

Lot Line Adjustment Application

JEFFERSON COUNTY PLANNING AND ZONING, 210 Courthouse Way Suite 170, Rigby, Idaho 83442

(208) 745-9220

The purpose of a Lot Line Adjustment is to clean up property lines. i.e.: The legal description of the property does not match with where the fence is physically located; or a structure is located on more than one parcel of land. A Lot Line Adjustment is not to create a new parcel of land to obtain a building right or to circumvent a division of property. A record of survey is not a legal division of property. A Lot Line Adjustment/deed correction does not legally occur until deeds with new legal descriptions are recorded

SUBMITTALS:

1. **Detailed letter** by the applicant. Describe the modification.
2. **Warranty Deed** or proof of ownership
3. **Modified master site plan including the following:**
 - 1) Proposed record of survey (minimum of 11" x 17")
 - 2) Metes and bounds descriptions for all parcels in the division- NOT just the newly created parcel(s).
4. **Proper fee from Fee Schedule.**

Planning and Zoning Department requires twenty (20) working days to review application.

TODAY'S DATE: _____

SITE INFORMATION:

Location:	Quarter:	Section:	Township:	Range:	Total Acres:
Site Address:				Area of City Impact:	
Tax Parcel Number(s):			Zoning:		

OWNER:

APPLICANT:

Name:			Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Telephone:	Fax:		Telephone:	Fax:	
I consent to this application and allow Planning & Zoning staff to enter the property for site inspections related to this application. I certify this information is correct to the best of my knowledge.			I consent to this application and allow Planning & Zoning staff to enter the property for site inspections related to this application. I certify this information is correct to the best of my knowledge.		
Signature: (Owner)		Date	Signature: (Applicant)		Date

Note to applicant: A record of survey is not a legal change to the property. The lot lines will not be considered adjusted until deeds are recorded with the Jefferson County Clerk's Office. The Lot Line Adjustment application must be submitted and approved prior to recording deeds.

OFFICE USE ONLY	Building Permit?	Y	N	#:
Received By:	Date:			
				Fee:

ASSESSOR'S OFFICE REVIEW:

Date Received:	Reviewer:
Conclusions:	

PLANNING AND ZONING OFFICE REVIEW:

Date Received:	Reviewer:
Do the parcels meet zoning requirements for acreage, density, parcel area, and setback line?: Yes ___ No ___	
<i>Notes:</i>	
Do the parcels conform with the Comprehensive Plan?: Yes ___ No ___	
<i>Notes:</i>	
Within reasonable foresight, will the Lot Line Adjustment adversely impact adjoining properties?: Yes ___ No ___	
<i>Notes:</i>	
Approved?: Yes ___ No ___	Notes:

OFFICE USE ONLY				
File No.:	Fee:	Received By:	Date:	GIS Breakdown:
X-Ref:	Log:	History Map:	Prog. Sheet:	Stamped:
Pipeline:	Airport:	P&Z:	Wildland:	Southwest