



## Planning & Development Services

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## PROCEDURE TO FINALIZE A RECORD OF SURVEY\*

**After** the Planning Team has issued a conditional approval letter, the applicant shall:

- ☐ Complete the required conditions of approval. ***If*** site improvements are required, the improvements must be bonded for or installed. Sewer requirements are required to be installed and are not eligible for bonding.

**After** the conditions of approval are complete, the applicant shall:

- ☐ Submit the Record of Survey on Mylar and a ***separate*** Notice of Buildable Parcel (NoBP) for ***each*** new parcel which shall reference the recorded *Record of Survey number from the Ada County Recorder's Office*. Each NoBP shall have a description of the original parcel and a description of the new adjusted parcel. New Deeds are only required when property is changing ownership between two separate owners.

**After** the Boise City Planning Director **signs** the Record of Survey and NoBPs, the applicant shall:

- ☐ **Record** the signed Record of Survey with the Ada County Recorder's Office.
- ☐ **Record** the NoBP(s) with the Ada County Recorder's Office.
- ☐ After recording the Notice of Buildable Parcel(s) and/or the deed(s), contact the Ada County Assessor's Office to **request a new tax parcel number**, for each new parcel, on their ***Land Records Parcel Activity Form***.
- ☐ **Submit copies of the following items to the City of Boise to ensure the new parcels are legal\*:**
  - ✓ Recorded Record of Survey
  - ✓ Recorded NoBPs (for each new parcel)
  - ✓ New Tax Parcel Numbers (for each parcel)

### **\*IMPORTANT:**

**Until the recorded Record of Survey, NoBPs and new tax parcel numbers are submitted, Boise City will not recognize any of the new buildable parcel(s) and building permits will not be issued.**