



## Subdivision Review Procedures

In most cases, Kootenai County initiates our involvement in the Subdivision Review process by requesting a letter of comment from the various agencies. As part of the agency contact list, the Lakes Highway District (LHD), which is the Local Road Authority in our portion of the County, reaches out to the applicant prior to our review process beginning.

The LHDs review of subdivisions is limited to considering access to the public road network. To this extent, if your subdivision's primary residential access will be to a Private Road, the LHD will consider traffic impacts where the private road intersects with the public road.

The LHD Director of Highways or representative will review the subdivision before drafting a comment letter for the LHD Boards consideration.

If Kootenai County hasn't sent the District a copy of your proposed subdivision, please submit your application and subdivision plans to the Highway District so we can begin the review process. Components of the review process are generally listed below:

1. REVIEW FEE: Board Resolution 2021-06 established the Highway District's current Fee Schedule, which applicants are required to address prior to initiating the Districts review of their application. The developer/applicant will be required to replenish the deposit when it becomes depleted, prior to any further inspections being done, or final sign-off.
  - Pre-Development: \$350 minimum review fee deposit
  - Minor Subdivision ( $\leq 4$  lots): \$ 500 minimum review fee deposit
  - Major Subdivision ( $> 4$  lots): \$2,500 minimum review fee deposit
  - Subdivision Review Special Board Workshop: \$500 fee
  - Approach Permit: \$250 fee
2. The developer/applicant is required to provide the District with two copies of the preliminary/final plat for review.
3. The developer or his engineer shall call to the attention of the Highway District all proposed deviations from the Standards (i.e., road design alignment parameters). VARIANCES must be requested in writing, and will only be granted at regular board meetings, if approved.
  - a. Failure to identify deviations may ultimately result in Access or Road Design issues that require changes to the plat. The Districts review and contingencies of approval of the Preliminary Plat doesn't constitute approval of deviations and/or required variances that were not identified by the applicant and considered by the LHD Board.
4. LHD BOARD MEETINGS will be used for motions for plat approval or variances to be considered. (The cut-off date to be placed on the agenda is 10 days prior to the scheduled board meeting.)
5. A qualified traffic engineer must conduct a Trip Generation and Distribution Letter in accordance with the Standards on all Major Subdivision.
6. The developer /applicant, at the discretion of the Board of Commissioners,

- a. Will improve the adjoining roadway in accordance with the current Associated Highway District Standards; Standards are available on the Lakes Highway District website of [www.lakeshighwaydistrict.com](http://www.lakeshighwaydistrict.com)
  - b. In lieu of construction, enter into a ROAD DEVELOPMENT AGREEMENT, to pay a \$7,500 development contribution fee per each additional lot created, for future road improvements.
    - A lien will be placed upon each lot; the Developer/applicant is responsible in satisfying the lien at the time the lot(s) are sold and/or otherwise conveyed within five (5) years from the recording of the plat.
    - The District will hold the dedicated funds separate from the general funds to track construction improvements to bring that portion of road adjacent to the subdivision up to Highway District Standards.
  - c. All Road Development Agreements may be reviewed for final approval by the District's Attorney prior to final signature by the Director of Highways.
  - d. It will be the developer/applicant's responsibility to provide the District with the Book and page number of the final plat recording.
7. RIGHT-OF-WAY for road improvements must be dedicated by the developer/applicant, prior to the acceptance of the road.
8. Construction Plan Review: it's the applicant's responsibility to provide road construction plans to the District for review and approval for all Major Subdivisions in accordance with District Standards.
9. MYLAR CHECK LIST for signature by the Lakes Highway District:
- a. Preliminary Plat shall be reviewed by the Board of LHD Commissioners and conditions of approval addressed.
  - b. LHD recommends the applicant submit a Preliminary Electronic Version of their Final Plat for review, prior to submitting Final Mylars for signature by the Directors of Highways.
  - c. Please note the following applications for the verbiage on the Mylars signature block for our District, to be signed by the Director of Highways:  
  
*I, the undersigned, Director of Highways for Lakes Highway District, do hereby certify that at a regular meeting of the Board of Commissioners held on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_, the foregoing plat dedications were accepted and approved by the Board of Lakes Highway District. Eric W. Shanley, P.E., Director of Highways, Lakes Highway District.*
- \*\*OR\*\***
- "Lakes Highway District acknowledges it reviewed this plat and no streets, roads, or rights-of-way were dedicated to the public for acceptance by Lake Highway District pursuant to Idaho Code section 50-1309." Eric W. Shanley, P.E., Director of Highways, Lakes Highway District.*
10. The applicant shall comply with all the requirements of Lakes Highway District Ordinance 2019-02.5. A.7. The ordinance includes a requirement that the subdivision must obtain an approach permit.