

**Canyon County Development Services**

1115 Albany Street, Caldwell, ID 83605. [www.canyoncounty.org](http://www.canyoncounty.org)

Phone 208-454-7458 fax 208-454-6633



**Property Boundary Adjustment Checklist**

**The following items must be submitted with this checklist**

- Master Application completed and signed  
Owner information and signatures are needed for all property owners
- Site Plan 8 ½ x 11 showing existing and proposed property lines and sizes, existing and proposed easements, access, setbacks from existing structures; a north arrow
- Detailed letter fully describing the request
- Deed or evidence of property interest to all subject properties
- Fees

**Process:**

1. Submit application with all required submittals and fees.
2. If a determination is made by the director that the application complies with the ordinance a tentative approval will be issued.
3. The applicant or owner shall comply with the conditions of approval including but not limited to the following list.
  - a. Complete a survey and legal descriptions
  - b. Record the approved survey and deeds
  - c. Submit a copy of the recorded record of survey and deeds to DSD office