



# LOT LINE ADJUSTMENT SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

**The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.**

Applicant Use      STAFF USE

## **THE APPLICANT SHALL SUBMIT THE FOLLOWING:**

- Date of pre-application meeting: \_\_\_\_\_ Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to receipt of this application.
- A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.
- Three (3) copies of the Record of Survey (lot line adjustment) **arranged in complete plan Sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)**.
- One (1) 8 ½" x 11" reduced copy of the Record of Survey
- One (1) copy of the deed for each property being adjusted.
- New property descriptions shall be provided to the City describing the lot line adjustment
- Two (2) 24" x 36" (to scale) As-built plans delineating utility stub outs **folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)**.
- One (1) set of 24" x 36" Pathways and Trails plan (if development impacts existing pathways and trails, or if development would trigger improvements based on the [City of Eagle adopted Pathways and Trails Master Plan](#)) showing the following:
  - Pathway locations, type, and width.
  - Sidewalk locations, type, and width.
  - Location of existing easements for irrigation companies.
  - Indicate location of canal routes and specify which ones will be covered and which will stay open

- One (1) copy of any canal company license agreements (if applicable).
- One (1) copy of exclusive use easements of any kind that might impact pathways and/or open space (if applicable)
- Any additional information to aid in understanding the project.

**THE RECORD OF SURVEY SHALL INCLUDE THE FOLLOWING ENDORSEMENTS:**

- Certificate of Owners and Acknowledgement (Notarized)
- Certificate of Surveyor
- Certificate of City Engineer
- County Recorders Certificate
- Certificate of Zoning Administrator
- Record of Survey to show original property/lot line plus “new” property/lot line
- Square footage of adjusted property/lot including lot closure calculations to be placed on the Record of Survey
- Correct street names abutting the property
- Property Descriptions have been provided as stated above
- Record of Survey to show existing easements of record, including those attested by general note on the original subdivision plat
- Adjacent property shall be indicated (eg. – unplatted)
- Sanitary Sewer (eg. -easements, services, etc.)
- All existing buildings shall be shown on the Record of Survey and shall meet Building Department and zoning setback requirements or as specifically approved
- Property/lot line which do not reduce the area, frontage, width or depth of each building site below the minimum prescribed by any City Ordinance or as specifically approved
- A note on the face of the Record of Survey is required giving the zone standard in effect for the area or as specifically approved.
- A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.
- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.
- BELOW IS THE LANGUAGE TO BE USED FOR “Approval of City Council” AND “Certificate of City Engineer” ON THE RECORD OF SURVEY:**

**Certificate of City Engineer**

I, THE UNDERSIGNED, CITY ENGINEER IN AND FOR THE CITY OF EAGLE, ADA COUNTY, IDAHO, DO HEREBY CERTIFY THAT I HAVE CHECKED THIS SURVEY AND THAT THE EAGLE CITY REQUIREMENTS REGARDING A PARCEL DIVISION HAVE BEEN MET.

\_\_\_\_\_  
EAGLE CITY ENGINEER

**Approval of City Council**

I, THE UNDERSIGNED, CITY CLERK IN AND FOR THE CITY OF EAGLE, ADA COUNTY, IDAHO, DO HEREBY CERTIFY THAT AT A REGULAR MEETING OF THE CITY COUNCIL HELD ON THE DAY OF , 20 , THIS PARCEL DIVISION WAS APPROVED AND ACCEPTED.

\_\_\_\_\_  
CITY CLERK

**ACKNOWLEDGEMENT**

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature