



PROPERTY BOUNDARY ADJUSTMENT/ SUBMITTALS AND CHECKLIST

CITY OF EMMETT

601 E. 3rd Street, Emmett, Idaho 83617 www.cityofemmett.org phone: (208) 365-9569 fax: (208) 365-4651

REASON FOR REQUESTED PROPERTY BOUNDARY ADJUSTMENT:

SUBMITTAL REQUIREMENTS

FEE: \$70.00 per survey

PROOF OF OWNERSHIP: Attach a copy of warranty deed for all affected properties.

CONSENT: Attach notarized consent from all property owners affected by the proposed adjustment. The signature must be the same name as show on the deed.

PARCEL MAP: Attach a map showing existing and proposed property boundary lines.

LETTER OF INTENT: A written narrative to address the following seven (7) standards (if not applicable, please state so in the narrative):

- a) A property boundary adjustment shall not reduce the property size below the minimum dimensional standards prescribed by the City of Emmett Zoning Ordinance.
- b) If one or more of the properties is nonconforming as to the minimum dimensional standards prescribed by the Zoning Ordinance (including, but not limited to, the size and street frontage), the property boundary adjustment shall not increase the nonconformity.
- c) A property boundary adjustment shall not change or move any public streets, private lanes, easements, or publicly dedicated areas in any manner. If any such area is to be vacated to necessitate the adjustment, a Vacation application must be approved prior to applying for a property boundary adjustment.
- d) The property boundary adjustment shall not increase the original number of properties.
- e) For platted lots, the property boundary adjustment shall be in substantial conformance to the recorded plat. This shall be interpreted to mean no more than ten percent (10%) of the total number of lots within the recorded plat may be affected by the adjustment. This shall be a cumulative calculation over time.
- f) No permanent structures or other encroachments are allowed over platted lot lines which have existing easements, regardless of any property boundary line adjustment being approved.
- g) All current taxes must be paid in full on any property affected by the adjustment prior to the administrator's tentative approval being issued.

CHECKLIST

SUBMITTALS	APPLICANT (√)	STAFF (√)
FEE		
PROOF OF OWNERSHIP		
CONSENT		
PARCEL MAP		
LETTER OF INTENT		

FINAL APPROVAL PROCESS:

**After all required submittals have been verified and a tentative approval letter issued, the applicant shall have six (6) months to complete the following:*

DEEDS: Have the necessary deeds and legal descriptions prepared to accomplish the property boundary adjustment as tentatively approved.

SURVEYOR'S STATEMENT: The surveyor shall certify that there are no existing structures or other encroachments over the new/adjusted line or within the required setbacks. Include said statement on the final Record of Survey.

MYLAR: Submit the record of survey on Mylar with three (3) full size paper copies along with a reduced 8 ½ x 11" copy and the deeds to the administrator for final approval.

FINAL APPROVAL: Upon final approval from the administrator the applicant shall file the survey and deeds with the Gem County Recorder's Office and obtain new tax parcel numbers from the Gem County Assessor's Office.

Applicant Signature

Date

****FOR OFFICE USE ONLY****

APPLICATION COMPLETION DATE: _____

**Zoning Dept.
601 E. 3rd Street
Emmett, ID 83617**

To Whom It May Concern,

I (We) _____ do hereby
agree to the proposed lot line adjustment between myself (ourselves) and
_____ on our
properties in ___ ¼ of Section ___, Township ___ North, Range ___ West (East), B.M..

Print Name:

Print Name:

State of Idaho)
) ss.
County of Gem)

On this ___ day of _____, 20___, before me, a notary public, personally appeared
_____, known 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) (she/he) executed the same.

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

Notary Public for Idaho

Residing at: _____, Idaho

Commission expires:

Note:

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