



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

PROPERTY LINE ADJUSTMENT APPLICATION

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 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 6-7.A.1: Property Boundary Adjustment: A Property Boundary Adjustment is an adjustment of lot lines as shown on a recorded plat, 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, does not change the outside boundary of a subdivision, and does not increase the original number of lots in any block of a recorded plat. The Property Boundary Adjustment shall be in conformance with Chapter 4, Article C.

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 of property 1: _____

Email: _____

Phone: () _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Surveyor: _____

Owner of property 2: _____

Email: _____

Phone: () _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Surveyor: _____

Owner of property 3: _____

Email: _____

Phone: () _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Surveyor: _____

Owner of property 4: _____

Email: _____

Phone: () _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Surveyor: _____

Property 1 Address: _____

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

Total Acreage: _____ Proposed Parcel Size: _____

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

list: _____

Property 2 Address: _____

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

Total Acreage: _____ Proposed Parcel Size: _____

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

list: _____

Property 3 Address: _____

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

Total Acreage: _____ Proposed Parcel Size: _____

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

list: _____

Property 4 Address: _____

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

Total Acreage: _____ Proposed Parcel Size: _____

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.

Owner 1 Signature: _____ Date: _____

Owner 2 Signature: _____ Date: _____

Owner 3 Signature: _____ Date: _____

Owner 4 Signature: _____ Date: _____

SECTION II: ITEMS REQUIRED

1. Latest recorded deed to the property.
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 land split or boundary line being adjusted.
5. County Road or Highway Access Permit, if applicable.
6. Proof all property taxes are paid in full, including pre-paid taxes. (see attached form)
7. The County Assessor has certified that parcels are acceptable for assessing and tax purposes.
8. Unrecorded new deeds, one for each new parcel, with new legal descriptions.
9. Record of Survey labeled "One Time Only Split of One Parcel of Land, or Boundary line being adjusted" that complies with the following:
 - Vicinity Map, Date of survey, and North Arrow;
 - Map scale adequate to depict all parcels (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 easements for each parcel meeting OCDC standards;
 - Property Descriptions-the new legal descriptions for each parcel;
 - Each new parcel labeled as Parcel 1, 2,; or A, B, and, acreage of each parcel;
 - 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 StatePlane Idaho West FIPS 1103 Feet, identify two public land ties on the ROS, and include GPS references, if available, or provide a digital PDF file.

SECTION III: STAFF ANALYSIS FINDINGS OF FACT, CONCLUSIONS

See attached Administrator FCO.

SECTION IV: ADMINISTRATOR ORDER ON APPLICATION

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: _____