



Lot (Boundary) Line Adjustment Application

(For properties that are not located in a subdivision)

Approval Process: see [Article 14.10.2.A – Boundary Line Adjustment](#)

Permit #: LLA _____

Date application received: _____

IW #: _____

Prior to submitting a Lot Line Adjustment Application you must participate in a Pre-Application Conference with Planning, Engineering and Public Works staff to discuss the procedures, standards, and required supporting materials needed to review and approve your project. [Pre-Application Conference request form.](#)

Property Owner – Lot 1:

Name of Property Owner: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Address of Property: _____

Legal Description of Property: _____

Current Zoning of Property: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Property Owner 2 – Lot 2: *(if applicable)*

Name of Property Owner: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Address of Property: _____

Legal Description of Property: _____

Current Zoning of Property: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Registered Surveyor/Engineer:

Name: _____

Company: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Authorized Representative: *(if applicable)*

If a representative is submitting this application on behalf of the property owner or owners a Letter of Authorization must accompany this application. View a sample letter of authorization [here](#).

Name: _____

Company: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Property Owner Consents:

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner(s) – Lot 1

Signature: _____ Date: _____

Signature: _____ Date: _____

Property Owner(s) - Lot 2:

Signature: _____ Date: _____

Signature: _____ Date: _____

Process:

See the Victor Land Use and Zoning Code, [Article 14: Administration, Div. 14.10.2.A – Boundary Line Adjustment](#). Contact the Planning and Zoning Administrator, with questions at 208-787-2940.

Application Submittals:

Attach 1 paper copy and submit 1 digital copy of the following:

- Warranty Deed for both properties;
- Unrecorded Warranty Deeds for both properties reflecting the new legal descriptions of both properties after the Boundary Adjustment;
- Proposed Plat, **one paper copy 24" x 36" and one mylar copy 24" x 36"**, containing the following information:
 - Signature / Certificate Blocks for the following:
 - Owners of both properties
 - Planning and Zoning Administrator
 - Mayor of the City of Victor
 - City Clerk
 - Surveyor's Certificate
 - County Recorder's Certificate
 - North arrow, scale and date;
 - Instrument Numbers for any plats previously recorded with the Teton County Clerk for either of the two parcels;
 - The size of each existing lot shown in both square feet and acres, with legal descriptions, and the size each lot will be after the Boundary Adjustment, shown in both square feet and acres, with legal descriptions, .
 - The boundary lines of the tract to be divided;
 - The location, widths and other dimensions of all existing or proposed:
 - Streets;
 - Easements;
 - Power lines;
 - Buildings, structures, or any other natural or man-made features, within, contiguous to, or in the general area of the property to be divided;
 - Water courses, wetlands, floodplain and floodway areas; (*if applicable*)
 - Substantial changes in topography (*if applicable*)
 - Substantial vegetation (*if applicable*)
 - The location of existing and proposed
 - sanitary sewers;
 - sewer services;
 - storm drains;
 - water supply mains;
 - water services;
 - fire hydrants; and
 - culverts within the property and immediately adjacent thereto.
 - The zoning of surrounding lots.

A digital copy of the application may be submitted via CD, USB drive, or emailed to Joshw@victorcityidaho.com .

Fees:

Application \$412.00 \$ _____

Survey Review (pay to Teton County Surveyor) \$230.00 \$ _____

Additional cost of recording fees, and other direct charges.

\$ _____

Total Due

Office Use Only

Reviewed With Applicant by _____ **Date** _____
P&Z Administrator Signature

Planning and Zoning Administrator _____

Comments _____

Reviewed by Public Works _____ **Date** _____

Reviewed by City Engineer _____ **Date** _____

Reviewed By P&Z Chair (if applicable) _____ **Date** _____

Permit Approved: YES ___ **NO** ___ **CONDITIONS YES** ___ **NO** ___

Conditions _____

Follow Up Inspections _____ **Date** _____