

# 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.  **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.			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>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 Lot Line Adjustment adversely impact adjoining properties?:</b> Yes ___ No ___	
<i>Notes:</i>	
<b>Approved?:</b> Yes ___ No ___	<b>Notes:</b>

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