



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

Record of Survey (ROS) Application Submittal Requirements

- 1. **Completed Application**
- 2. **Detailed Letter of Explanation** and justification for the proposed project.
- 3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
- 4. **Proof of Legal Parcel** (must fit one of the following categories):
 - a. Parcel(s) platted lot(s) in the original configuration in a recorded subdivision:
 - i. Copy of Subdivision Plat
 - ii. Copy of the recorded deed(s)
 - b. Parcel(s) existed prior to October 30, 1965 and has not been adjusted since:
 - i. Copy of recorded deed(s) with legal description that match the existing parcel(s) boundaries with a recording date either on or before October 30, 1965.
 - c. Parcel(s) are the result of a previously approved One Time Division:
 - i. Copy of One Time Division approval by Boise City.
 - ii. Copy of recorded deed(s)
 - iii. Copy of recorded Record of Survey
 - iv. Copy of recorded Notice of Buildable Parcel(s)
 - v. Copy of Ada County Assessor Land Records Parcel Activity Form
 - d. Parcel(s) are the result of a previously approved Property Line Adjustment:
 - i. Copy of recorded Record of Survey signed by either the Planning Director or City Engineer
 - ii. Copy of recorded deed(s)
 - iii. Copy of recorded Notice of Buildable Parcel(s)
 - iv. Copy of Ada County Assessor Land Records Parcel Activity Form
 - e. Parcel(s) have not been altered since annexation into Boise City:
 - i. Copy of recorded deed(s) describing the current parcel(s) boundaries with a recording date prior to annexation into Boise City



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- ii. Documentation from Ada County verifying that the lot(s)/parcel(s) had legal status at the time of annexation, if deemed necessary by staff

- 5. **Legal Description** for each new parcel being created.
- 6. **Detailed Site Plan** which includes:
 - a. North arrow
 - b. Scale
 - c. Street addresses for each parcel being created
 - d. Adjacent Right-of-Way(s) with correct street names
 - e. All existing platted or recorded easements
 - f. All existing platted lot lines, or existing parcel lines
 - g. All new parcel boundary lines and all required setbacks with dimensions
 - h. The area in square feet of each parcel established by the Record of Survey
 - i. All existing buildings with uses labeled, including accessory structures accurately depicted and dimensions from exterior property line with either:
 - i. The distances from the buildings to any parcel boundary line established by the Record of Survey; or
 - ii. A note that the building(s) are to be demolished or removed at the time of any remodeling or new construction
 - j. All existing utility lines including existing septic systems and drain fields and existing wells
 - k. All existing driveways and parking areas accurately depicted and dimensions from exterior property line.
 - l. Existing vegetation labeled to remain or to be removed with landscaping on adjacent properties by area(s) to be considered. If removing trees, a detailed tree mitigation plan is required.
- 7. **Record of Survey** which includes:
 - a. Title "Record of Survey"
 - b. Subtitle "Minor Land Division, Property Line Adjustment, or Parcel Consolidation"
 - c. Location description including Lot, Block, Section, Township, and Range
 - d. North arrow
 - e. Scale
 - f. Adjacent Right-of-Way(s) with street names



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- g. All existing platted or recorded easements
 - h. All existing platted lot lines, or existing parcel lines
 - i. All new parcel boundary lines. Distance is labeled from adjusted property line to any existing buildings to remain.
 - j. The address and area in square feet of each parcel established by the Record of Survey
 - k. The following notes, which states:
 - i. "The property is currently zoned _____."
 - ii. "This Record of Survey has been approved by Boise City under application ROSXX-XXXXX."
 - iii. "These parcels may not be divided unless approved by the City of Boise. The original parcels are no longer buildable parcels pursuant to this Record of Survey."
 - l. Notarized signature of property owner(s)
 - m. Certificate and signature of Surveyor
 - n. Signature of Boise City Planning Director
 - o. Certificate of Ada County Recorder
 - p. Complete and accurate legend reflecting all lines and symbols used.
 - q. All new parcels are labeled using letters (i.e. "Parcel A", "Parcel B", etc.).
 - r. Certification by the surveyor that the Record of Survey establishes parcels meets the applicable requirements of Section 11-09-02.1. A, B or C
8. **Irrigation/Drainage Facilities** documentation from the Irrigation District stating facilities have been maintained.



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- 9. **Proof of Neighbor Notification**, only required when creating new parcels such as adjusting Substandard Lots of Record and Minor Land Divisions. Proof the adjacent property owners and occupants, including across streets and alleys confirming they have been informed of your proposal. Certified Mail is an acceptable alternative. Request the list of persons be created for you for a small fee [here](#).

Name (Print)	Address	Signature
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Minor Land Divisions Only:

- 10. **Sewer Service:** Documentation on agency letterhead from the provider of the wet line sewer service that verifies that sewer lines currently exist in the public right-of-way that abuts the parcel being divided and that the sewer line is available to service the parcel.
- 11. **Irrigation Water Service:** Documentation from the public agency responsible for the irrigation water indicating the property's water rights status.
- 12. **Drinking Water Service:** Documentation on agency letterhead from the provider of the public drinking water service that verifies that water lines currently exist in the public right-of-way that abuts the parcel being divided and that the water line is available to service the parcel.



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APPLY ONLINE



P&L SYSTEM - APPLICATION

Enter details and submit.
Revisit for status updates and
Public Record.

ePlanReview

Open email from ePlanReview,
Click Log-in to Case Number,
Follow steps to upload/submit files.

P&L SYSTEM - PAY FEES

Wait for confirmation email.
Return to P&L System to pay fees.

Start the process at cityofboise.org/permits