#203: Record of Survey

Application Submittal Requirements

- **1. Completed application**, including signature of applicant.
- **2. Detailed letter of explanation** or justification for the proposed project.
- **3. Affidavit(s) of Legal Interest (see attached).** Form must be completed by the legal owner(s) of record.
- **4. Proof of Legal Parcel** (must fit one of the following categories)
  - Parcel(s) platted lot(s) in the original configuration in a recorded subdivision.
    1. Copy of Subdivision Plat
    2. Copy of the recorded deed(s)
  - Parcel(s) existed prior to October 30, 1965 and has not been adjusted since.
    1. Copy of recorded deed(s) with legal description that match the existing parcel(s) boundaries with a recording date either on or before October 30, 1965.
  - Parcel(s) are the result of a previously approved One Time Division.
    1. Copy of One Time Division approval by Boise City.
    2. Copy of recorded deed(s)
    3. Copy of recorded Record of Survey
    4. Copy of recorded Notice of Buildable Parcel(s)
    5. Copy of Ada County Assessor Land Records Parcel Activity Form
  - Parcel(s) are the result of a previously approved Property Line Adjustment.
    1. Copy of recorded Record of Survey signed by either the Planning Director or City Engineer
    2. Copy of recorded deed(s)
    3. Copy of recorded Notice of Buildable Parcel(s)
    4. Copy of Ada County Assessor Land Records Parcel Activity Form

## ePlanReview

**Electronic Application**

Begin by selecting the Planning Application for [PDS Online | eApply here](#). Registration is required and free. Refer to the [PDS Online FAQs](#). Incomplete applications will not be reviewed.

- **Upload Files**
  
  In ePlanReview, upload all the required submittal documents in accordance with the [ePlanReview Submittal Standards](#).

- **Submit Files**
  
  To submit the application sign off on the “Applicant Upload Task”. Prescreen review does not begin until the task is completed. Review the [ePlanReview User Guide](#) for helpful screenshots.

- **Pay Fees**
  
  The applicant receives an email notification to pay the application fees at [PDS Online | ePay](#). Applications are not accepted until the fees are paid in full.
e. Parcel(s) have not been altered since annexation into Boise City.
   1. Copy of recorded deed(s) describing the current parcel(s) boundaries with a recording date prior to annexation into Boise City
   2. Documentation from Ada County verifying that the lot(s)/parcel(s) had legal status at the time of annexation, if deemed necessary by staff

☐ 5. **Legal Description** for each new parcel being created.

☐ 6. **Proof of neighbor notification**, adjacent property owners and occupants, including across streets and alleys confirming they have been informed of your proposal. Certified Mail is an acceptable alternative. This notification is not required for Record of Surveys that do not create a new buildable parcel.

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☐ 7. **Record of Survey** (One copy and one 8½” x 11” reduction):
   a. Title “Record of Survey”
   b. Subtitle “Minor Land Division, Property Line Adjustment, or Parcel Consolidation”
   c. Location description including Lot, Block, Section, Township, and Range
   d. North arrow
   e. Scale
   f. Adjacent Right-of-Way(s) with street names
   g. All existing platted or recorded easements
   h. All existing platted lot lines, or existing parcel lines
   i. All new parcel boundary lines
   j. The area in square feet of each parcel established by the Record of Survey
   k. The following notes, which states:
      i. “The property is currently zoned ______________.”
      ii. “This Record of Survey has been approved by Boise City under application ROS___-__________.”
iii. “These parcels may not be divided unless approved by the City of Boise. The original parcels are no longer buildable parcels pursuant to this Record of Survey.”

l. Notarized signature of property owner(s)

m. Certificate and signature of Surveyor

n. Signature of Boise City Planning Director

o. Certificate of Ada County Recorder

p. Complete and accurate legend reflecting all lines and symbols used.

q. All new parcels are labeled using letters (i.e. “Parcel A,” “Parcel B,” etc.).

r. Certification by the surveyor that the Record of Survey establishes parcels meets the applicable requirements of Section 11-09-02.1, A, B or C

☐ 8. Site Plan (One copy and one 8½” x 11” reduction):
   a. North arrow
   b. Scale
   c. Street addresses for each parcel being created
   d. Adjacent Right-of-Way(s) with correct street names
   e. All existing platted or recorded easements
   f. All existing platted lot lines, or existing parcel lines
   g. All new parcel boundary lines
   h. The area in square feet of each parcel established by the Record of Survey
   i. A depiction of all existing buildings with either:
      a. The distances from the buildings to any parcel boundary line established by the Record of Survey; or
      b. A note that the building(s) are to be demolished or removed at the time of any remodeling or new construction
   j. All existing utility lines including existing septic systems and drain fields and existing wells

☐ 9. Irrigation/Drainage Facilities documentation from the Irrigation District stating facilities have been maintained.

(Items 9-11 are Required for Minor Land Division only)

☐ 10. Documentation on agency letterhead from the provider of the wet line sewer service that verifies that sewer lines currently exist in the public right-of-way that abuts the parcel being divided and that the sewer line is available to service the parcel.

☐ 11. Documentation from the public agency responsible for the irrigation water indicating the property’s water rights status.

☐ 12. Documentation on agency letterhead from the provider of the public drinking water service that verifies that water lines currently exist in the public right-of-way that abuts the parcel being divided and that the water line is available to service the parcel.
Affidavit of Legal Interest

State of Idaho )
  ) ss
County of Ada )

I, _________________________________________, __________________________________________
Name        Address
___________________________________________, __________________________________________
City        State

being first duly sworn upon oath, depose and say:

(If Applicant is also Owner of Record, skip to B)

A. That I am the record owner of the property described on the attached, and I grant my
   permission to ___________________________ __________________________________________
   Name      Address
to submit the accompanying application pertaining to that property.

B. I agree to indemnify, defend and hold Boise City and its employees harmless from any
   claim or liability resulting from any dispute as to the statements contained herein or as to
   the ownership of the property which is the subject of the application.

Dated this ___________________________ day of ______________________________, 20____

__________________________________________________________________
Signature

Subscribed and sworn to before me the day and year first above written.

__________________________________________________________________
Notary Public for Idaho

Residing at: ___________________________________________________

My commission expires: _________________________________________