



PLANNING AND DEVELOPMENT SERVICES

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RECORD OF SURVEY (ROS)

What can I do with my property?

Step 1: Learn more about the parcel(s) by answering the following questions:

- What is the zoning designation for the parcel(s)?
- What is the minimum lot size?
- What are the minimum setbacks?
- What is the maximum allowed density?
- Is there adequate street frontage for the parcel(s)?
- Will the parcel(s) be utilizing a common driveway equal to or less than 150 feet in length?
- Is your parcel in the hillside? If so, it cannot be split.

Setbacks by Zone*	R-1A	R-1B	R-1C	R-2	R-3	Your Parcel
Front Yard (to parking/garage)	20'	20'	20'	20'	20'	
Side Yard, Interior						
1 Story Building	10'	10'	5'	5'	5'	
2 Story Building	10'	10'	5'	5'	5'	
More than 2 Stories	10'	10'	10'	10'	10'	
Side Yard, Street	20'	20'	20'	20'	20'	
Rear Yard, 1-2 Story	20'	20'	15'	15'	15'	

*Base setbacks listed, refer to the development code for any exceptions

Lot Area by Zone*						Your Parcel
Lot Area Minimum	20,000	9,000	3,500	2,500	2,000	

*Base lot area listed, refer to the development code for any exceptions

Average Lot Width by Zone						Your Parcel
Average Lot Width	75'	50'	25'	20'	20'	

Street Frontage (Lineal Feet)	20'	20'	20'	20'	20'	
Max Dwelling Units per Acre*	2.1	4.8	12.4	N/A	N/A	

*Base density listed, refer to the development code for any exceptions

If the parcel (existing or proposed) does not meet the standards of the zone, it cannot be split with an administrative application.

Step 2: If the proposed parcel does meet the standards, answer the following questions:

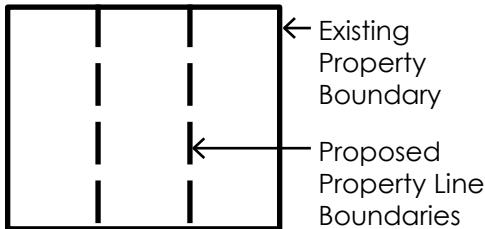
- Are there existing structures on the parcel(s)? Do they meet the minimum setbacks?
- Are the parking requirements for the parcel(s) met? (providing required off-street parking, paved driveway, etc.)
- Are utilities (water, sewer, irrigation) available to your parcel(s)?
- Are the public streets along the parcel(s) improved with sidewalk?

If the parcel does not meet the requirements, there may be options that can be pursued in order to comply with Boise City Code. Contact a Planner at zoninginfo@cityofboise.org or (208) 608-7100.

Types of Records of Surveys:

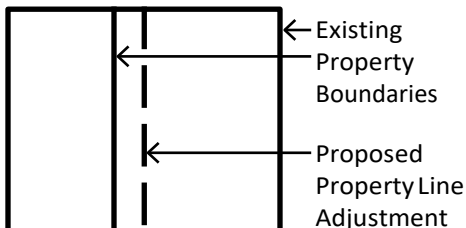
Minor Land Division:

To allow the creation of up to four parcels without being subject to the procedural provisions of the Preliminary and Final Plat regulations for a Subdivision. Note that minor land divisions are subject to affordability requirements.



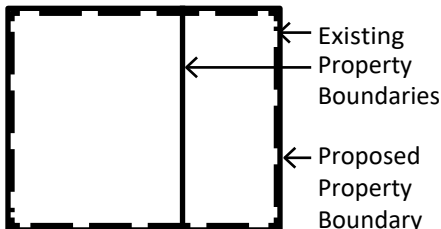
Property Line Adjustment:

To establish buildable parcels with boundaries that differ from existing buildable parcel and/or buildable lot boundaries.



Parcel Consolidation:

To allow the consolidation of two or more existing contiguous, buildable parcels into one buildable parcel.



Application Checklist:

The items below are required when submitting an application. A detailed checklist can be found online at: https://www.cityofboise.org/media/7724/203_ros_submittal-checklist.pdf

1. Application
2. Detailed Letter of Explanation
3. Statement of Legal Interest
4. Proof of Legal Parcel
5. Record of Survey
6. Detailed Site Plan
7. Legal Description of New Parcel(s)

Application Checklist Continued:

Only Required for Minor Land Divisions:

8. Information about affordability incentive
9. Improved sidewalk along the Right-of-Way
10. Verification of Utilities (on Agency Letterhead)
 - i. Wet Line Sewer
 - ii. Irrigation Water
 - iii. Public Drinking Water

Electronic copies of all submittal documents

ROS Application Process:

1. Submit application online
2. Comments are issued with a list of conditions
3. Applicant installs all required site improvements
4. Surveyor updates the Record of Survey

Process for Finalizing the ROS:

1. Finalized Record of Survey is printed on Mylar
2. Obtain all required signatures (other than the Planning Director's signature)
3. Prepare the "Notice of Buildable Parcel" for each new parcel. This will have the legal description of the original and newly adjusted parcel.
4. Submit the Mylar and the Notice of Buildable Parcel(s) for Planning Director's signature
5. Applicant records signed Record of Survey and the Notice of Buildable Parcel(s) at the Ada County Recorder's Office
6. Applicant records new deed(s) with the Ada County Recorder's Office.
7. After recording is complete, applicant requests new tax parcel number(s) from the Ada County Assessor's Office to reflect the updates.
8. Applicant submits copies of the following recorded items to PDS to complete application:
 - i. Record of Survey
 - ii. Notice of Buildable Parcel(s)
 - iii. New Deed(s)
 - iv. New Tax Parcel Number(s)