



CITY OF EMMETT ONE TIME LOT SPLIT SUBMITTALS AND CHECKLIST

CITY OF EMMETT

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

The Administrator may allow land to be divided into two (2) parcels if the following conditions are met:

1. The division meets the minimum frontage width and lot square feet requirements.
2. The division meets the requirements of the Idaho Code.
3. A licensed surveyor does the survey and preparation of the legal descriptions and map.
4. The applicant has made a written application to the Administrator demonstrating that the above-mentioned items have been met.
5. The Administrator finds that the division promotes the orderly development of the city.
6. The land that is the subject of application has not been part of a larger parcel that was divided after 1978.

Submittal Requirements:

FEE: A \$100.00 fee must accompany this completed application. *(Non-refundable)*

LETTER OF INTENT:

- Intended uses of property if split is approved.

LEGAL DESCRIPTION: A metes and bounds description or lot and block reference of proposed property.

SITE PLAN: A vicinity map, which is drawn to scale, must be attached showing the location of the property under consideration.

PROOF OF OWNERSHIP OR VALID OPTION HOLDER: Attach a recorded copy of your property deed, option agreement, quit claim deed, or title report.

PLAT MAP: Show property under consideration and surrounding properties.

AERIAL PHOTO: Show property under consideration and surrounding properties.

Checklist

<u>SUBMITTALS</u>	<u>APPLICANT</u>	<u>STAFF</u>
	(√)	(√)

FEE		
LETTER OF INTENT		
LEGAL DESCRIPTION		
SITE PLAN		
PROOF OF OWNERSHIP		
PLAT MAP		
AERIAL PHOTO		

The Administrator reserves the right to not officially accept this application until total review is accomplished and all required information is submitted.

The Administrator upon the acceptance of complete application will establish the date of the public hearing.

Applicant's Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

APPLICATION COMPLETION DATE: _____