



**LINCOLN COUNTY PLANNING DEPARTMENT**

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**SUBDIVISION PRE-APPLICATION MEETING REQUEST FORM**

Submit this form and attachments, including proposed division, to one of the above addresses. Upon receipt, the planning staff will schedule a meeting within 30 days to discuss your project.

The subdivider must submit their application packet within 180 days of the pre-application meeting, or a new one will be required.

Proposed Subdivision Name:						
Subdivider Name(s):						
Landowner Name(s), if different:						
Legal Description:						
Property Address: (if available):						
Subdivision Type:	First Minor		Subsequent Minor		Major	
Development Land Use:	Single Family		Commercial			
No. of Lot(s):				Total Acres:		
Consultant/Surveyor:						
Email/Phone:						

**A: GENERAL SUBDIVISION QUESTIONS**

**Yes No**

- Verified with the Clerk & Recorder for any covenants associated with your property?
- If so, is further division allowed on your property? (i.e., no restrictions)

**\*\*\* If no, you are unable to start the subdivision process\*\*\***

What is the current land use of the proposed subdivision: \_\_\_\_\_

What is the land use of the adjacent properties to the subdivision: \_\_\_\_\_

- Will you be requesting a variance with the subdivision application?  
If so, from which provision of the regulations? \_\_\_\_\_
- Have you contacted the Lincoln County Health Dept. and Asbestos Resource Program (Libby/Troy) to verify property evaluation status?
- Are you covered for structural protection? Which Dept: \_\_\_\_\_
- Will you be requesting that a FRA (Fire Risk Assessment) be waived?
- Are there existing structures on the property?

Amt:: \_\_\_\_\_ Type(s): \_\_\_\_\_

**B: ROAD & ACCESS QUESTIONS**

Yes No

What Type of road will the subdivision be accessed by a:

- Private  County  City  USFS/RFD  State  Other

Does the access road have an existing name: \_\_\_\_\_

What is the easement width: \_\_\_\_\_ What is the surface width: \_\_\_\_\_

If access road is private, do you have legal easement to use the Private Road (provide documentation)

Will the proposed Subdivision create new private roads?

How many? \_\_\_\_\_

How far is the subdivision from the nearest community? \_\_\_\_\_

**C: WATER QUESTIONS**

Yes No

Is there surface water ***IN*** the subdivision?

What type? (pond, creek, river, etc): \_\_\_\_\_

Name of waterway: \_\_\_\_\_

Is there surface water ***NEAR*** the subdivision?

What type? (pond, creek, river, etc): \_\_\_\_\_

Name of waterway: \_\_\_\_\_

Where is it located in relation to property? \_\_\_\_\_

Is the property in a FEMA Floodplain?

What is the FEMA FIRM Map Panel No: \_\_\_\_\_

Do you have water rights to the property?

Are there any irrigation ditches or natural drainage areas within the subdivision?

Describe the type and location \_\_\_\_\_

Are you within the Glen Lake Irrigation District (GLID)?

Have you contacted them to verify their infrastructure or easements related to your property?

Will your development disturb one (1) or more acres of soil (either during preliminary or construction?)

**D: TOPOGRAPHY (IF KNOWN):**

**Yes No** Acres over 30% slope: \_\_\_\_\_

**E: Items to be attached with Pre-Application**

- 11x17 Conceptual Drawing / Plat Map to include, but not limited to, the following:**  
*Showing approximate boundaries, dimension, areas and distance, access, existing structures, adjacent subdivision names, natural features (slopes, riparian areas, floodplain, etc.), COS #'s, proposed lot boundaries, and access from proposed subdivision to an existing public road.*
- Existing Covenants & Deed Restrictions**
- Vicinity Map with subject property highlighted**
- Aerial Photograph with subject property highlighted**
  
- By marking this checkbox, I, the developer/surveyor, understand that this pre-application meeting is for informational purposes in helping to identify potential issues that are recommended to be addressed during the subdivision review process.

\_\_\_\_\_  
Consultant/Surveyor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Developer/Owner Signature

\_\_\_\_\_  
Date

Date Received by Planning:		Date of Pre-App:	
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