



CITY OF EAGLE

660 E. Civic Lane, Eagle, ID 83616

Phone #: (208) 939-0227 Fax #: (208) 938-3854

Parcel Division Application

Please call prior to submittal meeting to determine applicable fees

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

APPLICANT: _____ PHONE: _____

Owner Purchaser Tenant

APPLICANT ADDRESS: _____

APPLICANT EMAIL: _____

OWNER: _____ PHONE: _____

OWNER ADDRESS: _____

OWNER EMAIL: _____

REPRESENTED BY: _____ PHONE: _____

(IF DIFFERENT FROM ABOVE)

REPRESENTATIVE ADDRESS: _____

REPRESENTATIVE EMAIL: _____

APPLICANT SURVEYOR: _____ PHONE: _____

SURVEYOR ADDRESS: _____

SURVEYOR EMAIL: _____

PROPERTY ADDRESS OF LOT TO BE DIVIDED: _____

Application Submittal Requirements

1. Date of pre-application meeting: _____ **Note:** Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the cut-off date and receipt of this application. (Application timelines are available in the Planning and Zoning Department or on-line at cityofeagle.org).
2. A complete Parcel Division Application. (it is the applicant's responsibility to use a current application).
3. Copy of Deed (Must show that this original parcel of land was created prior to November 15, 1983).
4. If the signator 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.
5. A brief description/narrative addressing the following:
 - a. The proposed parcel division is in the public interest and will not adversely impact adjoining property interests; and
 - b. The proposed use for the property.
6. A drainage plan from a professional engineer. The plan shall demonstrate that the storm water from individual lots has been addressed.
7. New property descriptions shall be provided to the City describing parcel division boundary and shall be stamped by a PLS.
8. One (1) vicinity map (8 1/2" x 11).
9. One (1) (8 1/2" x 11") reduced copy of the parcel division.
10. Eight (8) blue line copies of the parcel division record of survey (**folded**).

The parcel division record of survey shall include the following endorsements:

1. Certificate of Owners and Acknowledgment (Notary)
2. Certificate of Surveyor
3. Certificate of City Engineer (see attached example)
4. County Recorders Certificate
5. Certificate of City Council (see attached example)

The parcel division record of survey shall include the following details:

- ___ 1. Original property/parcel line plus "new" property/ parcel line.
- ___ 2. Square footage/ acreage of adjusted property/parcel.
- ___ 3. Correct street names as may be determined by the Ada County Street Name Committee.
- ___ 4. Adjacent property shall be indicated (e.g.-unplatted).
- ___ 5. Parcel division note.
- ___ 6. Sanitary Sewer (e.g.-easements, services, etc.).
- ___ 7. A note on the face of the record of survey giving the zone standard in effect for the area or as specifically approved.
- ___ 8. 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.

NOTE:

IF THE CITY COUNCIL OR THE ZONING ADMINISTRATOR DETERMINE 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.

APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.

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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 Parcel Division 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 _____ Date _____

Printed name of Applicant _____ Date _____

City staff comments: _____

Signature of receipt by City staff _____ Date _____

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