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

5/2007
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
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.