3192 Perry Avenue | P.O.Box 57-Tetonia, ID | Ph: 208-456-2249 | www.tetoniaidaho.com

LOT SPLIT APPLICATION and CHECKLIST
1 Time Lot Split - Creating (1) additional lot

Owner(s) Name: _____

Applicant(s) Name: _____
*A statement authorizing a representative to apply on behalf of the owner MUST accompany this form.

Phone:_____Email: _____

Mailing Address: _____

Property Address: _____

RP/ID Number: _____

Block #:_____Lot #:_____Current Lot Size: _____

Proposed Lot Size(s): _____

Do you currently have plans submitted for a Building Permit? ☐ Yes Permit #_____ ☐ No

SECTION 1. – Required Items to be submitted – Hard Copy and Digital

_____Proof of ownership or valid option agreement

_____Unrecorded deeds with new/proposed legal descriptions

_____Surveyed site plan (paper copy and PDF): A legal survey with monuments that include the following:

- Legal description
- Stamped, dated, and signed by licensed land surveyor
- Proof of adequate access and/or easements for each parcel
- Property lines, with dimensions, acreage, and required setbacks shown
- Existing buildings, fences, parking/driveway areas, easements, ditches and waterways.
- Signature blocks for the owner(s), Planning and Zoning Administrator, Mayor, City Clerk and County surveyor.

_____Narrative: Attach a brief statement describing the request and any other information necessary to assure the fullest consideration of facts concerning the application.

SECTION 2. Evaluation Criteria

Lot splits will be reviewed to ensure that the resulting lots comply with the requirements of the Land Use Development Code.

SECTION 3. Review and Approval Process

1. Upon acceptance of a completed application, the Tetonia City Council will review and determine approval or denial based on compliance to the LAND Use Development Code and compliance with approval criteria. If deemed necessary, Planning and Zoning will also review plans and give recommendation.
2. The Administrator will then provide the survey to the Teton County Surveyor (or approved agent), who will review it for accuracy and compliance with the Idaho State Code.
3. If the Lot Split is approved, 2 signed copies of the survey, one paper and one Mylar will need to be submitted for signature by the City along with a digital .dwg file of the survey.
4. A Lot Split that is approved but not recorded within six (6) months from the date of approval is considered expired, and a new application is required.

SECTION 4. Acceptance

The Tetonia Planning and Zoning Administrator reserves the right to NOT officially accept this application until all required information and the application fee have been submitted.

The Planning and Zoning Administrator reserves the right to take photographs and/or videos of the property under consideration as deemed necessary as an addendum to the file.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that the City of Tetonia may rescind any approval or sufficiency determination, or take other appropriate action.

As the owner, I understand that this is a 1 time process and any future lot splits will go through the Tetonia subdivision process.

As the owner/applicant, I have read and understand the application, review procedure, and responsibilities which accompany this application.

Applicant Signature:_____ Date: _____

Owner Signature*:_____ Date: _____

*A statement authorizing the applicant to apply on behalf of the owner MUST accompany this form.

Fee: $ 300 + County Surveyor Review Fee. Professional planner review fee may also apply.