



## PARCEL DIVISION 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

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Date of pre-application meeting: _____ .<br><u>Note:</u> Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application.   |
| <input type="checkbox"/> | <input type="checkbox"/> | A complete Master Land Use Application. (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Deed (Must show that this original parcel of land was created prior to November 15, 1983).  |
| <input type="checkbox"/> | <input type="checkbox"/> | If the signatory on this application is not the owner of the property, an original notarized Statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.   |
| <input type="checkbox"/> | <input type="checkbox"/> | A brief description/narrative addressing the following: <ul style="list-style-type: none"><li><input type="checkbox"/> The proposed parcel division is in the public interest and will not adversely impact adjoining property interests; and</li><li><input type="checkbox"/> The proposed use for the property.</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the drainage plan from a professional engineer. The plan shall demonstrate that the storm water from individual lots has been addressed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | New property descriptions shall be provided to the City describing parcel division boundary and shall be stamped by a Professional Land Surveyor.   |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) vicinity map 8 ½" x 11" at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets.  |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) (8½" x 11") reduced copy of the parcel division.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 <a href="#">City of Eagle adopted Pathways and Trails Master Plan</a> ) 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)
  - Three (3) copies of the parcel division record of survey **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)**.
  - The parcel division record of survey shall include the following endorsements:
    - Certificate of Owners and Acknowledgement (Notary)
    - Certificate of Surveyor
    - Certificate of City Engineer (see attached example)
    - County Recorders Certificate
    - Certificate of City Council (see attached example)
  - The parcel division record of survey shall include the following details:
    - Original property/parcel line plus “new” property/ parcel line.
    - Square footage/ acreage of adjusted property/parcel.
    - Correct street names as may be determined by the Ada County Street Name Committee.
    - Adjacent property shall be indicated (e.g.-unplatted).
    - Parcel division note.
    - Sanitary Sewer (e.g.-easements, services, etc.).
    - A note on the face of the record of survey giving the zone standard in effect for the area or as specifically approved.
    - All existing buildings shall be shown and shall meet Building Department and zoning Setback requirements or as specifically approved.

**Note:** Property/parcel lines shall not reduce the area, frontage, width or depth of each building site below the minimum prescribed by any City Ordinance or as specifically approved. Council approval will be required.

- A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.
- APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.
- 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.
- Any additional information to aid in understanding the project.

- 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