



City of Buhl
Planning & Zoning Department
LOT LINE ADJUSTMENT APPLICATION

APPLICANT INFORMATION

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address

City *State* *ZIP Code*

Phone: _____ Email: _____

Applicant Signature: _____

REQUEST INFORMATION

1. Real Property Location:

Street Address

City *State* *ZIP Code*

2. Property Parcel Number: _____

3. General Location of Lot: _____

4. Existing Property Use: _____

5. Zoning Classification: _____

6. Comprehensive Plan Classification: _____

APPLICATION DATE: _____ **APPLICATION FEE:** **\$ 50.00**



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APPLICANT CHECKLIST

Before acceptance/scheduling of the application, the applicant must provide the following:

PRELIMINARY APPROVAL REQUIREMENTS:

1. The applicant must prove control of the property for which the request is being made by providing **ONE** of the following:
 - Copy of Warranty Deed, **OR**
 - Copy of Earnest Money agreement, **OR**
 - Copy of Contract of Sale, duly acknowledged by **BOTH Buyer and Seller**
2. A map to **DRAWN TO SCALE** of the subject property showing the following:
 - Property lines
 - Existing infrastructure: i.e., streets, utilities, easements
 - Proposed lot line adjustment
 - Legal description of the proposed adjustment
3. Application fee; checks are paid to the order of "The City of Buhl"

FINAL APPROVAL REQUIREMENTS:

Final approval is granted upon proof of Record of Survey with Metes and Bounds are prepared and submitted by a professional land surveyor filed with the Twin Falls County Recorder.

REQUIRED COPIES:

- One (1) Copy Of The Deed
- Two (2) Copies Of Recorded Documents

Buhl City Code 9-4-5: LOT LINE ADJUSTMENT:

Requirements for lot line adjustment:

- A. It is advisable to meet with the planning and zoning clerk to discuss the proposed adjustment to verify the process before employing a surveyor;
- B. Nonconforming lots may not be created;
- C. All requirements of area, setbacks, and road frontage for the applicable zoning must be adhered to for all parcels;
- D. The new parcels must be described by a metes and bounds description, or a description acceptable under state law, and recorded with the county recorder;
- E. No additional buildable parcels may be created;
- F. The record of survey shall be submitted to the planning and zoning clerk for review before recordation;
- G. A record of survey is required when any property is divided for the purpose of lot line adjustment. The record of the survey shall include the following statements:
 1. Record of survey of "____" for the purpose of lot line adjustment;
 2. Description of new parcels: "____". (1974 Code § 4-406)

OFFICIAL USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

APPROVED:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DENIED:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>