



**City of Buhl**

Planning & Zoning Department

201 Broadway Ave N Buhl, ID 83316

Phone: 208-308-9814

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[www.cityofbuhl.us](http://www.cityofbuhl.us)

**LOT LINE ADJUSTMENT APPLICATION**

APPLICATION DATE: \_\_\_\_\_

**PROPERTY INFORMATION (Original Parcel Lot)**

Property Address: \_\_\_\_\_  
(if known)

Subdivision: \_\_\_\_\_

Primary Parcel #: \_\_\_\_\_

General Location of Lot: \_\_\_\_\_

Existing Property Use: \_\_\_\_\_

Current Acreage: \_\_\_\_\_

Zoning District(s):       AG-20    AG-R5    AZ    R-1    R-4    R-6    R-16    R-P    B-1    B-2    B-3    I-1    I-2

Comprehensive Plan Land Use Designation: \_\_\_\_\_

**LOT #1—Lot to be reduced**

Parcel #: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(attach separately with deed)

Current Acreage: \_\_\_\_\_

Acreage Increased By: \_\_\_\_\_

Acreage Created: \_\_\_\_\_

Address of Lot (if known): \_\_\_\_\_

**LOT #2—Lot to be increased**

Parcel #: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(attach separately with deed)

Current Acreage: \_\_\_\_\_

Acreage Increased By: \_\_\_\_\_

Acreage Created: \_\_\_\_\_

Address of Lot (if known): \_\_\_\_\_

**APPLICANT/REPRESENTATIVE INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**APPLICANT ACKNOWLEDGEMENT**

I understand that:

1. This application is subject to acceptance by the City of Buhl upon determination that the application is complete.
2. The application fee is non-refundable.
3. All information, statements, attachments, and exhibits included with this application submittal are true to the best of my knowledge.

\_\_\_\_\_  
Owner/Authorized Representative Signature

\_\_\_\_\_  
Date

**PRELIMINARY APPROVAL REQUIREMENTS**

The following items must be submitted before the application will be accepted for review:

- Completed Application**
- Application fee:** \$ \_\_\_\_\_ Payable to the City of Buhl
- Proof of Current Ownership** of the property for which the request is being made by providing a copy of:
  - Warranty Deed, **or**  Earnest Money agreement, **or**  Contract of Sale, duly acknowledged by **both Buyer and Seller**
- A Site plan map **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

**FINAL APPROVAL REQUIREMENTS**

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

- REQUIRED COPIES:**
  - One (1) Copy of the Deed (for each lot)
  - Two (2) Copies of Recorded Documents

**The Administrator has the right to withhold official acceptance of the application until a thorough review is completed and all required information and fees have been submitted. The Administrator will schedule the public hearing date before the Planning & Zoning Commission once the application is complete.**

**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:**

**FEE AMOUNT** \$ \_\_\_\_\_  CASH  CHECK NO. \_\_\_\_\_  CREDIT/DEBIT

**DATE OF SUBMITTAL:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_