

Canyon County Development Services1115 Albany Street, Caldwell, ID 83605. www.canyoncounty.org

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



Land Division Administrative Checklist

Check appropriate application type:

<input type="checkbox"/>	Administrative Land Division Less than 80 acres: Two (2) residential parcels 80 to 119 acres: Three (3) residential parcels More than 120 acres: Four (4) residential parcels
<input type="checkbox"/>	Administrative Land Division Transfer of Building Permits, the director may approve the transfer of available building permits on contiguously owned parcels.

The following items must be submitted with this checklist

<input type="checkbox"/> Master Application; completed and signed
<input type="checkbox"/> Site Plan 8 ½ x 11 showing existing and proposed property lines and sizes, existing and proposed easements, access, and setbacks from existing structures, north arrow
<input type="checkbox"/> Detailed Letter fully describing the request For Relocation of Building Permits give justification of how the proposed meets CCZO 07-26-03
<input type="checkbox"/> Deed or evidence of property interest to all subject properties
<input type="checkbox"/> Copy of deed prior to September 6, 1979
<input type="checkbox"/> Letter of acknowledgment from the Highway District
<input type="checkbox"/> Letter of acknowledgment from the Fire District
<input type="checkbox"/> Fees

Process:

1. Submit application with all required submittals and fees.
2. If the application is for non-viable farm ground division or relocation of Building Permits, DSD will notify neighboring property owners and give them an opportunity to comment.
3. If a determination is made by the director that the application complies with the ordinance a conditional approval will be issued which may including but not limited to the following conditions.
 - a. Complete a survey and legal descriptions
 - b. Submit the survey and legal descriptions to DSD office for review
 - c. Record the approved record of survey
 - d. Submit a copy of the recorded record of survey and legal descriptions to DSD office

Notes:

- The Zoning Ordinance does not consider “natural barriers” (acreage separated by canals, rock out crops, slope, etc.)
- You must have 60’ of road frontage or a 60’ recorded perpetual easement to each property. Easements that will serve more than two dwellings will be required to be a private road with a 24’ paved surface.