



## ELMORE COUNTY LAND USE & BUILDING DEPARTMENT

520 E 2<sup>nd</sup> South – Mountain Home, ID 83647 – (208) 587-2142

[www.elmorecounty.org](http://www.elmorecounty.org)

### Minor Land Division of Property

The Elmore County Land Use & Building Department **DOES NOT** accept faxed applications or signatures.

Application must be completed in **INK**. **Please use addition sheets of paper if necessary.** This application must be complete and all fees paid prior to acceptance by the Elmore County Land Use & Building Department. The Minor Land Division of Property Application must be in-compliance with Title 10 Chapter 3 of the Elmore County Zoning and Development Ordinance.

Pre-application meetings are required for Minor Land Division of Property Applications. Pre-application meetings are by appointment only. Do not hesitate to contact the Land Use & Building Department with any questions or concerns.

1. Name of Property Owner: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. Telephone (daytime): \_\_\_\_\_ Other: \_\_\_\_\_
4. E-mail address: \_\_\_\_\_
5. Location (legal description) of Original Lot of Record: \_\_\_\_\_  
\_\_\_\_\_

a. attach a copy of one of the following:

- deed  contact  proof of option  earnest money agreement  assessor's parcel master

6. Total acreage of original parcel: \_\_\_\_\_

- a. Acreage of each proposed lot: Parcel 1 \_\_\_\_\_ Parcel 2 \_\_\_\_\_ Parcel 3 \_\_\_\_\_  
Parcel 4 \_\_\_\_\_

b. Attach separate sheet(s) of legal description(s) referencing each proposed parcel.

7. Identify name of highway district or forest service road(s) or state highway(s) onto which each lot has at least a 60' wide direct or deeded access: \_\_\_\_\_  
\_\_\_\_\_

8. Attach copy of deeded access easement from a highway district road, state highway, or forest service road to the proposed lots that indicates said easement is perpetual and assignable.

9. Submit a vicinity map (also provide one 8½"x11" reduction of vicinity map)

10. Submit a Record of Survey of proposed division(s) (identify each lot by number including dimensions and acreage of each lot and show direct or deeded access from each lot to a

highway district approved road, state transportation road or highway, or forest service road. Access width shall be indicated.

- 11. Submit original legal descriptions and proposed new legal descriptions.
- 12. Is the proposed division of property within the Mountain Home Area of City Impact or within 1 mile of the then corporate limits of the city of Glenns Ferry?  yes  no. Which one:  
\_\_\_\_\_

Elmore County reserves the right to withhold processing and/or issuance of any County Minor Land Division of Property until the County is satisfied that County approval may be the final action in any multi-agency approval process. Proof of having obtained or applied for necessary permits and/or approvals from applicable local (other than Elmore County) state, and/or federal agencies may be required prior to issuance of a Letter of Information by Elmore County. If required, documentation shall be submitted with the Minor Land Division of Property application.

The applicant hereby agrees to pay the fees established by the Board and agrees to pay any additional fees incurred (initial) [redacted]. The applicant also verifies that the application is complete and all information contained herein is true and correct (initial) [redacted]. The initial applicant understands there could be a delay in a decision should the applicant or their representative not attend any meeting where the application is being considered.

\_\_\_\_\_  
Property Owner/Applicant Signature Date

<b>ADMINISTRATIVE USE ONLY</b>	
File Number: MDL- _____	FEE: \$350.00
Date of Application: _____	Staff initials: _____
Receipt Number: _____	
Tentative Approval: _____	
Final Approval/Denial Date: _____	
Final Approval/Denial Signature: _____	

Agency signatures are used for the applicant to make initial contact with certain agencies to address issues prior to application submittal. Additional agencies not listed may have additional requirements. The agencies listed below may be required for future approvals or signatures depending on the type of application. The signature does not constitute a final approval by the agency. The agency signatures below do not guarantee approval from the Elmore County Land Use & Building Director, Elmore County Planning and Zoning Commission or Elmore County Board of Commissioners. Elmore County Land Use & Building Staff will inform the applicant of the desired agency signatures prior to application submittal.

Agency Comments & Signatures

**Notes for agency signatures.**

1. It is recommended that applicants set up appointments with the following agencies once the application is complete with all required information.
2. Agency signature does not guarantee any future approvals.
3. Agencies may attach additional sheets of paper for comment and/or conditions if necessary.
4. Agencies may have additional comments and/or conditions at a later time.

• **Central District Health (or other Sewer District) Sewer Permit (580-6003) Date**

Comment: \_\_\_\_\_

• **Roadway Jurisdiction (MHHD 587-3211) (GFHD 366-7744) (AHD 864-2115) Date**

Comment: \_\_\_\_\_

• **Fire District (MHRFD 587-2117) (Oasis 796-2115) (GFFD 366-2689) (BGRFD 834-2511) (AFD 864-2182) Date**

Comments: \_\_\_\_\_

• **Assessor's Office (Verify Legal Description) (ext. 247) Date**

Comments: \_\_\_\_\_

• **Treasurer's Office (Verify Tax Status) (ext. 501) Date**

Comments: \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_