



# Record of Survey (ROS) Application Submittal Requirements

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## Documents

- Completed Application.**
- Detailed Letter of Explanation**, which includes:
  - a. Summary of the Scope, Design intent, and the philosophy of the project.
  - b. Discuss any unique site features or unusual circumstances.
  - c. Speak to the approval findings for the requested entitlement per [§11-05-05.2](#).
  - d. Specify which category and what documentation will be used for Proof of Legal Parcel.
  - e. If a new development, will all electric or geothermal be utilized? If not, please describe why not in detail.
  - f. If a residential development, will any affordable units be included? If not, please describe why not in detail.
- Statement of Legal Interest.** [Download form](#). Form must be completed and signed by the legal owner of record.
- Assured Water Supply** (*if applicable*). AWS certification letter from Boise Public Works verifying that the Assured Water Supply application has been completed by the applicant and has met all requirements.
- Proof of Legal Parcel** (must fit in 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 matches the existing parcel(s)'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 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.
  - 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.

**Legal Description** for each new parcel being created.

**Site Photos.** Colored and labeled photographs of the site and surrounding area showing building context.

## **Drawings**

**Detailed Site Plan**, which includes:

- a. Name of applicant, plan preparer, project name, and project address on title block.
- b. Drawing scale and North arrow.
- c. Size of parcel in acres or square footage, property lines, and all required setbacks with dimensions.
- d. The area in square feet of each parcel established by the Record of Survey.
- e. Street addresses for each parcel being created.
- f. All existing and proposed structures with uses labeled, including accessory structures. Accurate depictions and labels to include either:
  - i. The distances from the building(s) to any parcel boundary line established by the Record of Survey; or
  - ii. A note that the building(s) is to be demolished or removed prior to the submittal of a mylar.
- g. Locations and widths of right-of-way, easements, canals, ditches, drainage facilities, or significant grade changes, and note any proposed changes or improvements.
- h. Any cross-access or connections to adjacent properties.
- i. Sidewalks adjacent to the site. Indicate whether sidewalks are existing or proposed and attached or detached.
- j. Pedestrian walkways internal to the site which connect buildings to each other, mail locations, solid waste enclosures, amenities, parking areas, and adjacent rights-of-way, and demonstrate that they meet ADA accessibility requirements.
- k. All existing driveways and parking areas accurately depicted and dimensioned from exterior property line.
- l. Fire Department access roadway clearly delineated.
- m. All existing and proposed utility lines including existing septic systems, drain fields, and existing wells.
- n. Location of any signs.
- o. Existing vegetations 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, which must include an Arborist Report detailing the location, species, health, desirability, and caliper inches of each tree. Plans should also include a calculation of caliper inches removed and provided through new plantings.

**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. Drawing scale and North arrow.
- e. Complete and accurate legend reflecting all lines and symbols used.
- f. Adjacent rights-of-way with street names.
- g. All existing platted lot lines, or existing parcel lines.
- h. All new parcel boundary lines with the distance labeled from adjacent property lines to any existing building to remain.
- i. All new parcels are labeled using letters. (i.e. “Parcel A”, “Parcel B”, etc.).
- j. The address and area in square feet of each new parcel being established.
- k. All existing platted or recorded easements.
- l. The following notes, which state:
  - i. “This 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.”
  - iv. That the Record of Survey establishes parcels that comply with the applicable requirements of Section *11-04-04.3*. (Certification by Surveyor).
- m. Signature blocks for the following:
  - i. Notarized signature of property owner(s).
  - ii. Certificate and signature of Surveyor.
  - iii. Signature of Boise City Planning Director.
  - iv. Certificate of Ada County Recorder.

**Minor Land Divisions Only:**

**\*\*Note:** If applying for a Minor Land Division, the applicant must comply with the affordability requirements from Section *11-04-03.07* of the Development Code.

**Information for Affordability Covenant:**

- a. Name of legal entity or property owner entering into the covenant.
- b. Type of dwelling (single family home, duplex, triplex, fourplex, multi-family, etc.).
- c. Total number of units on the property.
- d. Number of affordable units, including square footage and bedroom count of each.

- e. Project type: rental or for-sale.
  - f. For rental projects - will any utilities be included in the rent?
- 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 lines are available to service the parcel.
  - Irrigation Water Service:** Documentation from the public agency responsible for the irrigation water indicating the property's water rights status. Additionally, a statement indicating whether the irrigation entity will own the pressurized irrigation system.  
**\*\*Note:** If seeking a waiver from the pressurized irrigation system requirements, provide documentation that no surface water rights exist for the subject property.
  - 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.