



**City of Buhl**  
**Planning & Zoning Department**  
**LOT SPLIT 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:** **\$ 150.00**



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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

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**The Administrator reserves the right to not officially accept this application until total review is accomplished and all required information and fees a submitted. The date for the public hearing will be established by the Administrator upon the acceptance of a complete application.**

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**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"/> |



# City of Buhl

## Planning & Zoning Department

### LOT SPLIT APPLICATION

#### Buhl City Code 9-4-4: LOT/PARCEL SPLITS; DIVISIONS:

- A. Lot Split: The splitting of one lot in a subdivision into two (2) building sites.
- B. Parcel Splits: The splitting of a parcel under single ownership, which has not been platted as part of a subdivision after 1981, into two (2) parcels.
- C. Conditions To Be Met: Such splits will only be considered under the following conditions:
  - 1. No public improvements are required because of such a split;
  - 2. The newly created lot(s)/parcel(s) shall have access to a public conveyance meeting the minimum requirements of the district in which it is located;
  - 3. Applicant meets all other requirements of this title.
- D. Application Process:

In order to qualify for a lot/parcel split provided for in this section, an applicant must complete and file with the planning and zoning clerk a standard application form, together with a filing fee established by council resolution. The application must be accompanied by:

  - 1. Proof of ownership of the land;
  - 2. A map of the lot(s)/parcel(s) drawn to scale showing the proposed division;
  - 3. A legal description of the proposed lot or lot/parcel or parcels.
- E. Approval: If the application and its attachments meet the requirements of this chapter, planning and zoning clerk will issue a certificate approving the split. The planning and zoning clerk may require clustering of the lots/parcels to be split to minimize interference with any agricultural use and/or to minimize necessary road access.
- F. Record Of Survey With Metes And Bounds Description Required: When a lot/parcel split of land has been approved by the planning and zoning clerk pursuant to this chapter, the applicant must, at his/her expense, furnish a record of survey with a metes and bounds description prepared by a professional land surveyor. When the city certifies that the record of survey and description correctly evidences the split as approved, the applicant must then record the record of survey, a deed with the appropriate description when conveying title, and the planning and zoning clerk certificate with the office of the Twin Falls County recorder. The applicant must also file one copy of the record of survey, one copy of the deed and two (2) copies of the recorded documents with the city who shall maintain a record of the split. Recordings should not be made until after time for appeal has expired.
- G. Appeal By Affected Persons: Any affected persons who are aggrieved by the planning and zoning clerk's decision as to an application for a lot/parcel split pursuant to this chapter may appeal such decision as provided in chapter 3, article D of this title.
- H. Limitation: Once one split has been approved, there shall be no additional splits from that land, regardless of ownership. Any additional splits of the land must follow the subdivision procedures outlined in this title. (1974 Code § 4-404).