



ONEIDA COUNTY PLANNING AND ZONING
30 NORTH 100 WEST
MALAD CITY, IDAHO 83252

LOT-LINE VACATION APPLICATION

(Combination of two or more Lots/Parcels)

The Planning and Zoning staff is available to discuss this application and answer questions. The Administrator shall review the completed application and may approve or deny it. It is recommended that the Applicant review the Amended Oneida County Development Code (OCDC) prior to submittal. This Ordinance, along with application materials, are located on the County website at www.oneidaid.us

OCDC Section 6-9-2 – Lot Line Vacations: A Lot Line Vacation is the removal of a lot line between two (2) parcels that combines the two (2), or more parcels into one (1) lot, which does not reduce the area, frontage, width, depth, or building set back lines of each building site below the minimum zoning requirements, if any, and does not change the outside boundary of a subdivision. Such a combination of parcels shall not be able to be rescinded (or un-combined) without first going through the property division of land procedures as outlined in the Ordinance.

To expedite the review of your application, please be sure to address each of the following items.

SECTION I: PERSONAL AND PROPERTY-RELATED DATA

Owner: _____

Email: _____

Phone: () _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Applicant (if different): _____

Email: _____

Phone: () _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Engineering Firm: _____

Contact Person: _____ Phone: () _____

Address: _____ Email: _____

Surveyor: _____ Phone: _____

Location and size:

Property Address: _____

Parcel Number: _____ Section: _____ Township & Range: _____

Parcel Number: _____ Section: _____ Township & Range: _____

Parcel Number: _____ Section: _____ Township & Range: _____

Total Acreage of combined parcels: _____

Assessor Exemptions (i.e. agriculture, timber, etc.): No: _____ Yes: _____ list: _____

I consent to this application; I certify this information is correct, and I authorize the Oneida County Planning & Zoning Department staff and its designated inspection agent to enter the property for any site inspection or compliance purposes as long as this application and a conditional use permit (if applicable) are in effect. I agree to indemnify, defend, and hold harmless Oneida County and its employees from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of this application.

• Applicant Signature: _____

Date: _____

I, the undersigned, am the owner of the referenced property and do hereby give my permission to _____ to be my agent and represent me in the matters of this application. I consent to this application, I certify this information is correct, and I authorize the Oneida County Planning & Zoning Department staff and its designated inspection agent to enter the property for any site inspection or compliance purposes as long as this application and a conditional use permit (if applicable) are in effect. I agree to indemnify, defend, and hold harmless Oneida County and its employees from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of this application.

• Owner Signature: _____

Date: _____

SECTION II ITEMS REQUIRED

1. Latest recorded deeds to the properties.
2. Application completed & signed, including Affidavit of Legal Interest and Letter of Authorization, if applicable.
3. Application fees paid in full in accordance with the current fee schedule, including any/all applicable fees.
4. Narrative of the purpose of the Property-Line Vacation.
5. County Road or Highway Access Permit, if applicable.
6. Proof all property taxes are paid in full, including pre-paid taxes for all properties. (see attached form)
7. Unrecorded new deed for the one (1) new parcel, with the one (1) new legal description
8. Record of Survey labeled "Property-Line Vacation for (owner) of Parcels (list parcels)" that complies with the following:
 - Vicinity Map, Date of survey, and North Arrow;
 - Map scale adequate to depict all parcels being combined (show Bar Scale);
 - Legend with a description for all weights and symbols used;
 - All bearings and distances for all property lines. Include Basis of Bearing and CP&F Reference.
 - All known easements shown with their instrument numbers;
 - All existing physical access points shown;
 - Adequate access easement for new parcel meeting OCDC standards;
 - Property Description-the new legal description for the new (one) parcel;
 - The new parcel labeled with acreage;
 - Surveyor's Certification-Signature block with statement and stamp;
 - Date of survey.
 - Electronic form: either in DXF or DWG format, using Coordinate System of NAD 1983 State Plane Idaho West FIPS 1103 Feet, identify two public land ties on the ROS, and include GPS references, if available provide a digital PDF file.

SECTION III: STAFF ANALYSIS FINDINGS OF FACT, CONCLUSIONS

See attached Administrator FCO.

SECTION IV: ADMINISTRATOR ORDER

THIS BOX TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT

FILE # _____ Rec'd Date: _____

Fee paid: _____ Date: _____

Payment type: _____ Number: _____

Receipt #: _____ Are application materials attached? Yes _____ No _____

ACCEPTED BY _____ Date: _____