



PROPERTY BOUNDARY ADJUSTMENT

DIRECTOR'S DECISION - CHECKLIST

Property Boundary Adjustment (CCZO §07-10-17)

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION TO BE DEEMED COMPLETE (PLEASE CHECK OFF THE ITEMS REQUIRED):

Description	Applicant	Staff
Completed Parcel Inquiry to verify eligibility and compliance		
- Parcel Inquiry Case #:		
Master Application completed and signed		
Letter of Intent fully describing the request (see standards below)		
Site Plan 8 ½" x 11" showing existing proposed property lines and sizes, existing and proposed easements, access, setbacks from existing structures, and a north arrow		
Draft Record of Survey (not recorded)		
Owner Information and Signatures are needed for all contiguous parcels/property owners		
Deed or evidence of property interest to the subject property		
Fee: \$330.00		
Fees are non-refundable		

***DISCLAIMER: The subject property shall be in compliance with the public nuisance ordinance, the building code and the zoning code before the Director can approve the application.**

MASTER APPLICATION

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue, #140, Caldwell, ID 83605

www.canyonco.org/dsd.aspx Phone: 208-454-7458 Fax: 208-454-6633



PROPERTY OWNER	OWNER NAME:
	MAILING ADDRESS:
	PHONE: EMAIL:

I consent to this application and allow DSD staff / Commissioners to enter the property for site inspections. If owner(s) are a business entity, please include business documents, including those that indicate the person(s) who are eligible to sign.

Signature: _____ Date: _____

(AGENT) ARCHITECT ENGINEER BUILDER	CONTACT NAME:
	COMPANY NAME:
	MAILING ADDRESS:
	PHONE: EMAIL:

SITE INFO	STREET ADDRESS:			
	PARCEL #:		LOT SIZE/AREA:	
	LOT:	BLOCK:	SUBDIVISION:	
	QUARTER:	SECTION:	TOWNSHIP:	RANGE:
	ZONING DISTRICT:		FLOODZONE (YES/NO):	

HEARING LEVEL APPS	<input type="checkbox"/> CONDITIONAL USE	<input type="checkbox"/> COMP PLAN AMENDMENT	<input type="checkbox"/> CONDITIONAL REZONE
	<input type="checkbox"/> ZONING AMENDMENT (REZONE)	<input type="checkbox"/> DEV. AGREEMENT MODIFICATION	<input type="checkbox"/> VARIANCE > 33%
	<input type="checkbox"/> MINOR REPLAT	<input type="checkbox"/> VACATION	<input type="checkbox"/> APPEAL
	<input type="checkbox"/> SHORT PLAT SUBDIVISION	<input type="checkbox"/> PRELIMINARY PLAT SUBDIVISION	<input type="checkbox"/> FINAL PLAT SUBDIVISION

DIRECTORS DECISION APPS	<input type="checkbox"/> ADMINISTRATIVE LAND DIVISION	<input type="checkbox"/> EASEMENT REDUCTION	<input type="checkbox"/> SIGN PERMIT
	<input type="checkbox"/> PROPERTY BOUNDARY ADJUSTMENT	<input type="checkbox"/> HOME BUSINESS	<input type="checkbox"/> VARIANCE 33% >
	<input type="checkbox"/> PRIVATE ROAD NAME	<input type="checkbox"/> TEMPORARY USE	<input type="checkbox"/> DAY CARE
	<input type="checkbox"/> OTHER _____		

CASE NUMBER:	DATE RECEIVED:
RECEIVED BY:	APPLICATION FEE: CK MO CC CASH



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SUBMITTAL STANDARDS

The letter of intent is a detailed letter, submitted by the applicant, addressing all of the items listed below:

LETTER OF INTENT STANDARDS	Applicant	Staff
What is the proposed use and existing uses?		
Why is the application is being proposed?		
What is the existing and proposed lot acreage?		
Does the property have significant slopes (15% or greater)?		
Has the property been conditioned by a previous case? If so, please provide proof that the conditions are being met.		
Please provide any other items which may require further explanation. Examples are below:		
<ul style="list-style-type: none"> - A description of further explanation of the site features. - Explanation of any other permits through other agencies that may be required. - Description of business operations, such as number of employees, hours of operation, delivery and shipping. - A description of how the proposed use is consistent with specific zoning criteria or comprehensive plan policies 		
Signature, name, and address of all affected property owners.		

The site plan is a detailed GRAPHICAL description of existing and proposed site features. Include all applicable items on your site plan:

SITE PLAN STANDARDS	Applicant	Staff
All existing and proposed structures and dimensions (i.e. 40' x 30' shop, 20' x 20' shed, 40' x 50' house, 10' windmill, etc.)		
Infrastructure: well, septic, irrigation ditch, settling ponds, drainage swales, etc.		
Transportation: parking, loading areas, driveways, etc. adjacent driveways, roads, highways or other accesses		
Easement locations and dimensions		
Setbacks from property lines, section lines, collectors and arterial roads and/or building envelope		
Areas of steep slopes, wetlands, and/or floodplain		
Existing or proposed fences		
Signs		
Major landscaping or hardscaping, such as large trees, berms, or retaining walls, water features		
Areas of activity, outdoor seating, food vendor area, stockpiling, open pit, etc.		
Any other site features worth noting		

DIRECTOR'S DECISION APPLICATION PROCESS

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

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1. • DUE DILIGENCE BY APPLICANT (PARCEL INQUIRY OR PRE-APP MEETING)

2. • SUBMIT APPLICATION & FEES TO DEVELOPMENT SERVICES

3. • APPLICATION REVIEW BY STAFF

4. • NOTIFICATION PERIOD TO AGENCIES & NEIGHBORS (15 DAYS) (if required)

5. • DECISION PREPARATION BY STAFF

6. • DIRECTOR APPROVAL

7. • RECORDATION OF DOCUMENTS (if applicable)

8. • APPEAL PERIOD