

PAYETTE *Idaho*

LOT SPLIT APPLICATION

City of Payette Planning & Zoning Office
 700 Center Avenue, Payette, Idaho 83661
 Phone: (208) 642-6024 ~ Fax: (208) 642-1412

Payette Municipal Code Section 16.26.010

The purpose of the lot split is to allow the creation of up to three (3) parcels without being subject to the procedural provisions of the preliminary and final plat regulations of this title and to provide a simplified administrative procedure for processing the division of three (3) or less divisions of land. A record of survey, application and fee, set by resolution of the city council, shall be required. Every division of land for the purpose of sale, lease or transfer into three (3) or fewer lots, tracts or parcels within the city, where no new public dedications are required, may proceed in compliance with this section.

NOTICE TO APPLICANTS

**TO BE ELIGIBLE FOR THE LOT SPLIT PROCESS, ALL OF THE FOLLOWING MUST APPLY.
 IF THE PROPERTY DOES NOT MEET EACH OF THESE REQUIREMENTS,
 APPLICANT MUST APPLY FOR A SUBDIVISION:**

	YES	NO
1. No Lot Split shall create more than three (3) new parcels	<input type="checkbox"/>	<input type="checkbox"/>
2. No property involved in a Lot Split shall be involved in a subsequent Lot split for a period of five (5) years from recording.	<input type="checkbox"/>	<input type="checkbox"/>
3. Each proposed lot has approved access to an existing developed public street.	<input type="checkbox"/>	<input type="checkbox"/>
4. Water & Sewer services must be readily available to the property.	<input type="checkbox"/>	<input type="checkbox"/>
5. All resulting parcels must conform to all existing zoning requirements.	<input type="checkbox"/>	<input type="checkbox"/>
6. All existing buildings shall meet all zoning requirements including setback requirements.	<input type="checkbox"/>	<input type="checkbox"/>
7. No new public or private street dedication shall be involved and each proposed lot has approved access to and is directly adjacent to an existing public street which has been improved to the standards defined in 16.28.030 with the exception of items F, G, H and I to be consistent with division A7.	<input type="checkbox"/>	<input type="checkbox"/>

- **Before an application is submitted, a conference with current Planning staff is recommended.**
- **There will be no refund of any application fee for approvals not granted or withdrawn.**
- **No incomplete applications will be acted upon.**
- **The applicant is advised to include all attachments required as a part of the application.**
- **The applicant should provide this application to their Surveyor to ensure all items are included on the submitted survey.**
- **The verbiage below must appear on the plat for the engineer & zoning administrator to sign:**

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 SPLIT HAVE BEEN MET.

Approval of Zoning Administrator

I, THE UNDERSIGNED, ZONING ADMINISTRATOR IN AND FOR THE CITY OF PAYETTE, PAYETTE COUNTY, IDAHO, DO HEREBY CERTIFY THAT ON THE ____ DAY OF _____ 20__, THIS LOT SPLIT WAS APPROVED FOR COMPLIANCE WITH CURRENT ZONING CODES.

Fees:

Application Fee..... \$250.00

Plus applicant pays all engineer review fees

Applicant initial here to acknowledge responsibility to pay engineer review fees: _____

FOR OFFICE USE ONLY

Date Received _____

Fees Paid Y / N

Applicant Information:

Name _____ Phone _____

Address _____ City _____ State _____

E-Mail _____ Signature _____

Owner Agent Tenant Contract Buyer

Property Owner Information *if same as above leave blank below:*

Name _____ Phone _____

Address _____ City _____ State _____

E-Mail _____ Fax _____

Registered Engineer Land Surveyor

Name _____ Phone _____

Address _____ City _____ State _____

Email _____ Signature _____

Parcel Information:

General Location or Address if Available _____

Legal Description (Attach or Describe) _____

Description of Project _____

Parcel Information: *continued*

Assessor's Parcel Number(s) _____

Comprehensive Plan Designation _____

Existing Zoning _____ Adjacent Zoning _____

Current Land Use _____ Adjacent Land Use _____

Current Lot Size _____ Number of Lots Proposed _____

Proposed sizes of new Lots _____

Location of Proposed Access to the Lot _____

Size & Point of Utilities Connection:

Water Main size _____ Location _____

Sewer Main size _____ Location _____

Name and Location of Nearest School(s) _____

Location of and Distance to Nearest Fire Hydrant _____

Street(s) serving the Project (provide ROW and pavement width) _____

Physical Description of Site (Topography, Cover, Features) _____

Any Physical Limitations? (Rock Outcrops, Slopes, Etc.) No Yes (Please attach description)

Has this property been involved in a subdivision within the last 5 years? No Yes

Intended use of property _____

Is irrigation water available to the property? No Yes

Method of handling surface water drainage _____

Certification

I understand that the applicant or representative shall attend a meeting with staff and that the decision made by the Administrator on a Lot Split Application is final; unless appealed by myself, by adjoining property owners, or by the affected persons, all the information, statements, attachments and exhibits transmitted here with are true to the best of my knowledge. I hereby certify that I am the owner or contract buyer of the property upon which the subdivision is to be located, or that I have been vested with the authority to act as agent for the owner or contract buyer.

Signature _____ Printed Name _____

Date signed: _____

Lot Split Checklist (to be completed by staff)

Yes No Application Checked by _____ Date _____

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Lot Split Application Completed |
| <input type="checkbox"/> | <input type="checkbox"/> | Application fee paid |
| <input type="checkbox"/> | <input type="checkbox"/> | Approval letter from all appropriate districts and agencies if needed |
| <input type="checkbox"/> | <input type="checkbox"/> | The name, address and telephone number of the applicant and property owner if different than the Applicant. |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of any existing or proposed restrictions or covenants |
| <input type="checkbox"/> | <input type="checkbox"/> | A sketch map drawn on good quality paper no less than and including one 8 1/2 x 11 to scale and must include at minimum the following: |
| <input type="checkbox"/> | <input type="checkbox"/> | Boundaries and dimensions of the entire area being divided and the proposed boundaries and dimensions of the proposed lots. The size of each lot shall be indicated by square footage computation sufficiently accurate to determine that each lot meets the minimum established lot size requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | All existing buildings and structural improvements |
| <input type="checkbox"/> | <input type="checkbox"/> | The location of any roads, easements or right of way that exist or are proposed to serve the lot split |
| <input type="checkbox"/> | <input type="checkbox"/> | A space for the approval of the City Engineer & Zoning Administrator |
| <input type="checkbox"/> | <input type="checkbox"/> | A legal description of the entire area being divided and a legal description for each of the proposed lots |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Title |
| <input type="checkbox"/> | <input type="checkbox"/> | Conceptual storm water management plan with general soil characteristics |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing water and sewer mains |
| <input type="checkbox"/> | <input type="checkbox"/> | Conceptual water and sewer service plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing wells, if any |
| <input type="checkbox"/> | <input type="checkbox"/> | All right-of-ways and/or easements both existing and proposed for drainage, electrical distribution, water, sewer, gas mains, transportation access and conservation easements |