



LOT LINE ADJUSTMENT SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.

Applicant Use STAFF USE

THE APPLICANT SHALL SUBMIT THE FOLLOWING:

- Date of pre-application meeting: _____ Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to receipt of this application.
- A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.
- Three (3) copies of the Record of Survey (lot line adjustment) **arranged in complete plan Sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)**.
- One (1) 8 ½" x 11" reduced copy of the Record of Survey
- One (1) copy of the deed for each property being adjusted.
- New property descriptions shall be provided to the City describing the lot line adjustment
- Two (2) 24" x 36" (to scale) As-built plans delineating utility stub outs **folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)**.
- One (1) set of 24" x 36" Pathways and Trails plan (if development impacts existing pathways and trails, or if development would trigger improvements based on the [City of Eagle adopted Pathways and Trails Master Plan](#)) showing the following:
 - Pathway locations, type, and width.
 - Sidewalk locations, type, and width.
 - Location of existing easements for irrigation companies.
 - Indicate location of canal routes and specify which ones will be covered and which will stay open

- One (1) copy of any canal company license agreements (if applicable).
- One (1) copy of exclusive use easements of any kind that might impact pathways and/or open space (if applicable)
- Any additional information to aid in understanding the project.

THE RECORD OF SURVEY SHALL INCLUDE THE FOLLOWING ENDORSEMENTS:

- Certificate of Owners and Acknowledgement (Notarized)
- Certificate of Surveyor
- Certificate of City Engineer
- County Recorders Certificate
- Certificate of Zoning Administrator
- Record of Survey to show original property/lot line plus “new” property/lot line
- Square footage of adjusted property/lot including lot closure calculations to be placed on the Record of Survey
- Correct street names abutting the property
- Property Descriptions have been provided as stated above
- Record of Survey to show existing easements of record, including those attested by general note on the original subdivision plat
- Adjacent property shall be indicated (eg. – unplatted)
- Sanitary Sewer (eg. -easements, services, etc.)
- All existing buildings shall be shown on the Record of Survey and shall meet Building Department and zoning setback requirements or as specifically approved
- Property/lot line 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
- 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.
- A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.
- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.
- BELOW IS THE LANGUAGE TO BE USED FOR “Approval of City Council” AND “Certificate of City Engineer” ON THE RECORD OF SURVEY:**

Certificate of City Engineer

I, THE UNDERSIGNED, CITY ENGINEER IN AND FOR THE CITY OF EAGLE, ADA COUNTY, IDAHO, DO HEREBY CERTIFY THAT I HAVE CHECKED THIS SURVEY AND THAT THE EAGLE CITY REQUIREMENTS REGARDING A PARCEL DIVISION HAVE BEEN MET.

EAGLE CITY ENGINEER

Approval of City Council

I, THE UNDERSIGNED, CITY CLERK IN AND FOR THE CITY OF EAGLE, ADA COUNTY, IDAHO, DO HEREBY CERTIFY THAT AT A REGULAR MEETING OF THE CITY COUNCIL HELD ON THE DAY OF , 20 , THIS PARCEL DIVISION WAS APPROVED AND ACCEPTED.

CITY CLERK

ACKNOWLEDGEMENT

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

Applicant/Representative Printed Name

Date

Applicant/Representative Signature