

Division of Property Application

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

(208)745-9220

SUBMITTALS:

- Detailed letter** by the applicant. Describe the modification.
- Warranty Deed** or proof of ownership
- 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.
- Floodplain** verify if the proposed division is located within in the Floodplain. Additional information may be required if the proposal is located within the Floodplain.
- Proper Fee** from Fee Schedule

Planning and Zoning Department requires twenty (10) business days to review application.

TODAY'S DATE: _____

SITE INFORMATION:

Quarter: _____ Section: _____ Township: _____ Range: _____ Total Acres: _____

Subdivision Name: _____ Lot: _____ Block: _____

Site Address: _____ City: _____

Tax Parcel Number(s): _____ Zoning: _____ Area of City Impact: _____

OWNER: Primary Point of Contact

Name: _____

Address: _____

City: _____ State: _____

Telephone: _____ Zip: _____

Email: _____

I consent to this application and allow Planning and Zoning staff to enter the property for site inspections related to this application.

APPLICANT: Primary Point of Contact

Name: _____

Address: _____

City: _____ State: _____

Telephone: _____ Zip: _____

Email: _____

I consent to this application and allow Planning and Zoning staff to enter the property for site inspections related to this application.

Signature: (Owner) **Date**

Signature: (Applicant) **Date**

Note for Applicant: 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.

Sec. 110-61. Administrative Land Division (Lot/Parcel splits).

(a). Any time an original parcel of land is divided or partitioned into not more than three (3) parcels, or sites for the purpose of transfer of ownership or development, an application for parcel split shall be submitted on an approved form to the administrator which shall contain, at a minimum, the following information:

- 1) Name, address, and telephone number of the applicant;
- 2) Legal description of property and proof of ownership or agency, most recent recorded deed;
- 3) Description of existing use;
- 4) Zoning district;
- 5) Legal description of parcels after proposed parcel split;
- 6) Description of proposed use;
- 7) Documentation of the permission of the owner of the parcel to be split.

(b). Once administratively reviewed for these requirements, the administrator may approve.

ASSESSOR'S OFFICE REVIEW:

Date Received: _____ **Reviewer:** _____

Conclusions: _____

Planning and Zoning Office Review:

Date Received: _____ **Reviewer:** _____

Number of Divisions Since January 1, 2008 and Instrument Numbers (if any): Yes No

Do the parcels meet zoning requirements for acreage, density, parcel area, and setback lines? Yes No

Notes: _____

Do the parcels conform with the Comprehensive Plan?: Yes No

Notes: _____

Within reasonable foresight, will the Boundary Line Adjustment adversely impact adjoining properties ?: Yes No

Approved?: Yes No **Notes:** _____