



City of Buhl

Planning & Zoning Department

201 Broadway Ave N Buhl, ID 83316

Phone: 208-308-9814

Fax: 208-543-2884

www.cityofbuhl.us

LOT/PARCEL SPLIT APPLICATION

APPLICATION DATE: _____

PROPERTY INFORMATION (Original Parcel Lot)

Property Address (if known): _____

Subdivision: _____

Primary Parcel #: _____

General Location of Lot: _____

Existing Property Use: _____

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: _____

Current Acreage: _____

LOT #1

Acreage Created: _____

Legal Description: _____

(attach separately with deed)

Address of Lot: _____

LOT #2

Acreage Created: _____

Legal Description: _____

(attach separately with deed)

Address of Lot: _____

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.

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, Earnest Money agreement, Contract of Sale, duly acknowledged by **both Buyer and Seller**

or

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

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.

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:
- No public improvements are required because of such a split;
 - 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;
 - 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).

OFFICIAL USE ONLY:

FEE AMOUNT \$ _____

CASH

CHECK NO. _____

CREDIT/DEBIT

DATE OF SUBMITTAL: _____

RECEIVED BY: _____