



PROPERTY BOUNDARY ADJUSTMENT CHECKLIST (ACC 8-4C)

A Property Boundary Adjustment 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:	
	Reason for the property boundary adjustment request	
	Is a vacation or variance involved with the property boundary adjustment: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Does the proposed boundary adjustment comply with substantial conformance: YES <input type="checkbox"/> NO <input type="checkbox"/> <i>See definition for "substantial conformance in ACC 8-1A-1"</i>	
	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, including one copy reduced to 8 1/2" x 11."	
	ORIGINAL RECORDED PLAT (if PBA includes platted lots). Include <u>all</u> pages of recorded plat	
	PROPERTY #1, SITE INFORMATION:	
	Tax Parcel Number:	
	Total Acreage:	
	Site Address: _____ City: _____	
	Township: _____ Section: _____ Range: _____	
	Zoning District:	
	Subdivision Name (<i>if applicable</i>):	
	Lot: _____ Block: _____	
	<u>Owner(s) of record:</u> (<i>all owners must sign master application form</i>) Name(s):	
	PROPERTY #2, SITE INFORMATION:	
	Tax Parcel Number:	
	Total Acreage:	
	Site Address: _____ City: _____	
	Township: _____ Section: _____ Range: _____	
	Zoning District:	
	Subdivision Name (<i>if applicable</i>):	
	Lot: _____ Block: _____	
	<u>Owner(s) of record:</u> (<i>all owners must sign master application form</i>) Name(s):	

	APPLICATION FEE: \$309 (\$300+ \$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.