



## ONE TIME ONLY LAND SPLIT APPLICATION

The planning staff is available to discuss this application and answer questions. The Planning Administrator shall review the completed application and may approve or disapprove it.

*To expedite the review of your application, please be sure to address each of the following items.*

### SECTION I: PERSONAL AND PROPERTY RELATED DATA

Owner: \_\_\_\_\_

Applicant (if different): \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Proposed Lot Sizes \_\_\_\_\_ & \_\_\_\_\_ Zoning District: \_\_\_\_\_

Is property currently mortgaged? Y / N (if yes, Certificate of Acceptance of Mortgagee is required on survey)

\_\_\_\_\_

I, the undersigned, understand that the items listed below are required for my application to be considered complete.

• Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

• Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Fees are non-refundable.*

**SECTION II: ITEMS REQUIRED**

1. Latest recorded deed to the property
2. Application complete & signed. Including Designation of Agent Authorization if applicable.
3. Narrative of the purpose of the land split
4. Two unrecorded new deeds, with new legal descriptions and restriction as follows:  
*“The two lots created by this split shall not be split or divided further without full compliance of the provisions of the Teton County, Idaho Code.”*
5. Declaration of Restrictions with new legal descriptions for both parcels.  
*Template available at <http://www.tetoncountyidaho.gov/forms.php> under Planning & Zoning.*
6. County Road or Highway Access Permit
7. Application fees paid in full in accordance with current fee schedule. This includes any applicable fees or pass-through fees for a survey review.
8. Plat of Survey labeled “One Time Only Split of One Parcel of Land” that complies with the following:
  - Vicinity Map, Date of survey, and North Arrow
  - Map scale adequate to depict all adjusted lots (show Bar Scale)
  - Legend with a description for all line weights and symbols used
  - All bearings and distances for all property lines. Include Basis of Bearing and CP&F Reference
  - All known easements shown with their instrument numbers
  - All existing physical access points shown (check aerial photos)
  - Legal access points shown or possibility for future County Road access permits established
  - Property Descriptions – the new legal descriptions for each parcel
  - Surveyor’s Certification – Signature block with statement
  - Planning & Zoning Administrator – Signature block with approval statement
  - Fire Marshal – Signature block with approval statement
  - Certificate of Survey Review – Signature block with approval statement
  - Owner’s Certificate – Signature block with approval statement. **MUST BE NOTARIZED**
  - Recorder’s Certificate
  - Certificate of Acceptance of Mortgagee, if applicable. **MUST BE NOTARIZED**

**SECTION III: STAFF SUMMARY ANALYSIS, REASONING, AND FACT FINDING:**

See file and Application Review Tracking Sheet

**SECTION IV: PLANNING ADMINISTRATOR/DESIGNEE REVIEW/ACTION**

Application is approved

Application is disapproved

Planning Administrator/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_