



# CITY OF EAGLE

660 E. Civic Lane, Eagle, ID 83616  
Phone #: (208) 939-0227 Fax #: (208) 938-3854

## Lot Line Adjustment Application

FILE NO.:	_____	FEE:	_____
CROSS REF.	_____		
FILES:	_____		

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

Owner     Purchaser

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT EMAIL: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

*(If different from above)*

REPRESENTATIVE ADDRESS: \_\_\_\_\_

REPRESENTATIVE EMAIL: \_\_\_\_\_

APPLICANT ENGINEER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ENGINEER ADDRESS: \_\_\_\_\_

PROPERTY ADDRESS OF LOT TO BE ADJUSTED: \_\_\_\_\_

# Application Submittal Requirements

Applicant Use		Staff Use
	<b>The Record of Survey shall include the following endorsements:</b>	
1.	<input type="checkbox"/> Certificate of Owners and Acknowledgment (Notarized)	<input type="checkbox"/>
2.	<input type="checkbox"/> Certificate of Surveyor	<input type="checkbox"/>
3.	<input type="checkbox"/> Certificate of City Engineer	<input type="checkbox"/>
4.	<input type="checkbox"/> County Recorders Certificate	<input type="checkbox"/>
5.	<input type="checkbox"/> Certificate of Zoning Administrator	<input type="checkbox"/>

	<b>The applicant shall submit the following:</b>	
1.	<input type="checkbox"/> Three (3) blue line copies of the Record of Survey (lot line adjustment) <b>(folded)</b>	<input type="checkbox"/>
2.	<input type="checkbox"/> One (1) (8½" x 11") reduced copy of the Record of Survey	<input type="checkbox"/>
3.	<input type="checkbox"/> One (1) copy of proprietary interest (proof of current property)	<input type="checkbox"/>
4.	<input type="checkbox"/> New property descriptions shall be provided to the City describing the lot line adjustment	<input type="checkbox"/>
5.	<input type="checkbox"/> One (1) (24" x 36" to scale) As-built plan delineating utility stub outs	<input type="checkbox"/>

	<b>The City of Eagle staff shall check each Record of Survey for the following:</b>	
1.	<input type="checkbox"/> Record of Survey to show original property/lot line plus "new" property/lot line	<input type="checkbox"/>
2.	<input type="checkbox"/> Square footage of adjusted property/lots including lot closure calculations to be placed on the Record of Survey	<input type="checkbox"/>
3.	<input type="checkbox"/> Correct street names abutting the property	<input type="checkbox"/>
4.	<input type="checkbox"/> Property Descriptions have been provided as stated above	<input type="checkbox"/>
5.	<input type="checkbox"/> Record of Survey to show existing easements of record, including those attested by general note on the original subdivision plat	<input type="checkbox"/>
6.	<input type="checkbox"/> Adjacent property shall be indicated (eg.-unplatted)	<input type="checkbox"/>
8.	<input type="checkbox"/> Sanitary sewer (eg.-easements, services, etc.)	<input type="checkbox"/>
9.	<input type="checkbox"/> All existing buildings shall be shown on the Record of Survey and shall meet Building Department and zoning setback requirements or as specifically approved	<input type="checkbox"/>
10.	<input type="checkbox"/> Property/lot lines 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	<input type="checkbox"/>
11.	<input type="checkbox"/> 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	<input type="checkbox"/>

**Council approval will not be required.**

NOTE:

IF THE ZONING ADMINISTRATOR DETERMINES THAT ADDITIONAL AND/OR REVISED INFORMATION IS NEEDED, AND /OR IF OTHER UNFORSEEN CIRCUMSTANCES ARISE, ANY DATES OUTLINED FOR PROCESSING MAY BE RESCHEDULED BY THE CITY.

Eagle City Code Section 1-7-4 (A) states, "Fee Schedule Established: The city clerk or their designee, at the time of the filing of a land use application, petition, or receipt of an area of impact referral, shall collect the fee and/or deposit established by resolution of the city council together with a deposit for any direct costs incurred by the city to review such requests by architects, engineers, attorneys, or other professionals necessary to enable the city to process said application, petition, or referral in an informed manner." Direct costs, as underlined in 1-7-4 (A) above, shall be required to be paid by the applicant in a time frame to be determined by the City Policy for Collection and Enforcement of Deposits and Fees for Land Use Action as approved and adopted by the Eagle City Council.

**NOTE: The processing of an application shall be delayed or stopped if deposit balances and direct costs are not reimbursed as required in accordance with the adopted policy.**

**The City does not guarantee acquisition of public services provided by any agency. The developer, property owner and/or applicant of this Lot Line Adjustment application does hereby release and indemnify and hold harmless the City of Eagle from any and all claims, cost, damages, etc., from any individual or organization regarding the acquisition of services which are not affiliated with the City, including but not limited to, central water service, sanitary sewer service, access to public roads and fire protection. "Regulatory Taking Notice: Applicant has the right, pursuant to section 67-8003, Idaho Code, to request a regulatory taking analysis."**

Signature of Applicant/Representative \_\_\_\_\_ Date \_\_\_\_\_

Printed name of Applicant/Representative \_\_\_\_\_ Date \_\_\_\_\_

Signature of receipt by City staff \_\_\_\_\_ Date \_\_\_\_\_

Language to be used for "Approval of Zoning Administrator" 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 LOT LINE ADJUSTMENTS HAVE BEEN MET.

\_\_\_\_\_  
EAGLE CITY ENGINEER

**Approval of Zoning Administrator**

I, THE UNDERSIGNED, CITY CLERK IN AND FOR THE CITY OF EAGLE, ADA COUNTY, IDAHO, DO HEREBY CERTIFY THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2011, THIS LOT LINE ADJUSTMENT WAS APPROVED AND ACCEPTED BY THE EAGLE ZONING ADMINISTRATOR.

\_\_\_\_\_  
CITY CLERK