



# 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)



## 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 Date  
My Commission expires on: \_\_\_\_\_

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## VACATION of SUBDIVISION PLATS, OR PARTS THEREOF

SUB-PPV # \_\_\_\_\_

The Planning and Zoning staff is available to discuss this application and answer questions. Upon receipt of the required materials the Planning & Zoning Administrator will stamp the application received and review the application for completeness. Once the application is deemed complete a public hearing will be scheduled with the Boise County Commissioners. It is recommended that the Applicant review the 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 5.19, Amendments/Vacation of Subdivision Plats or Parts Thereof:** Any person desiring to amend or vacate an existing subdivision plat or any part thereof in whole lots or which otherwise requires County approval, shall apply to the Board. No portion of a lot or lot(s) may be vacated. Said person shall be the owner of record of the parcels proposed for vacation, or be authorized by the owner of record to petition the Board. Said application shall include and/or be subject to circumstances surrounding the issue as to why the plat, or portions thereof, should be vacated.

*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(s): \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Total Acreage of Parcel: \_\_\_\_\_

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

Proposed Units/ Lots: \_\_\_\_\_ Proposed Open Space Acres: \_\_\_\_\_

Proposed Subdivision name: \_\_\_\_\_

**Is property currently mortgaged? Y/N (if yes, Certificate of Acceptance of Mortgage 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 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.

• 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 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 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 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION II: ITEMS REQUIRED**

1. Latest recorded deed to the property.
2. Application complete & signed; including Affidavit of Legal Interest and Letter of Authorization, if applicable, filed with the Administrator.
3. Application fees paid in full in accordance with the current fee schedule; including any/all applicable fees (i.e. publication costs).
4. A statement of circumstances surrounding the issue as to why the plat, or portions thereof, should be vacated.
5. A legal description of the platted area or property to be vacated.
6. The names of all persons affected by the vacation of the plat, or portion thereof.
7. Draft 11" x 17" copy of the proposed plat vacation, or portion thereof.
8. Proof of all property taxes are paid in full, including pre-paid taxes for all properties. (see attached form)
9. Unrecorded new deeds, one for each new parcel, with new legal descriptions.
10. Amended Plat, labeled "Amended Plat of XXX Subdivision", 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;
  - Surveyor's Certification-Signature block with statement and stamp;
  - Date of plat.
  - 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 plat or ROS, and including GPS references, if available.
11. A public hearing will be scheduled with the Board, including public notice requirements as required for a new subdivision per the ULO.

**SECTION III: STAFF ANALYSIS and RECOMMENDED FINDINGS OF FACT, CONCLUSIONS, CONDITIONS AND ORDER**

**SECTION IV: BOARD FINDINGS OF FACT, CONCLUSIONS, CONDITIONS AND ORDER**

**SECTION V: BOARD ACTION dated: \_\_\_\_\_**

**APPROVED**

**DENIED**

**THIS BOX TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT**

FILE # \_\_\_\_\_

Rec'd Date: \_\_\_\_\_

Fee paid: \_\_\_\_\_

Date: \_\_\_\_\_

Payment type: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Are application materials attached? Yes \_\_\_\_ No \_\_\_\_

ACCEPTED BY \_\_\_\_\_

Date: \_\_\_\_\_

**STATEMENT OF PROOF OF PUBLIC HEARING POSTING**  
**For Application # \_\_\_\_\_**

I, \_\_\_\_\_, do hereby certify that Notice of Public Hearing was posted in accordance with the Boise County Amended Unified Land Ordinance #2024-01, Section 2.4.D.2 on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, meeting the requirement of at least ten (10) days prior to the public hearing date. A photo of said posting is attached as Exhibit A, per Section 2.4.D.2.f.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Typed/printed Applicant Name

\_\_\_\_\_  
Applicant Signature

STATE OF IDAHO            )  
                                          ) ss.  
County of \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State, personally appeared \_\_\_\_\_, known or identified to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that s/he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date last above written.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_

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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