

CITY OF DEARY

401 Line Street ♦ Deary, ID 83823 ♦ (208) 877-1582

APPLICATION FOR LOT DIVISION OR LOT LINE ADJUSTMENT

DATE: _____

APPLICANT NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Attached is a description of the Lot Division or Lot Line Adjustment process. In addition to the requirements found therein, before the City will consider this application for lot division or lot line adjustment, the following items will need to be submitted with the application unless otherwise waived:

☐ The applicant must provide a written statement explaining the proposed lot division or lot line adjustment, which shall include the current zone of the lot to be divided, the size of the original lot, the sizes of the resulting lots, a description of how the resulting lots will be served by City services, access for resulting lots, and how the lot division or lot line adjustment is in compliance with the City Code and Comprehensive Plan. The Application should also include Dimensioned and scaled site plan representing the following (existing and proposed):

- a. Property lines
- b. Adjacent streets and alleys
- c. Curb cuts, driveways, and parking areas
- d. Utility plans
- e. Easements, if any
- f. Site drainage
- g. All structures; and
- h. North arrow and scale

☐ Nonrefundable fees to cover administration and legal costs.

☐ An accurate legal description of the existing lot for which a lot division or lot line adjustment is being sought, and legal descriptions for the resulting lots.

☐ Applicant must provide a county assessor's map clearly describing and illustrating the subject property and showing the proposed lot division or lot line adjustment. All property owners and their addresses within 300 feet must also be included (for lot division).

☐ The City Clerk may request additional information if necessary after review of the preliminary application.

Applicant

Date

CITY OF DEARY LOT DIVISION/LOT LINE ADJUSTMENT PROCESS

When required: For a subdivision of an original existing lot into no more than two lots or for the creation of a new lot, or for a lot line adjustment.

Contact Information: Sarah Dean, City Clerk, (208) 877-1582

Process:

- 1) Review by Staff and Legal Counsel as necessary
- 2) Public Notice mailed to property owners within 300' of proposal 15 days prior to public meeting (Lot Division only)
- 3) Public notice posted on site 7 days prior to public meeting (Lot Division only)
- 4) City Council determination of acceptability as regular agenda item

Timeframe: Approximately 45-60 days from submittal

Considerations for Approval:

- 1) Lot size, width, and depth
- 2) Public street frontage and lot access, including emergency vehicles
- 3) Location of utilities and city services
- 4) Required street improvements. Note that all required public improvements must either be in place, or be guaranteed by a secured development agreement with the City, prior to issuance of building permits.
- 5) Open space or parkland dedication, if applicable
- 6) Off-street parking
- 7) Right of way dedication and/or easement issues
- 8) Building setbacks

Required submittals:

- 2) Cover letter describing intent addressed to the Mayor and City Council
- 3) Complete description of the property
- 4) Dimensioned and scaled site plan representing the following (existing and proposed):
 - a. Property lines
 - b. Adjacent streets and alleys
 - c. Curb cuts, driveways, and parking areas
 - d. Utility plans
 - e. Easements, if any
 - f. Site drainage
 - g. All structures; and
 - h. North arrow and scale
- 5) Application fee as set by Resolution: \$150 for Lot Line Adjustment; \$250 for Lot Division.
- 5) Engineering costs if deemed necessary by Council.