

**ADMINSTRATIVE LAND DIVISION LETTER OF ACKNOWLEDGEMENT**

*Submit this document along with a detailed site plan showing all mstructures, accesses, and easements*

To: \_\_\_\_\_ Highway District

Applicant Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Site (Subject Property) Address: \_\_\_\_\_ Parcel # \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Date: \_\_\_\_\_

**Type of Administrative Land Division Application:**

- Administrative Land Division [Canyon County Code § 07-18-01]
- Transfer of Building Permits [Canyon County Code § 07-18-03]
- Variance--Discretionary Decrease/Increase in Lot Size [Canyon County Code, Article 8]
- Easement Reduction [Canyon County Code § 07-10-03 (1) (B)]

**OFFICIAL USE ONLY BELOW THIS LINE**

**LETTER OF ACKNOWLEDGEMENT ACTION:**

**Determination and Decision and Order on Application for Letter of Acknowledgement:**

- Approval       Approval Subject to Conditions       Denied

Approval Conditions, if any, are herein set forth:

\_\_\_\_\_  
\_\_\_\_\_

***This acknowledgement is valid only for six months from the date issued.***

Basis for action:

\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_ Signed \_\_\_\_\_  
Authorized Hwy District Representative

**NOTICE:** Section and quarter section lines are subject to a 70-foot setback requirement unless the Highway District having jurisdiction waives the setback. The property included in this application is subject to setback requirements from the following:

- Section Line       Quarter Section Line

**Location of section line and/or quarter section line relative to property:**

This is informational only and the location of section and quarter-section lines relative to the property should be verified by the property owner. If the property is subject to a section line or quarter-section line setback, the property owner may apply for a waiver of the setback from the Highway District.

**Notice of final action:** Please note than unless an appeal of this decision is filed with the Secretary of the District, within fourteen (14) days of date of service, this is a final action. Appeals will be heard by the Board of Commissioners of this District at an open meeting, as scheduled by the Commissioners of this District.

**Copy of completed form received by Canyon County Development Services**

on \_\_\_\_\_ (date) Received By (DSD Staff) : \_\_\_\_\_