

Planning & Zoning Department



BOUNDARY LINE ADJUSTMENT APPLICATION

The boundary adjustment is meant to provide a process to adjust or remove common property lines or boundaries between adjacent tracts or parcels that are not part of a recorded plat, for the purpose of accommodating a transfer of land, combining existing parcels, or rectifying a disputed property line location. Boundary Adjustment requirements can be found in LDC 4-14. The Administrator and planning staff will finalize and provide a written decision. An application approved, but not recorded within 6 months of approval date will expire.

For Office Use Only

Fees Paid

Check # _____ Credit Card Cash _____

Fees are non-refundable.

Requirement for Submittal: Ensure all requirements are included. *Incomplete applications will not be put on hold.* Incomplete and partial applications will be returned to applicant.

SECTION I: PERSONAL AND PROPERTY RELATED DATA

Owner Info

Owner Name: _____

Address: _____ Zip code: _____

Project Location

Name of Applicant (if different than owner): _____ Phone: () _____

Project Address (if different than owner address): _____ Zip code: _____

Email: _____ Zoning District: _____

Primary Contact (if not applicant): _____

Email: _____ Phone: () _____

Designated Primary Contact

Owner Agent/Representative

Project Info

Total Acreage: _____ Number of parcels and sizes: _____

Affected Parcel RP#s: _____



I, the undersigned, have reviewed the attached information and found it to be correct. I also understand that the items listed below are required for my application to be considered complete and reviewed.

Applicant Signature: _____ Date: _____

I, the undersigned, am the owner of the referenced property and do hereby give my permission to be my agent and represent me in the matters of this application. I have read the attached information regarding the application and property to find it to be correct.

Owner Signature: _____ Date: _____

Checklist

All items need digital copies as well as paper copies.

- Complete application form and fees.
- Latest recorded deed to each property.
- Unrecorded, new legal descriptions for each parcel.
- Map of survey containing all the required items found in Idaho State Code §55-1906.
- Designation of agent authorization form.
- Application page, complete and signed by all property owners.

SECTION II: CONSIDERATION FOR APPROVAL

Please submit narrative referencing the following:

- The survey submitted by the applicant is deemed accurate and to meet the standards set forth in Idaho State Code by the Teton County Surveyor or approved agent.
- There is no net increase in density.
- Adjustments between public and private land. The conveyance of a parcel from a public agency to a private agency to a private party who owns land, which is contiguous to the conveyed public land, shall be treated as a boundary adjustment to the contiguous private land and not as the creation of a separate legal building site.

SECTION III: PLANNING ADMINISTRATOR/DESIGNEE REVIEW/ACTION

Application is submitted on the _____ day of _____, 20____.

Application is deemed complete and accepted on the _____ day of _____, 20____.

Application is approved on the _____ day of _____, 20____.

Planning Administrator

