

# 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"/> PROPERTY LINE ADJUSTMENT      |
| <input type="checkbox"/> LOT-LINE VACATION                    | <input type="checkbox"/> MORTGAGE/DEED OF TRUST   | <input type="checkbox"/> SIGN PERMIT                   |
| <input type="checkbox"/> NON-CONTIGUOUS PARCEL<br>RECOGNITION | <input type="checkbox"/> ONE-TIME SPLIT   |  |

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**

March 2024

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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 Amended Unified Land Use Ordinance #2024-02 (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 #2024-02, 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: \_\_\_\_\_

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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

# CONSENT FORM

To Boise County Planning and Zoning Department:

I (We) \_\_\_\_\_

Do hereby agree to the proposed lot line adjustment between myself (ourselves) and

On our properties in Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ B.M.

Owner #1 Signature: \_\_\_\_\_

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

Owner #2 Signature: \_\_\_\_\_

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

State of Idaho )  
 ) ss  
County of Boise )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me a notary public, personally appeared \_\_\_\_\_,

know to me or proved to me on the basis of satisfactory evidence to be the person(s) that executed this instrument and acknowledged to me that (they)he/she executed the same.

In witness whereof, I have hereunto set my hand and affixed my official seal the day and year first above written.

(seal)

Residing at: \_\_\_\_\_

Commission expires: \_\_\_\_\_

**NOTE:** For adjustments involving more than two property owners and/or owners who live outside the area, a separate notarized form may be attached.

## 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, and proof of perpetual legal access.
6. 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 Amended Unified Land Use Ordinance”.
7. 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.
8. Approval letter from the Home Owners Association; if applicable.
9. A letter from the Central District Health Department stating that the application has been reviewed and approved. (P & Z will submit for this)
10. Proof all property taxes are paid in full, including pre-paid taxes for all properties. (Day of recording)

## 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: \_\_\_\_\_