



Planning & Development Services

Boise City Hall, 2nd Floor
150 N. Capitol Boulevard
P. O. Box 500
Boise, Idaho 83701-0500

Phone: 208/384-3830
Fax: 208/384-3753
TDD/TTY: 800/377-3529
Website: www.cityofboise.org/pds

Verification of Legal Lot or Parcel

Form must be **approved** by the Subdivision Dept. and submitted with Building Permit applications for new construction and additions, excluding single family. **It is the applicant's responsibility to provide appropriate documentation to the Subdivision Dept. per the Verification of Legal Lot or Parcel Worksheet submittal requirements.**

Owner of Record: _____

Site Address: _____

Tax Parcel Number: _____

This lot or parcel is considered legal and buildable based on one of the following criteria:

1. Platted Lot, in original configuration, in recorded subdivision.
2. Parcel of record that existed prior to October 30, 1965.
3. Recorded Condominium Unit.
4. One-time division of a Platted Lot that was recorded prior to October 30, 1965.
5. One-time division of a Parcel that was of record prior to October 30, 1965.
6. Parcel approved by Record of Survey/Property Line Adjustment.
7. Parcel annexed into Boise City that has not been altered since annexation.
8. Parcel is legal combination of two or more contiguous Lots or Parcels, with recorded metes and bounds legal description and notice of buildable parcel.
9. Parcel is five acres or more in size, with a minimum of 30 feet of public street frontage, parcel is not zoned residential and proposed development is non-residential. Note: The area within a flag portion of a lot can not be counted toward required area.
10. Parcel is part of a pending condominium plat. Building Permit applications may be submitted and permits issued prior to recording of the plat, provided the plans match the condominium drawings.
11. Project is multi-family (tri-plex/+) and Parcel is part of a pending Final Plat signed by the City Engineer. Applicant can submit Building Permit applications but permits **will not be issued** until the Final Plat has been recorded. Note: No other Building Permits may be submitted prior to recording of plat and assignment of parcels.
12. Other: _____

Approved By: _____

Subdivision Planner (Initial by appropriate criteria)

_____ Date



Planning & Development Services

Boise City Hall, 2nd Floor
150 N. Capitol Boulevard
P. O. Box 500
Boise, Idaho 83701-0500

Phone: 208/384-3830
Fax: 208/384-3753
TDD/TTY: 800/377-3529
Website: www.cityofboise.org/pds

Verification of Legal Lot or Parcel Worksheet

A Verification of Legal Lot or Parcel form must be approved by the Subdivision Dept. and submitted with building permit applications for new construction and additions, excluding single family. This worksheet is to assist applicants in providing the necessary documents to the City for verification of lot status (recorded deed, Record of Survey, site plan, etc.)

A lot or parcel must meet one of the following criteria to be considered legal and buildable:

1) _____ **Platted Lot, in original configuration, in recorded subdivision**

Lot _____ Block _____ Subdivision _____

Required Documentation:

- _____ Copy of Subdivision Plat
- _____ Copy of recorded deed for specified Lot and Block
- _____ Copy of aerial map
- _____ Copy of site plan, drawn to scale and dimensioned

2) _____ **Parcel of record that existed prior to October 30, 1965 (adoption date of Subdivision Ordinance)**

Required Documentation:

- _____ Copy of recorded deed with legal description that matches the existing parcel boundaries with a recording date of October 30, 1965 or before.
- _____ Copy of aerial map
- _____ Copy of site plan, drawn to scale

3) _____ **Recorded Condominium Unit**

Unit No. _____ Condominium Plat _____

Required Documentation:

- _____ Copy of Condominium Plat showing applicable Condominium Unit
- _____ Copy of recorded deed
- _____ Copy of site plan, drawn to scale

4) _____ **Parcel is result of one-time division of Lot recorded prior to October 30, 1965**

Original Lot _____ Block _____ Subdivision _____

Required Documentation:

- _____ Copy of One-Time Split approval by Boise City
- _____ Copy of recorded deed
- _____ Copy of Record of Survey if available (required after March 1, 2006)
- _____ Copy of recorded Notice of Buildable Parcel
- _____ Copy of Ada County Assessor Land Records Parcel Activity Form
- _____ Copy of aerial map
- _____ Copy of site plan, drawn to scale and dimensioned

Verification of Legal Lot or Parcel Workshop 2

5) _____ **One-time division of Parcel that was recorded prior to October 30, 1965**

Required Documentation:

- _____ Copy of One-Time Split approval by Boise City
- _____ Copy of recorded deed
- _____ Copy of Record of Survey if available (required after March 1, 2006)
- _____ Copy of recorded Notice of Buildable Parcel
- _____ Copy of Ada County Assessor Land Records Parcel Activity Form
- _____ Copy of aerial map
- _____ Copy of site plan, drawn to scale and dimensioned

6) _____ **Parcel approved by Record of Survey/ Property Line Adjustment**

Parcel _____ (Parcel A, Parcel B, etc.) of Record of Survey # _____

Required Documentation:

- _____ Copy of recorded Record of Survey signed by Boise City Engineer or Planning Director
- _____ Copy of recorded deed
- _____ Copy of recorded Notice of Buildable Parcel
- _____ Copy of Ada County Assessor Land Records Parcel Activity Form
- _____ Copy of aerial map
- _____ Copy of site plan, drawn to scale and dimensioned

7) _____ **Parcel annexed into Boise City that has not been altered since annexation and that was legal in Ada County prior to annexation**

Required Documentation:

- _____ Annexation date _____
- _____ Copy of recorded deed describing current parcel boundaries with recording date prior to annexation by Boise City
- _____ Documentation from County verifying lot had legal status at time of annexation, if deemed necessary by subdivision staff
- _____ Copy of aerial map
- _____ Copy of site plan, drawn to scale

8) _____ **Parcel is combination of two or more contiguous platted Lots or Parcels combined following City approved property consolidation process**

Required Documentation:

- _____ Copy of recorded deed with metes and bounds legal description of outer boundary
- _____ Copy of recorded Notice of Buildable Parcel signed by Planning Director
- _____ Copy of Ada County Assessor Land Records Parcel Activity Form
- _____ Copy of aerial map
- _____ Copy of site plan, drawn to scale
- _____ Verification that easements adjacent to former interior property lines have been vacated, if applicable

9) _____ **Parcel is five acres or more in size, with a minimum of 30 feet of public street frontage, parcel is not zoned residential and proposed development is non-residential.**

Required Documentation:

- _____ Copy of recorded deed with metes and bounds description
- _____ Copy of aerial map
- _____ Copy of site plan, drawn to scale
- _____ Verification of existing zoning and proposed use

Note: The area within a flag portion of a lot can not be counted toward required area. A record of survey may be required to document parcel size of irregular shaped lots.

10) _____ **Parcel is part of a pending condominium plat. Building permit applications may be submitted and permits issued prior to recording of the plat, provided the plans match the condominium drawings.**

Pending Condominium Plat _____

Required Documentation:

- _____ Copy of pending condominium plat
- _____ Copy of building permit plans

11) _____ **Project is multi-family (tri-plex /+) and Parcel is part of a pending Final Plat signed by the City Engineer. Applicant can submit building permit applications but permits will not be issued until the Final Plat has been recorded.**

Note: no other building permits may be submitted prior to recording of plat and assignment of parcels

Pending Subdivision Plat _____

Date signed by Boise City Engineer _____

Copies of recorded deeds or surveys may be obtained from the **Ada County Recorder's Office** in the Ada County Courthouse at 200 West Front Street. Copies of recorded deeds may also be obtained from a Land Title Company. The date for recorded deeds is the **recording date**, not the date of the deed or the date of the notarized signature. Recorded Record of Surveys without approval documentation by the City of Boise (signature by the Boise City Engineer or Planning Director) are not recognized as documents for land division. Aerial maps and copies of subdivision plats may be obtained from the Boise City Planning & Development Services Department.