



BOUNDARY LINE ADJUSTMENT APPLICATION

Community & Economic Development Department
 8930 N Government Way, Hayden, ID 83835
www.cityofhaydenid.us (208) 209-2022

To be completed by city staff:

Tracking #:

Date submitted:

Received by:

Property Address: _____

CHECKLIST: A request is made by submitting the following:

		Completed application form
		Pre-Application Meeting with City staff (date: _____; if applicable)
		Certificate from a title insurance company licensed under the laws of the state of Idaho, issued no later than 30 days prior to the date of application for each property
		Copy of the most current recorded deed for each property
		Letter of authorization from owners of record, if not the applicant
		Vicinity map
		Copies of the draft deeds of conveyance and legal descriptions for the adjusted lots, said deeds indicating that the instrument is being recorded for lot line adjustment purposes and that the portion of property being transferred is not of itself a buildable lot
		<p>A scaled drawing (preliminary record of survey) of the proposed adjustment including:</p> <ul style="list-style-type: none"> ➤ All existing and proposed boundaries of the affected lots with dimensions; ➤ All existing structures with dimensions and distances from both eaves and foundation lines to existing and proposed boundaries; ➤ Existing sewer and water services to the affected lots; ➤ Existing street frontages and accesses of each lot; ➤ Existing easements and their purposes; ➤ Certificate of approval signature line for the City Engineer
		<p>The proposed boundary adjustment does not:</p> <ul style="list-style-type: none"> ➤ Contain more than 2 deflection points; ➤ Create a nonconforming lot or further the degree of nonconformity, as to lot size, setbacks, and lot coverage; ➤ Span a public right-of-way or private road easement; ➤ Contain illegally created lots; ➤ Create additional lots; ➤ Impair existing easements, accesses or utilities
		<p>Copies of the proposed boundary line adjustment (draft survey) in the following sizes:</p> <ul style="list-style-type: none"> ➤ One (1) 8 ½ inch x 11 inch copy ➤ One (1) 11 inch x 17 inch copy ➤ Electronic Copy in PDF format e-mailed to planning@cityofhaydenid.us
		<p>Fees are in accordance with the current City Council adopted fee schedule. City fees and engineering pass through costs are required at the time of application submission. All additional fees, notice and legal publication charges are the responsibility of the applicant and will be billed separately.</p>



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APPLICANT: _____

Mailing Address: _____

Telephone: _____ E-mail Address: _____

PROPERTY OWNER (1): _____

Mailing Address: _____

Telephone: _____ E-mail Address: _____

PROPERTY OWNER (2): _____

Mailing Address: _____

Telephone: _____ E-mail Address: _____

SURVEYOR: _____

Mailing Address: _____

Telephone: _____ E-mail Address: _____

PROPERTIES:

Tax Parcel #'s: _____

Street Addresses (if applicable): _____

Size of Area Involved: _____ acres Total number of lots involved: _____

Existing Zoning: _____ Existing Land Use: _____

CERTIFICATIONS:

I understand that the decision made by the Director (or his/her designee) and the City Engineer on a Boundary Line Adjustment is final unless appealed by me or by any affected persons. I understand that following preliminary approval, a record of survey prepared by an Idaho licensed surveyor containing a certificate of approval for the City Engineer shall be submitted to the City for final approval and recording along with the accompanying deed of conveyance accurately describing the property to be transferred and the remainder property. Said deed shall also include new aggregate legal descriptions in metes and bounds of the adjusted areas.

I understand that no building permits will be issued on lots or parcels whose boundaries have been adjusted without the approval of the City, nor will they be issued on lots or parcels whose boundaries are being adjusted until all the requirements of Hayden City Code Title 12, Chapter 10 have been met, the record of survey and deeds recorded, and the property corners monumented.

I also understand that application fees are in accordance with the current City Council adopted fee schedule and that all additional fees, charges, pass-through engineering costs, legal advertising and postage are the sole responsibility of the applicant.

I hereby certify that I am the owner(s) or contract buyer(s) of the properties upon which the boundary line adjustment is to be located or that I have been vested with the authority to act as agent for the owner(s) or contract buyer(s). All the information, statements, attachments and exhibits transmitted herewith are true to the best of my knowledge.

DATED this _____ day of _____, 20_____.

(signature)

(print name)

(signature)

(print name)

To be completed by city staff:

Check #: _____ Amount Paid: _____ Date: _____ Initials: _____