

## Procedure for choosing and reserving a subdivision or condominium name in Kootenai County:

### Reference Idaho Code:

#### 50-1307. DESIGNATION OF TOWNSITE AND ADDITION -- NECESSITY OF DISTINCTIVENESS - - LIMITATIONS ON RULE.

Plats of towns, **subdivisions or additions must not bear the name of any other town or addition in the same county, nor can the same word or words similar or pronounced the same, be used in making a name for said town or addition, except the words city, place, court, addition or similar words**, unless the same is contiguous and laid out and platted by the same party or parties platting the addition bearing the same name, or a party files and records the written consent of the party or parties who platted the addition bearing the same name. All plats of the same name must continue the block numbers of the plat previously filed.

- Check the following list of reserved and recorded subdivision or condominium names. CHOOSE A NEW, UNIQUE NAME, NOT ON THE LIST. (See tips below). Names will be reserved based on Idaho State Code requirements. Duplications are not allowed. Here is a link to the Subdivision names of record within Kootenai County: <ftp://ftp.kcgov.us/PlatData/MasterPlat.pdf> and a link to pending subdivisions and reserved names: <ftp://ftp.kcgov.us/PlatData/PrelimPlatStatus.pdf>
- Make sure that you choose a sub name that is unique, not similar, and does not sound like any others on the list. For example, do not use the name "Cedar" in any form, for it has already been used many times.
- It must be a real word, name or place and not a made up word. Initials, abbreviations or acronyms are not allowed.
- Plat names shall not begin with an article ("A" or "The" or other similar words) or compass directions (North, West, etc.), or use prepositions ("At" or "Near" or other similar words).
- Plat names shall not start with a number unless the number is spelled out or for indicating additions.
- Plat names must be real words, and shall not use initials, abbreviations or acronyms.
- Primary plat names shall not use the words "Subdivision", "Addition", "Plat" or "Condominium".
- Subdivisions recorded in phases shall be named as follows: (Do not include the word "phase")
  - a. First phase: Treaty Rock Estates
  - b. Second phase: Treaty Rock Estates 1<sup>st</sup> Addition
  - c. Third phase: Treaty Rock Estates 2<sup>nd</sup> Addition
- A subdivision name reservation is geographically attached to a specific project, i.e. the section, township, and range location, and can include additional information pertaining to lots and blocks of an existing subdivision, address, physical location, etc. This way we can tell when the requests are for the same piece of property.
- Each subdivision name must be associated with a surveying firm, i.e. the one that is stamping the plat.  
(Note, only land surveyors can prepare and stamp a subdivision or condominium plat.)
- All this information is put into the database and can be reserved as long as the project is active.
- To request a subdivision or condominium name, send an e-mail to: [rjones@kcgov.us](mailto:rjones@kcgov.us)  
Make sure to include;
  - The project location (Township / Range / Section & Quarter) along with the current parcel numbers of all of the parcels that will be included in the plat;
  - The name and contact information for the survey firm doing the work and the name of the Land Surveyor in charge of the plat;
  - The name of the owner/developer

Official reservation responses will be by e-mail for record keeping purposes. Approved names are added to the database.

The usual turnaround time can be as much as 1 to 2 work days depending on the number of requests and schedule.

### **TIPS AND HELP ON CHOOSING A SUBDIVISION OR CONDOMINIUM NAME:**

When looking at a subdivision or condominium name, look at the "MAJOR" name, which is usually the first name, as being the requested subdivision or condominium name. Most of the names that follow the major name are "DESCRIPTOR" names, such as City, Place, Court, Addition, Acres, Meadows, Estates, Heights, or similar words etc.

When you request the name "Smith Acres", you say it is different from "Smith Estates" or "Smith Place", but it is not different for naming purposes. The major subdivision name is "Smith" and if it is duplicated anywhere in the list, then it is already used and cannot be duplicated. So choose a new and unique name that is not found on the list.

There are many sources to look for possible subdivision or condominium names. Some are listed below:

- Dictionary - contains 600,000 plus words.
- Alphabetical List of Post Offices - Section 5, put out by U.S. Postal Service, lists all cities in United States.
- Phone books.
- Atlas and road maps.
- Names of local people connected or neighboring the property.
- Names of local natural features, streams, mountains, landmarks.
- Bird books.
- Flower books.
- Animal books.
- Names of subdivisions in other states.
- The Internet.

4/7/2020