



Planning and Zoning Application & Checklist

BOUNDARY LINE ADJUSTMENT

The Boundary Line Adjustment process is required when adjusting property lines for reasons of encroachments, setback violations, straightening property lines, adding land to existing parcels, lot combinations, or similar circumstances. Only adjustments between building lots are eligible for review under this process; those that affect roads, parks, etc. are subject to the Plat Amendment process.

Owner's Name(s): _____

Applicant Name*: _____

*A statement authorizing a representative to apply on behalf of the owner must accompany this form if applicable.

The applicant, not the owner, is the main point of contact for applications. Please complete the contact information below accordingly.

Phone: _____ Email: _____

Mailing Address: _____

Property Address(es): _____

Subdivision: _____ Block #: _____ Lot #: _____

Zone: _____ Boundary Line Adjustment Lot Combination

Current Lot Sizes: _____ Proposed Lot Size(s): _____

SECTION I. Required Items to be Submitted – Hard Copy & Electronic

____ Proof of ownership or valid option agreement

____ Unrecorded deed(s) with new/proposed legal description(s)

____ **Surveyed site plan:** (2- 18" x 24", 1- 11" x 17", and 1 PDF) A legal survey with monuments that includes the following:

- Vicinity Map, Legal description, Original and proposed property lines.
- Property boundaries with required setbacks and acreage shown.
- Existing buildings, parking areas, vehicular access points, fences, waterways, and easements.
- Adequate access easements for each parcel.
- Stamp, date, and signature from a licensed land surveyor.
- Signature blocks for the City Planning & Zoning Administrator, City Mayor, City Clerk, County Surveyor, and all affected property owners.

____ **Narrative:** Attach a brief statement describing the request and any other information necessary to assure the fullest consideration of facts concerning the application.

SECTION II. Evaluation Criteria

The resulting adjustment shall not create any additional tracts or parcels and all reconfigured tracts or parcels shall contain sufficient area and dimensions to meet minimum requirements for zoning and building purposes. The resulting boundaries shall not create any non-conformance with the standards of the Land Development Code (Driggs Land Development Code 14.13.2.D).

SECTION III. Review & Approval Process

1. Upon acceptance of a complete application and payment of all applicable fees, the Planning and Zoning Administrator will review and either approve or deny the application. The survey will be sent to the County Surveyor for a technical survey review for conformance with Idaho Code 50-1305.
2. Once approved, the applicant must submit the survey in Mylar form signed by the owner(s) to the City for the remaining signatures. Once all the signatures are in place, the survey along with the deed(s) showing the new legal description can be submitted by the owner to the County for recording.
3. Any boundary adjustment application that is approved and not recorded within six (6) months of the date of approval shall be considered expired and a new application shall be required.

SECTION IV. Acceptance

The Planning & Zoning Administrator reserves the right to NOT officially accept this application until all required information and the application fee have been submitted.

The Planning & Zoning Administrator reserves the right to take photographs and/or videos of the property under consideration as deemed necessary as an addendum to the file.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that the City of Driggs may rescind any approval or sufficiency determination, or take other appropriate action.

In addition, I understand that if this application is approved but not recorded within six (6) months of the date of approval then this application shall be considered expired.

I have read and understand the application, review procedures, and responsibilities which accompany this application.

Owner Signature

Date

OFFICE USE ONLY

FEE: \$ 450 (plus any additional cost incurred) must accompany this completed application.

RECEIPT #: _____ DATE RECEIVED: _____ RECEIVED BY: _____

P&Z FILE #: _____