



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

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PROCEDURE TO FINALIZE A RECORD OF SURVEY

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

- Complete the required conditions of approval. ***If*** site improvements are required (including sewer), the improvements must be installed prior to the Boise City Planning Director's signature of the Mylar.

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:

NOTE: In addition to the mylar, Ada County requires a paper copy of the same size to be submitted with the mylar.

- 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 (LRPA) Form**.
- To ensure the new parcels are legal, submit copies of the following items:**
 - ✓ Recorded Record of Survey
 - ✓ Recorded NoBPs (for each new parcel)
 - ✓ New Tax Parcel Numbers (for each parcel)

After the Planning Team receives the above documents, the Addressing Team will activate the new assigned addresses. This will allow building permits to be submitted on the new parcels.

***IMPORTANT:**

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