

CITY OF PRIEST RIVER

PLANNING & ZONING
P.O. Box 415
552 High Street Priest River, ID 83856
(208) 448-2123
Fax (208) 448-2232



LOT LINE ADJUSTMENT/ MINOR NOTATIONAL CHANGE

- ☐ Schedule a pre-application meeting with the Planning Administrator to review plans.
- ☐ Provide the following with the completed application:

Minimum Application Requirements for Lot Line Adjustment/Minor Notational Change

- A. Three (3) full-sized and one (1) reduced 11X17 copy of the draft final plat, prepared, and stamped by an Idaho licensed surveyor and containing:
- ◆ The location of existing structures, septic systems, and wells if applicable.
 - ◆ Location, dimensions, and area (in acres) of proposed lots. All proposed lots shall be numbered or in systematic order.
 - ◆ Name of subdivision and the name of the larger subdivision or tract of which it forms a part.
 - ◆ Names of the subdivider and engineer or surveyor.
 - ◆ The "initial point" and description thereof, shall be indicated on the drawing and the location and description in conformance with the Idaho Code.
 - ◆ Street lines of all existing or recorded streets, principal property lines, township lines, or section lines, intersection, crossing or contiguous to the subdivision (which should be mathematically tied to the lines of the subdivision by distances and bearings) and the status of adjoining property shall be indicated (name of subdivision or unplatted area).
 - ◆ The accurate location and description and filing of all monuments shall be in accordance with "The Corner Perpetuation and Filing Act", title 55, chapter 16, Idaho Code.
 - ◆ The length and bearings of the lines of all lots, streets, alleys, and easements as laid out, length of arc, points of curvature, radii, and tangent bearings in the case of curved lines (the system of lengths and bearings of the boundary lines).
 - ◆ All lots shall be numbered consecutively in each block, and each block lettered or numbered as set forth at 50-1304, Idaho Code. All streets shall bear the street or road name as it appears on the official road name list.
 - ◆ The accurate outline of all property that is offered for dedication for public use, with the purpose indicated thereon and all property owners in the subdivision and conforms with the Idaho code.
 - ◆ Private restrictions if any.
 - ◆ North point, graphic scale, and date (whether the north point is magnetic true north shall be indicated).
 - ◆ A certificate of a licensed engineer or surveyor of the state of Idaho to the effect that the plat represents a survey made by them that all the monuments shown actually exist and that their positions are as shown.
 - ◆ Location of all watercourses, base flood elevations, the elevations derived from flood insurance rate maps, and approximate area subject to inundation of

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- stormwater overflow.
- ◆ Wetland boundaries as depicted on national wetland inventory maps or as delineated by a professional authorized by the U.S. Army Corps of Engineers to perform wetland delineations, and any proposed easements or easements of record for drainage, channels, overhead and underground utility lines, sanitary sewers, and water systems within the tract.
- ◆ Owner's certificate. A notarized description of the property encompassed by the plat, dedications, and restrictions.
- ◆ All plat certificates required by the City.
- B. Boundary closures.
- C. A copy of the current preliminary title report.
- D. A copy of the currently recorded deed for the subject property.
- E. Applications shall additionally include one (1) copy of the plat, currently recorded, marked with distinguishable lines to clearly indicate the existing and proposed lot lines.
- F. Letter from Panhandle Health District stating the requirements for sanitary restrictions are not affected by the readjustment of lot lines.
- G. Additional information reasonably required for a thorough review of the application, as requested by the Administrator.
- H. Any other information the applicant believes should be considered in the application.
- I. The appropriate filing fees. (Your application cannot be received by the Planning Department unless accompanied by the appropriate fees.)

Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.

Project Information

Project Name: _____

Name of Existing Plat: _____

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Name of Proposed Plat: _____

Applicant Information

Applicant's Name: _____ Phone: _____

Address: _____ E-mail: _____

Owner's Name: _____ Phone: _____

Address: _____ E-mail: _____

Representative Information

Representative's Name: _____ Phone: _____

Address: _____ E-mail: _____

Contact Name: _____ Phone: _____

Address: _____ E-mail: _____

Engineer/Surveyor: _____ Phone: _____

Address: _____ E-mail: _____

Project Information

Legal Description of Site: _____

Lot(s): _____ Block #: _____ Addition: _____

Section: _____ Township: _____ Range: _____

Parcel Acreage: _____ Parcel Number: _____

Current Zoning: _____ Current Use: _____

What Zoning Districts Borders the Site?

North: _____ South: _____

East: _____ West: _____

What Land Uses Border the Site? Describe lot sizes, structures, uses:

North: _____ South: _____

East: _____ West: _____

Current Comprehensive Plan Designation: _____

What Comprehensive Plan Designations Border the Site?

North: _____ South: _____

East: _____ West: _____

Detailed Directions to the Site: _____

Additional Project Description

Existing Plat recording information:

Book of Plats #: _____ Page: _____ Recording Date: _____

Number of Lots affected by the adjustment/change: _____

This application is for:

☐ Notational Change Explain Change: _____

Lot Line Adjustment/ Minor Notational Change

- ☐ Lot Line Adjustment Between Lots: _____
Lot #: _____ Original Acreage: _____ ±: _____ Acres = Proposed Acreage: _____
Lot #: _____ Original Acreage: _____ ±: _____ Acres = Proposed Acreage: _____
Lot #: _____ Original Acreage: _____ ±: _____ Acres = Proposed Acreage: _____
Lot #: _____ Original Acreage: _____ ±: _____ Acres = Proposed Acreage: _____
☐ Combining two or more lots. List affected lot numbers: _____
Describe the lot combination proposal and resulting acreage: _____

Describe the purpose of the adjustment in detail: _____

Site Information

Provide detailed descriptions of the following:

1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.: _____

2. Water Courses (springs, streams, rivers, etc.): _____

Are Wetlands present on site? ☐ Yes ☐ No Source of Information: _____

3. Existing Structures (size and use): _____

4. Land Cover (timber, pasture, etc.): _____

5. Other Pertinent Information (attach additional pages if needed): _____

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Access Information:

Please check the appropriate boxes:

☐ **Private Easement** ☐ Existing ☐ Proposed

Describe travel surface (e.g., gravel, dirt, paved, etc.), travel way width, road grade and easement width. Include recorded instrument number for existing easements & name, if existing: _____

☐ **Public Road** ☐ Existing ☐ Proposed

Describe travel surface (e.g., gravel, dirt, paved, etc.), travel way width, road grade and right-of-way width and road name, if existing: _____

☐ **Combination of Public Road/Private Easement** ☐ Existing ☐ Proposed

Describe the travel surface (e.g., gravel, dirt, paved, etc.), travel way width, road grade and right-of-way easement width and road name, if existing: _____

Is public road dedication proposed as part of this lot line adjustment/ notational change?

☐ Yes ☐ No

Services

Sewage disposal will be provided by:

☐ Existing City System

☐ Proposed City Extension

☐ Individual System – List Type: _____

Explain the type of sewage system, capacity, maintenance plan, location of facilities, if applicable and other details: _____

Water will be supplied by:

☐ Existing City System

☐ Proposed City Extension

☐ Existing Individual Well

Explain the water source, capacity, system maintenance plan, storage, and delivery system and other details: _____

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Signature of Owner

Date

Signature of Owner

Date

Signature of Applicant

Date

Signature of Applicant

Date