

Lot split and Lot Line Adjustment Checklist only to be used for splitting into two parcels: more than one split requires a subdivision application.

A Lot Split and/or Lot Line Adjustment request does not require a public hearing and will be scheduled for a regular City Council meeting as a regular agenda item after Planning and Zoning administrator approval.

Project name:	Applicant:
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All applications are required to contain one copy of the following:

Applicant (√)	Description	Staff (√)
	Completed and signed Commission & Council Review Application.	
	Detailed submittal letter explaining how the project enhances and beautifies the community and types of services the project will provide and/or reason for the lot line adjustment.	
	Legal description of the property: Include a meets & bounds description to the section line of all adjacent roadways stamped & signed by a registered professional land surveyor with a calculated closure sheet & a map showing the boundaries of the legal description. Please provide Block and Lot Number.	
	Proof of ownership—A copy of your deed and Affidavit of Legal Interest (for all interested parties).	
	Proof of taxes current and/or paid	
	8 1/2 x 11 vicinity map showing streets, driveways, property lines, etc.	
	A sketch or map showing the proposed Lot split or lot line adjustment. The sketch or map shall include the following information: <ul style="list-style-type: none"> ◇ Current lot size including dimensions, square footage and street frontage. ◇ Proposed new location of the lot line and new dimensions, square footage and street frontages. ◇ Streets, surrounding land uses, etc. 	

Note: Only one copy of the above items needs to be submitted when applying for multiple applications.

This application shall not be considered complete until staff has received all required information. Once the application is deemed complete, staff will notify the applicant of the fees due, additional copies needed, etc.

State of Idaho)
) ss.
County of Boise)

City of Idaho City
**AFFIDAVIT OF
LEGAL INTEREST**

City of Idaho City
P.O. Box 130
Idaho City, ID 83631
Phone: (208) 392-5484

I, _____, _____
Name **Address**

City **State** **Zip Code**

being first duly sworn upon oath, depose and say:

(If Applicant is also Owner of Record, skip to B)

A. That I am the record owner of the property described on the attached, and I grant my permission to _____
Name Address

to submit the accompanying application pertaining to that property.

B. I agree to indemnify, defend and hold City of Idaho City and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

C. I hereby grant permission to the City of Idaho City staff to enter the subject property for the purpose of site inspections related to processing said application(s),

Dated this _____ day of _____, 20____

Signature

Subscribed and sworn to before me the day and year first above written.

Notary Public for Idaho

Residing at: _____

My commission expires: _____