



CITY OF STAR
 P.O. Box 130
 Star, Idaho 83669
 P: 208-286-7247 F: 208-286-7569

LOT SPLIT / LOT LINE ADJUSTMENT APPLICATION

FILE NO.: _____
CROSS REF. FILES: _____
<input type="checkbox"/> LOT SPLIT APPLICATION <input type="checkbox"/> LOT LINE ADJUSTMENT APPLICATION

Applicant Name: _____

Applicant Address: _____

Applicant Telephone: _____ Fax: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Telephone: _____ Fax: _____

Engineer/Surveyor: _____

Address: _____

Telephone: _____ Fax: _____

Property Address of Lot to be Split: _____

Site Location: _____

(list major cross streets) _____

Approved Zoning Designation of Site: _____

All applicants are required to submit the following:

Applicant (√)	Description	Staff (√)
	Completed and signed Lot Split Application	
	Fee	
	Narrative outlining the following: <ul style="list-style-type: none"> • The proposed lot split is in the public interest and will not adversely impact adjoining property interests; • Description of existing use; • The proposed use for the property. 	
	If the signature on this application is not the owner of the property, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.	

	Copy of recorded deed.	
	Two (2) blue line copies of the lot split record of survey (24" X 36") folded	
	One (1) 8 ½" X 11' reduced copy of the lot split	
	Two (2) 11" X 17" reduced copies of the lot split	
	One (1) 8 ½" X 11" vicinity map showing the location of subject property	
	New property descriptions describing lot split boundary and shall be stamped by a professional licensed surveyor	

A. The lot split record of survey shall include the following endorsements:

- Owners Acknowledgment (notary)
- Certification by Engineer/Surveyor
- Certification by City Engineer
- Certification by County Records Office

B. The lot split record of survey shall include the following details:

- Original property/lot line plus "new" property/lot line.
- Square footage/acreage of adjusted property/lots including lot closure calculations
- Record of survey for existing easements on original subdivision plat
- Adjacent property shall be indicated
- Parcel adjustment note on record of survey
- Easements and/or right-of-ways
- All existing buildings shall be shown and shall meet Building Department and zoning setback requirements or as specifically approved
- Note on the face of the record of survey giving the zone district

NOTE: Property/lot lines shall not reduce the area, frontage, width or depth of each building site below the minimum prescribed by City Ordinance.

C. One (1) 11" X 17" copy of the **Final Recorded** Record of Survey to Star City Hall.

FEE REQUIREMENT:

*** I have read and understand the above requirements. Fees will be collected at the time of filing an application for a land use planning action within the City limits. I understand that there may be other fees associated with this application incurred by the City in obtaining reviews or referrals by architect, engineering, or other professionals necessary to enable the City to expedite this application. I will be billed on a monthly basis and will remit payment within 30 days.*

_____ Date: _____
Applicant/Representative Signature

THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.

(For office use only)

Date Application Received: _____	Accepted as Complete _____
Fee Due: \$100.00	Fee Paid: _____ Clerk Initials: _____

