  - c) A fourth submittal containing deficiencies will result in a letter to the owner, and a copy sent to the Idaho Board of Registration of Engineers and Surveyors.
6. **Submitting Mylars** – Once the project has reached **Mylar Pending** status, the mylars take one of two paths, depending upon city or county designation.

City – Submit at least one original mylar and one mylar copy complete with all signatures, except the county surveyor and county recorder to the County Surveyor, with recording fees. Any required changes are verified and the title is checked to see if there have been any documents recorded since the last review that affect ownership. If all are in order, the plat and recording fee are taken by the County Surveyor to the recorder's office and recorded.

County - Submit at least one original mylar and one mylar copy complete with all signatures, except the county surveyor, county commissioners and county recorder and submit to the county Planning Department for processing. The Planning Department forwards the mylars to the County Surveyor, then to the Board of County Commissioners for signature. They will then notify the applicant when they are ready to be recorded.

Last Updated: August 15, 2018

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