

# Division of Property Application

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

(208) 745-9220

**SUBMITTALS:**

1.  **Detailed letter** by the applicant. Describe the modification.
2.  **Warranty Deed** or proof of ownership
3.  **Original master site plan** from your original application (if a division has occurred since January 1, 2008).
4.  **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).
5.  **Proper fee.** (\$35.00)

**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.		
<b>Signature: (Owner)</b>		<b>Date</b>	<b>Signature: (Applicant)</b>		<b>Date</b>

<b>OFFICE USE ONLY</b>	Building Permit?    Y    N    #:
Received By:	Date:
Fee:	

**ASSESSOR'S OFFICE REVIEW:**

<b>Date Received:</b>	<b>Reviewer:</b>
<b>Conclusions:</b>	

**PLANNING AND ZONING OFFICE REVIEW:**

<b>Date Received:</b>	<b>Reviewer:</b>
<b>Number of Divisions Since January 1, 2008 and Instrument Numbers (if any):</b>	
<b>Do the parcels meet zoning requirements for acreage, density, parcel area, and setback line?:</b> Yes ___ No ___	
<i>Notes:</i>	
<b>Do the parcels conform with the Comprehensive Plan?:</b> Yes ___ No ___	
<i>Notes:</i>	
<b>Within reasonable foresight, will the division adversely impact adjoining properties?:</b> Yes ___ No ___	
<i>Notes:</i>	
<b>Approved?:</b> Yes ___ No ___	<b>Notes:</b>

**Be aware that the approval from the Assessor and Planning and Zoning Departments does not ensure that the State will issue permits for wells and/or sewers. The purpose of the Division of Property Application is to evaluate the parcel of land for land use zoning requirements and for compliance with State statutes and County ordinances for parcel dividing requirements. A record of survey is not a legal division of property. A division/split does not legally occur until deeds with new legal descriptions are recorded. A division of property must be approved by the Planning & Zoning Department, before recording the new deed with the Jefferson County Clerk.**

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