

Boise County Planning and Zoning Department

413 Main Street, PO Box 1300
Idaho City, Idaho 83631
Phone: 208-392-2293
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,
ACQUISITION or WIDENING OF
EXISTING RIGHT OF WAY | <input type="checkbox"/> PROBATE/ESTATE/COURT
ORDER |
| <input type="checkbox"/> FLOOD DEVELOPMENT
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
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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PROPERTY LINE ADJUSTMENT APPLICATION

PLA # _____

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 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.

ULO #2024-01, Section 5.4.A.1: Property Line Adjustment: A Property Line Adjustment is an adjustment of lot, or parcel, lines which does not: reduce the area, frontage, width, depth, or building set back lines of each building site below the minimum requirements, if any; does not change the outside boundary of a subdivision; and does not increase the original number of lots, or parcels, in any block of a recorded Plat.

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: Parcel one _____

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)

Property 2 Address: _____

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

Total Acreage: _____ Proposed Parcel Size: Parcel two _____

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)

Property 3 Address: _____

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

Total Acreage: _____ Proposed Parcel Size: Parcel one _____

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)

Property 4 Address: _____

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

Total Acreage: _____ Proposed Parcel Size: Parcel two _____

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 1 Signature: _____
Date: _____

• Owner 2 Signature: _____
Date: _____

• Owner 3 Signature: _____
Date: _____

• Owner 4 Signature: _____
Date: _____

SECTION II ITEMS REQUIRED

1. Latest recorded deeds to the properties being adjusted.
2. Application completed & signed; including Affidavit of Legal Interest and Letter of Authorization, for all property owners.
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 adjustment.
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 deeds, one for each adjusted parcel, with new legal descriptions and restriction as follows:
“The property line adjustment shall not create additional lots or parcels or change outside boundaries of a subdivision without full compliance of the provisions of the Boise County Unified Land Use Ordinance”.
8. Record of Survey labeled “Property Line Adjustment for (insert name)” 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.
9. Approval letter from the Home Owners Association; if applicable.
10. 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

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

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

Location and size:	
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
<input type="checkbox"/>	Agricultural Land Split	
<input type="checkbox"/>	Probate Estate or Court Order	
<input type="checkbox"/>	One-Time Split	
<input type="checkbox"/>	Property Line Adjustment	
<input type="checkbox"/>	Parcel Line-Vacation	
<input type="checkbox"/>	Subdivision Plat	

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• 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 (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 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