

# Boise County Planning and Zoning Department

413 Main Street, PO Box 1300  
Idaho City, Idaho 83631  
Phone: 208-392-2293  
[www.boisecounty.us](http://www.boisecounty.us)



## MASTER ADMINISTRATIVE REVIEW APPLICATION

**TYPE OF APPLICATION: (PLEASE CHECK ALL THAT APPLY AND ATTACH APPLICATION FORM)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> AGRICULTURAL SPLIT                   | <input type="checkbox"/> LEGAL CONDEMNATION,<br>ACQUISITION or WIDENING OF<br>EXISTING RIGHT OF WAY | <input type="checkbox"/> PROBATE/ESTATE/COURT<br>ORDER |
| <input type="checkbox"/> FLOOD DEVELOPMENT<br>PERMIT          | <input type="checkbox"/> MORTGAGE/DEED OF TRUST   | <input type="checkbox"/> PROPERTY LINE ADJUSTMENT      |
| <input type="checkbox"/> LOT-LINE VACATION                    | <input type="checkbox"/> ONE-TIME SPLIT   | <input type="checkbox"/> SIGN PERMIT                   |
| <input type="checkbox"/> NON-CONTIGUOUS PARCEL<br>RECOGNITION |   |  |

PROJECT NAME: \_\_\_\_\_

### SITE INFORMATION:

(This information can be found on the Assessor's property information assessment sheet.)

Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Total Acres: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_ Current Land Use: \_\_\_\_\_

### OWNER(S) OF RECORD:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### APPLICANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I consent to this application, I certify this information is correct, and allow Planning and Zoning staff to enter the property for related site inspections. I agree to indemnify, defend and hold harmless Boise 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.

I consent to this application, I certify this information is correct, and allow Planning and Zoning staff to enter the property for related site inspections. I agree to indemnify, defend and hold harmless Boise 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.

\_\_\_\_\_  
Signature: All Owner(s) of Record                      Date

\_\_\_\_\_  
Signature: Applicant    Date

**NOTE: THIS APPLICATION MUST BE SUBMITTED WITH THE APPROPRIATE APPLICATION FORM**

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## AFFIDAVIT OF LEGAL INTEREST and Letter of Authorization

\_\_\_\_\_, "Owner" whose address is \_\_\_\_\_  
\_\_\_\_\_, City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

As owner of property more specifically described as:

\_\_\_\_\_  
\_\_\_\_\_

**HEREBY AUTHORIZES** \_\_\_\_\_ as Agent to represent and act for the Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Boise County Board of Commissioners, Boise County Planning and Zoning Commission, Boise County Planning and Zoning Staff, and or other Boise County Departments relating to the modification, development, planning, platting, re-platting, improvements, use or occupancy of land in Boise County, Idaho. Owner agrees that; Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application of any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that; Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platted or re-platting, improvement, occupancy, or use of any structure or land involved in the application shall take place until approved by the appropriate official of Boise County, Idaho, in accordance with applicable codes and regulations.

Owner agrees to pay any fines and be liable for any other penalties arising out of failure to comply with the terms of any permit or arising out of any violation of applicable laws, codes, or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and , if signing on the behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

### OWNER:

\_\_\_\_\_  
(Signature of Owner) (Print Name) (Title)

\_\_\_\_\_  
(Signature of Owner) (Print Name) (Title)

\_\_\_\_\_  
(Signature of Owner) (Print Name) (Title)

\_\_\_\_\_  
(Secretary or Corporate Owner) (Print Name)

NOTARY STATE OF IDAHO ) ss  
COUNTY OF \_\_\_\_\_ ) (seal)

SUBSCRIBED and sworn to before me by \_\_\_\_\_  
on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission expires on: \_\_\_\_\_

\_\_\_\_\_  
Date

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## ONE TIME ONLY LAND SPLIT APPLICATION

OTS # \_\_\_\_\_

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 Unified Land Use Ordinance #2024-01 (ULO) prior to submittal. This Ordinance along with application materials are located on the County website at [www.boisecounty.us](http://www.boisecounty.us).

**ULO #2024-01, Section 5.4.A.4: One Time Division:** A one-time division of an original parcel into four (4) parcels/lots, or less, that is subject to Section 5.4.B of this Ordinance. Only one (1) Subdivision Exception is permitted per original parcel of record from said parcel's configuration as of December 6, 2005.

*To expedite the review of your applications, 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: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Proposed # of Parcels: \_\_\_\_\_

Proposed Parcel Size: Parcel one \_\_\_\_\_ Parcel two \_\_\_\_\_

Parcel three \_\_\_\_\_ Parcel four \_\_\_\_\_

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

**Is property currently mortgaged? Y/N (if yes, Certificate of Acceptance of Mortgagee is required on survey)**

I consent to this application, I certify this information is correct and I authorize the Boise 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 Boise 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/Applicant Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

I, the undersigned, am the owner of the reference 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 Boise 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 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 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.
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. 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 and restrictions as follows: *“The (1,2,3,4) parcels created by this split shall not be split or divided further without full compliance of the provisions of the Boise County Unified Land Use Ordinance”.*
9. Record of Survey labeled “One Time Only Split of One Parcel of Land” 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 ULO standards;
  - Property Descriptions-the new legal descriptions for each parcel;
  - Each new parcel labeled as Parcel 1, 2, 3, 4; or A, B, C, D; 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 State Plane Idaho West FIPS 1103 Feet, and identify two public land ties on the ROS, and include GPS references, if available.
10. Approval letter from the Home Owners Association; if applicable.
11. A letter from the Central District Health Department stating that the application has been reviewed and approved.

**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: \_\_\_\_\_

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## PROOF OF PROPERTY TAXES PAID

# \_\_\_\_\_

<b>Owner:</b> _____	
Email: _____	
Phone: (    ) _____	Mailing Address: _____
City: _____	State: _____ Zip Code: _____
<b>Applicant</b> (if different): _____	
Email: _____	
Phone: (    ) _____	Mailing Address: _____
City: _____	State: _____ Zip Code: _____

<b>Location and size:</b>	
Property Address: _____	
Parcel Number: _____	Section: _____ Township: _____ Range: _____
Parcel Number: _____	Section: _____ Township: _____ Range: _____
Parcel Number: _____	Section: _____ Township: _____ Range: _____
Parcel Number: _____	Section: _____ Township: _____ Range: _____
Assessor Exemptions (i.e. agriculture, timber, etc.): No: _____ Yes: _____	
list: _____	

**I (we) am (are) applying for the following Land Use Action: (please check the appropriate one)**

	Document	Rec'd
	Agricultural Land Split	
	Probate Estate or Court Order	
	One-Time Split	
	Property Line Adjustment	
	Parcel Line-Vacation	
	Subdivision Plat	

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• Applicant Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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• Owner Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**BOISE COUNTY TREASURER’S OFFICE ONLY:**

Proof of Paid Taxes, Current and Estimated Taxes-as required by Boise County Ordinance #2024-01, is attached for the above Parcel(s)

\_\_\_\_\_  
TREASURER (DEPUTY) signature

\_\_\_\_\_  
Date