

PAYETTE *Idaho*

"WHAT HOME FEELS LIKE"

Lot Line Adjustment/Amended Plat Application (PMC 16.04.020)

OFFICE USE ONLY:

Applicant Name: _____ File# _____
Fees/Batch# _____ Date Received _____ Received by _____

GENERAL INFORMATION:

A lot line adjustment or merger of parcels may be approved by the City if the following conditions are met:

1. The adjustment involves adjoining, contiguous parcels.
2. No new parcels or lots are created.
3. None of the resultant parcels are reduced below minimum standards for the zone in which they are located.
4. In the case of a lot merger, all parcels involved MUST BE under IDENTICAL LEGAL OWNERSHIP.

Application Submittal Requirements:

- | | Staff
Use |
|--|--------------------------|
| <input type="checkbox"/> Submit completed Application form including Certificate of Owners and Acknowledgment (Notarized) and application fee of \$100.00 per lot line adjusted. | <input type="checkbox"/> |
| <input type="checkbox"/> Two (2) copies of the Record of Survey/Lot Line Adjustment & One (1) copy in PDF format | <input type="checkbox"/> |
| <input type="checkbox"/> Provide a copy of Assessor Map page showing lots to be adjusted with parcel numbers | <input type="checkbox"/> |

Staff shall check each Record of Survey for the following:

- | | |
|---|--------------------------|
| <input type="checkbox"/> Record of Survey to show original property/lot line plus "new" property/lot line | <input type="checkbox"/> |
| <input type="checkbox"/> Square footage of adjusted property/lots including lot closure calculations to be placed on the Record of Survey | <input type="checkbox"/> |
| <input type="checkbox"/> Correct street names abutting the property | <input type="checkbox"/> |
| <input type="checkbox"/> Legal Property Descriptions provided describing the parcels as adjusted or merged | <input type="checkbox"/> |
| <input type="checkbox"/> Record of Survey to show existing easements of record, including those attested by general notes on the original subdivision plat | <input type="checkbox"/> |
| <input type="checkbox"/> Adjacent property shall be indicated (i.e.-unplatted) | <input type="checkbox"/> |
| <input type="checkbox"/> Sanitary sewer, water, irrigation (i.e.-easements, services, etc.) | <input type="checkbox"/> |
| <input type="checkbox"/> All existing buildings shall be shown on the Record of Survey and shall meet Building Department and zoning setback requirements or as specifically approved | <input type="checkbox"/> |
| <input type="checkbox"/> Property/lot lines which do not reduce the area, frontage, width or depth of each building site below the minimum prescribed by any City Ordinance or as specifically approved | <input type="checkbox"/> |
| <input type="checkbox"/> A note on the face of the Record of Survey is required giving the zone standard in effect for the area or as specifically approved | <input type="checkbox"/> |
| <input type="checkbox"/> Certificate of Surveyor | <input type="checkbox"/> |
| <input type="checkbox"/> Certificate of City Engineer | <input type="checkbox"/> |
| <input type="checkbox"/> Certificate of Zoning Administrator | <input type="checkbox"/> |

REVIEW PROCESS:

Upon acceptance of a fully completed application, the City Engineer will review the technical aspects of the application and Planning staff will review it for conformance to City zoning codes. Upon their approval, the Certificate of Compliance, sketch, and legal description will need to be recorded at the County Recorder's office for recordation. When the recorded Survey is returned, a recorded mylar copy must be returned to Payette City Hall and it will be kept on file in the City Clerk's office.

APPLICATION FOR LOT LINE ADJUSTMENT

APPLICANT / CONTACT PERSON:

Name _____

Address _____

Phone _____

PROPERTY OWNERS:

Lot "A" Name _____

Address _____

Phone _____

Lot No./Tract _____

Other Info _____

Lot "B" Name _____

Address _____

Phone _____

Lot No./Tract _____

Other Info _____

(Use additional pages if more owners are involved or if more room is needed)

REASON/PURPOSE FOR LOT LINE ADJUSTMENT/MERGER:

AUTHORIZATION:

I (we) certify that I am (we are) the record owner(s) of the properties described in this application, that the information contained herein is true and correct to the best of my (our) knowledge, and that I (we) consent to the lot line adjustment/merger as described herein.

Owner "A"

Owner "B"

Date _____

Date _____

Note: Signatures of Owners must be properly notarized. If an agent or other representative of the property owner executes this application, a copy of the Power of Attorney authorizing such action must be attached.

Please attach all required backup information for a complete application.
If more than two (2) parcels, attach additional sheet with owners signature.

State of Idaho)
County of Payette) S.S.
City of Payette)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT _____ is/are personally known to me, that said person(s) appeared before me this day in person and acknowledged that he/she/they signed and delivered the foregoing form as his/her/their free and voluntary act for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and Notary Seal this ____ day of _____, 20____.

S
E
A
L

Notary Public
Commission Expires:

State of Idaho)
County of Payette) S.S.
City of Payette)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT _____ is/are personally known to me, that said person(s) appeared before me this day in person and acknowledged that he/she/they signed and delivered the foregoing Form as his/her/their free and voluntary act for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and Notary Seal this ____ day of _____, 20____.

S
E
A
L

Notary Public:
Commission Expires:

APPLICATION OVERVIEW

The City's approval of a Lot Line Adjustment (where land is taken from one parcel and added to another) DOES NOT change ownership of the land. It only approves the changing of the position of a lot line, and certifies that the new lot size or shape created meets City codes.

An approved Lot Line Adjustment must be followed up by the involved property owners by the execution of a Grant Deed, where one owner deeds a portion of one of the lots to the other owner. The legal descriptions in such a Deed must conform to the legal description in the approved Lot Line Adjustment.

Please note that not all Lot Line Adjustments are approved. If the adjustment will create substandard lot widths or lot sizes, or if it will create unacceptable building setbacks or other problems, it may be rejected.

Applicants are strongly urged not to execute any Grant Deed to adjust the parcels until after the Lot Line Adjustment is officially approved by the City. Where development is taking place on lots involved in a Lot Line Adjustment, the property owner is strongly urged not to execute or record any deed for the sale of any parcel until after the Lot Line Adjustment is officially approved by the City.

For assistance in the preparation of Grant Deeds, applicants are suggested to contact a licensed civil engineer or surveyor, an escrow company, title company, attorney, or other capable and experienced professional. If there are any questions, please contact Payette City Hall, at (208) 642-6024.

Required Signature Blocks:

Certificate of City Engineer

I, THE UNDERSIGNED, CITY ENGINEER IN AND FOR THE CITY OF PAYETTE, PAYETTE COUNTY, IDAHO, DO HEREBY CERTIFY THAT I HAVE CHECKED THIS SURVEY AND THAT THE PAYETTE CITY REQUIREMENTS REGARDING LOT LINE ADJUSTMENTS HAVE BEEN MET.

CITY ENGINEER

DATE

Approval of Zoning Administrator

I, THE UNDERSIGNED, CITY CLERK IN AND FOR THE CITY OF PAYETTE, PAYETTE COUNTY, IDAHO, DO HEREBY CERTIFY THAT ON

THE _____ DAY OF _____ 2020, THIS LOT LINE ADJUSTMENT WAS APPROVED AND ACCEPTED BY THE PAYETTE ZONING ADMINISTRATOR.

CITY CLERK