

Secondary Application - Record of Survey

*The purpose of the Secondary Application is to gather additional information for staff as possible about a possible **SITE-SPECIFIC LAND USE** decision for staff to help guide the applicant and the decision makers.*

PRINT CLEARLY AND LEGIBLY

CURRENT PROPERTY INFORMATION

PROPERTY ADDRESS: _____

CANYON COUNTY PARCEL INFORMATION: _____

SUBDIVISION: _____ BLOCK: _____ LOT: _____

QUARTER: _____ SECTION: _____ TOWNSHIP: _____ Range: _____

CURRENT PROPERTY OWNER INFORMATION

OWNER: _____ IDAHO LLC: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

OWNER IS APPLICANT

APPLICANT: _____ IDAHO LLC: _____

APPLICANT MAILING ADDRESS: _____

APPLICANT EMAIL ADDRESS: _____

APPLICANT TELEPHONE NUMBER: _____

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APPLICATION PROCEDURE:

NOTE: To help determine whether the land subdivision (short subdivision) qualifies under the “Record of Survey Process” of the Parma Subdivision and Development Code, please review the portion of that code provided below, or view Parma Municipal Code:

6-2-6: Small Subdivision, Record of Survey Process

A. Applicability:

1. **Required:** A subdivision application may be processed as a record of survey, if all of the following exist:
 - i. The property is not a platted lot or the result of a previous subdivision under the record of survey process;
 - ii. The proposed subdivision does not exceed four (4) lots, each of which complies with all zoning requirements and building regulations;
 - iii. No new street dedication or street widening is involved; and
 - iv. There are no negative impacts on the health, safety or general welfare of the city, and the subdivision is in the best interests of the city.
2. **Preapplication Conference:** The applicant shall complete a preapplication conference with the city prior to submittal of an application for a small subdivision record of survey. The purpose of this meeting is to discuss early and informally the purpose and effect of this title and the criteria and standards contained herein.
3. **Application Requirements:** An application, record of survey map, and fees shall be submitted to the city for review and approval if the record of survey meets the city's requirements.

***NOTE:** A Record of Survey Map is defined as an official, surveyor-prepared document to be filed upon approval, depicting precise property boundaries, monument locations and easements.*

4. **Resolution:** Any disagreement between the city and the applicant regarding whether a property qualifies for division under the record of survey process shall be resolved by the planning and zoning commission (or the governing board if there is not commission) or the hearings examiner. (Ord. 541, 2-26-2007)

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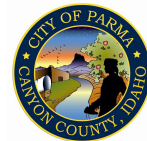
The Planning & Zoning Administrator reserves the right to NOT ACCEPT or MARK an application RECEIVED until the applicant can demonstrate the information is accurate, complete and ready for further action.

Each application must include the following information before the application is accepted:

- 1) Description of Existing property use
- 2) Description of Proposed property use
- 3) Map of Area
- 4) Drawings to Scale showing shape and size of proposal
- 5) Site Plan (drawn to scale which shows the property which is under consideration, location of all improvements and the specific information concerning the proposal)
- 6) Brief Narrative describing the development or proposal
- 7) Determination of Flood Plain Zone of each proposed parcel
- 8) Elevations of each proposed parcel
- 9) **If required**, a list of all property owners and their mailing lists within a 300' radius of the property is in consideration.

PROCESS:

1. Master Application and Secondary Applications received with appropriate fees
 - a. **Record of Survey - \$500.00.**
2. Pre-Application Meeting with developer and appropriate city department heads.
3. Engineer / Legal Review of application as determined by department heads.
4. Application is then formally "RECEIVED".
5. Public Hearing is scheduled (if required)
6. Public Hearing Public Notice sent to Idaho Press Tribune.
7. Public Notices Sent, Property Posted and Agency Notification Sent.
8. Applicant(s) billed for Public Notice Publication, Public Notice Mailing and Engineer / Legal fees incurred.
 - a. Must be paid in full prior to final decision issuance
9. Public Hearing Held
10. City Council Decision – Deny, Approve or Approve with Conditions
 - a. P&Z Administrator Decision – Deny or Approve
11. Findings / Conclusion
12. Final Decision Issuance / Recordation



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FINDINGS / DECISION

Approval

We find the Master and Secondary Application are complete; the fees have been paid; Public Hearing is not required; and recommend approval of the applications for Record of Survey.

* A letter of approval will be generated, signed by the Planning & Zoning Administrator, the Mayor and attested by the City Clerk to be filed with the approved Record of Survey to be recorded. A copy of each will be retained in the file by the city for the required retention period. It is up to the applicant to file the Record of Survey with the Canyon County Clerk and return the recorded document (or certified copy by the Canyon County Clerk) back to the city to be incorporated into the file.

Planning & Zoning Administrator

DATE: _____

Public Works Director

DATE: _____

City Engineer

DATE: _____

Denial

The city finds the Master and / or the Secondary Application are incomplete. The following is how the application(s) may be made complete.

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