



ONE TIME DIVISION CHECKLIST (ACC 8-4B)

A One Time Division Request is a **staff level** application.

GENERAL INFORMATION:

Applicant:	DESCRIPTION	Staff:
	MASTER APPLICATION FORM	
	DETAILED LETTER by the applicant fully describing the request or project and addressing the following:	
	Size of proposed parcel #1 (acres and/or square feet):	
	Size of proposed parcel #2 (acres and/or square feet):	
	Was the parcel of land, of record in the Ada County Recorder's Office prior to January 1, 1985 , the boundaries of which shall not have changed as allowed in ACC 8-4B(2) : YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Was the lot created prior to September 29, 1959 : YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Is there an existing private road to be widened and paved due to frontage and/or access to more than four properties: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	SITE PLAN. Full-sized, scaled plot plan, showing all existing and proposed easements, property lines, structures, septic and well locations, and existing and proposed driveways drawn to scale.	
	COPY OF RECORDED DEED(S) OR INSTRUMENT NUMBER(S) PRIOR TO 1985.	

APPLICATION FEE: \$409 (\$400+ \$9 GIS Fee) <i>NOTE: Building, Engineering, and Surveying applications and fees may be required and are separate from Planning & Zoning Applications and Fees.</i>	
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Supplementary information at the discretion of the Director or County Engineer may be required to sufficiently detail the proposed development within any special development area, including but not limited to hillside, planned unit development, floodplain, southwest, WUFI, Boise River Greenway, airport influence, and/or hazardous or unique areas of development.

Application will not be accepted unless all applicable items on the form are submitted. This application shall not be considered complete until staff has received all required information.