



|                            |
|----------------------------|
| <b>LOT LINE ADJUSTMENT</b> |
| Permit info: _____         |
| Application Date: _____    |
| FOR OFFICE USE ONLY        |

6015 Glenwood Street ▪ Garden City, ID 83714 ▪ 208.472.2921  
 ▪ [www.gardencityidaho.org](http://www.gardencityidaho.org) ▪ [building@gardencityidaho.org](mailto:building@gardencityidaho.org)

|                         |                         |
|-------------------------|-------------------------|
| <b>APPLICANT</b>        | <b>PROPERTY OWNER</b>   |
| Name: _____             | Name: _____             |
| Company: _____          | Company: _____          |
| Address: _____          | Address: _____          |
| City: _____             | City: _____             |
| State: _____ Zip: _____ | State: _____ Zip: _____ |
| Tel.: _____             | Tel.: _____             |
| E-mail: _____           | E-mail: _____           |

**APPLICANT'S LICENSED ENGINEER OR SURVEYOR:**

|              |             |
|--------------|-------------|
| Firm: _____  | Name: _____ |
| Email: _____ |             |

**PROPERTY INFORMATION**

Site Address(s): \_\_\_\_\_

|                             |                                  |                    |
|-----------------------------|----------------------------------|--------------------|
| Subdivision Name: _____     | Lot: _____                       | Block: _____       |
| Tax Parcel Number(s): _____ | Zoning: _____                    | Total Acres: _____ |
| Proposed Use: _____         | Floodplain: <b>yes</b> <b>no</b> |                    |

What are you trying to achieve with this application:  
 \_\_\_\_\_

**I consent to this application and hereby certify that information contained on this application and in the accompanying materials is correct to the best of my knowledge. I agree to be responsible for all application materials, fees and application correspondence with the City. I will hold harmless and indemnify the City of Garden City from any and all claims and/or causes of action from or an outcome of the issuance of a permit from the City.**

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 Signature of the Applicant      (date)      Signature of the Owner      (date)

**APPLICATION INFORMATION REQUIRED**

**NOTE:**

**AN ELECTRONIC COPY OF THE ENTIRE APPLICATION SUBMITTAL REQUIRED**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

**TWO (2) HARD COPIES OF EACH CHECKLIST ITEM REQUIRED:**

- |                          |   |                          |                                       |
|--------------------------|---|--------------------------|---------------------------------------|
| <input type="checkbox"/> | <b>Proof Lots Are Legally Conforming</b>    | <input type="checkbox"/> | <b>Any structures on site</b>         |
| <input type="checkbox"/> | <b>Legal Descriptions</b>                   | <input type="checkbox"/> | <b>Proof of Title (Warranty Deed)</b> |
| <input type="checkbox"/> | <b>Development Services Signature Block</b> | <input type="checkbox"/> | <b>City Engineer Signature Block</b>  |
| <input type="checkbox"/> | <b>Record of Survey (ROS)*</b>              |                          |                                       |
| <input type="checkbox"/> | <b>Affidavit of Legal Interest</b>          |                          |                                       |

**\*ROS must show existing and proposed lot lines, streets, easements, and other such items as the City Engineer may require. The proposed ROS shall also include the following endorsements: certificate of lot owner(s) and acknowledgement; certificate of surveyor; certificate of City Engineer; and County Recorder's certificate**

**RECORD OF SURVEY SHALL CONTAIN THE FOLLOWING:**

1. Record of survey to show original property/lot line plus "new" property/lot line.
2. Square footage of adjusted property/lots including lot closure calculations to be placed on record of survey.
3. Correct street names as may be determined by the Ada County Street Name Committee.
4. Record of survey to show existing easements of records, including those attested by general note on the original subdivision plat.
5. Adjacent property shall be indicated.
6. Parcel adjustment note on record of survey.
7. All existing buildings shall be shown on the record of survey and shall meet zoning and building requirements or as specifically approved.
8. Garden City Development Services signature block is to be provided on the ROS. Certificate of Garden City Development Services signature block to state: "This signature certifies the lot line adjustment has been reviewed and approved by the City. The parcels created through lot line adjustment application \_\_\_\_\_ are recognized as legal lots of record by the City."
9. City Engineer signature block is to be provided on the ROS. Approval of City Engineer signature block is to state: "I, the undersigned, am the City Engineer for the City of Garden City, Ada County, Idaho, and hereby approve this record of survey and that it is in conformance with Garden City code."

**THE OWNER'S CERTIFICATE ON THE MYLAR SHALL READ AS ONE OF THE FOLLOWING:**

*Consolidation:*

*"The undersigned, as owner of the real property shown hereon, agrees to the property line adjustment and consolidation of the original lot lines shown hereon, to create the new parcel show hreon. Additionally, the owner hereby declares and affirms that the boundaries of the original parcels have been adjusted in accordance with Garden City Code to form one new buildable parcel as shown hereon. The owner further declares and affirms that the original parcels are no longer eligible for building permits from the City of Garden City. And the owner*

*agrees that it shall only seek building permits from the City of Garden City for projects located within the new buildable parcel using only the legal description for the new buildable parcel.”*

*Adjustment:*

*“The undersigned, as owner of the real property shown hereon, agrees to the property line adjustment of the original lot lines shown hereon, to create the new parcels show heron. Additionally, the owner hereby declares and affirms that the boundaries of the original parcels have been adjusted in accordance with Garden City Code to form new buildable parcels as shown hereon. The owner further declares and affirms that the original parcels are no longer eligible for building permits from the City of Garden City. And the owner agrees that it shall only seek building permits from the City of Garden City for projects located within the new buildable parcel using only the legal descriptions for the new buildable parcel.”*

**THE CERTIFICATE OF CITY ENGINEER MUST READ AS FOLLOWS**

*“I, the undersigned, am the city engineer for the City of Garden City, Ada County, Idaho, and hereby approve this record of survey and that it is in conformance with Garden City Code”*