

CHAPTER 11

BOUNDARY LINE ADJUSTMENTS

SECTION:

10-11-1: Boundary Line Adjustments

10-11-2: Approval Procedures

10-11-1: **BOUNDARY LINE ADJUSTMENTS:** To obtain a Boundary Line Adjustment Permit, an applicant must complete the respective application form available at the Office of the Zoning Administrator. A request for multiple Boundary Line Adjustments of the same Parcel may be made on a single application.

10-11-2: **APPROVAL PROCEDURES:** Approval is required for any administrative land division. Approval of an administrative land division must be acquired in compliance with the following approval procedures:

1. A completed Boundary Line Adjustment application shall be filed with the Office of the Zoning Administrator by the owner(s) and/or agent(s) of the real property.
2. A complete application shall provide the following:
 - a. The name, complete address, and contact number of the applicant(s) and all other landowner(s) of Parcels involved.
 - b. The legal description, address and/or common directions for the real property.
 - c. A full description of the present use of the property.
 - d. A parcel map of the property.
 - e. The present zoning of the property.
 - f. Documents to show Title and Legal Description (i.e., property deed).
 - g. Using a parcel map from the Cassia County Assessor's Office, applicant shall show the approximate location of the proposed new lot lines.

- h. A complete site plan of the proposed site, minimum drawing scale shall be 1" = 40'. The site plan shall include, but not be limited to, a description of the proposed land use and the location of all existing and proposed structures, wells, septic tanks, drain fields, new traffic access easements, traffic access to public thoroughfares, and public thoroughfares within 100' of new or proposed property lines.
- i. Documentation from the applicable public agencies indicating their response to the proposed land use. Applicable agencies include, but are not necessarily limited to:
 - i. South Central Public Health District
 - ii. Highway District
 - iii. Irrigation District

3. Criteria for Approval of Boundary Line Adjustment Application.

- a. The Zoning Administrator will tentatively approve the boundary line adjustment, after determining that the application for the proposed Boundary Line Adjustment Application is complete, and complies with the standards of this chapter and ordinance of Cassia County, and the laws of the State of Idaho.
- b. A permit shall not be granted if the application for the proposed Boundary Line Adjustment fails to comply with Title 10, Section 11.
- c. Upon tentative approval of the application by the Zoning Administrator, and subject to any applicable conditions of approval, the applicant or owner shall have a maximum of One Year from the date tentative approval is given to complete the following tasks:
 - i. Have the necessary deeds prepared to accomplish the property boundary line adjustments as tentatively approved; and,
 - ii. Submit the Record of Survey and executable deeds to the Office of the Zoning Administrator for final approval.
- d. Upon determination by the Zoning Administrator that the final property boundary adjustment is in compliance with the applicable ordinances and policies of Cassia County, the Zoning Administrator will issue a Certificate of Completion.
- e. After receiving the Certificate of Completion, the applicant shall then file the record of survey and deeds with the Cassia County

Recorder's Office and obtain new parcel numbers from the Cassia County Assessor's Office.

4. Building Permits

- a. No building permit shall be issued and not structure shall be built upon a resulting parcel that does not meet the requirements of this chapter.

5. Fees

- a. A non-refundable fee shall be payable to the Office of the Zoning Administrator before review, verification or recording of a deed based upon a Boundary Line Adjustment. Fees shall be set by Resolution of the Board of County Commissioners.

6. Development

- a. Approved Boundary Line Adjustments shall be developed according to the site plans and proposed descriptions submitted to the Office of the Zoning Administrator. Deviation from the proposal shall require re-application.