



# PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

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## Verification of Legal Lot or Parcel

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Form must be **approved** by the Planning Division and submitted with Building Permit applications for new construction and additions, excluding single family. It is the applicant’s responsibility to provide appropriate documentation to the Planning Dept. per the Verification of Legal Lot or Parcel Worksheet submittal requirements.

**Owner of Record:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_

**This lot or parcel is considered legal and buildable based on one of the following criteria:**

1. \_\_\_\_\_ Platted Lot, in original configuration, in recorded subdivision.
2. \_\_\_\_\_ Parcel of record that existed prior to October 30, 1965.
3. \_\_\_\_\_ Recorded Condominium Unit.
4. \_\_\_\_\_ One-time division of a Platted Lot that was recorded prior to October 30, 1965.
5. \_\_\_\_\_ One-time division of a Parcel that was of record prior to October 30, 1965.
6. \_\_\_\_\_ Parcel approved by Record of Survey, Property Line Adjustment.
7. \_\_\_\_\_ Parcel annexed into Boise City that has not been altered since annexation.
8. \_\_\_\_\_ Parcel is a legal combination of two or more contiguous Lots or Parcels, with recorded metes and bounds legal description and notice of buildable parcel.
9. \_\_\_\_\_ Parcel is five acres or more in size, with a minimum of 30 feet of public street frontage, parcel is not zoned residential and proposed development is non-residential.  
*Note: the area within a flag portion of a lot cannot be counted toward required area.*
10. \_\_\_\_\_ Parcel is part of a pending condominium plat, Building Permit applications may be submitted, and permits issued prior to recording of the plat, provided the plans match the condominium drawings.
11. \_\_\_\_\_ Other: \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Verification of Legal Lot or Parcel Worksheet

A Verification of Legal Lot of Parcel form must be approved by Planning and Development Services and submitted with building permit applications for new construction and additions, excluding single family. This worksheet is to assist applicants in providing the necessary documents to the City for verification of lot status (recorded deed, Record of Survey, site plan, etc.)

**A lot or parcel must meet one of the following criteria to be considered legal and buildable:**

**1. Platted Lot, in original configuration, in recorded subdivision.**

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Required Documentation:

- \_\_\_\_\_ Copy of Subdivision Plat.
- \_\_\_\_\_ Copy of recorded deed for specified Lot and Block.
- \_\_\_\_\_ Copy of aerial map.
- \_\_\_\_\_ Copy of site plan, drawn to scale and dimensioned.

**2. Parcel of record that existed prior to October 30, 1965 (date of Subdivision Ordinance).**

Required Documentation:

- \_\_\_\_\_ Copy of recorded deed with legal description that matches the existing parcel boundaries, with a recording date of October 30, 1965, or prior.
- \_\_\_\_\_ Copy of aerial map.
- \_\_\_\_\_ Copy of site plan, drawn to scale and dimensioned.

**3. Recorded Condominium Unit.**

Unit no. \_\_\_\_\_ Condominium Plat \_\_\_\_\_

Required Documentation:

- \_\_\_\_\_ Copy of Condominium Plat showing applicable Condominium Unit.
- \_\_\_\_\_ Copy of recorded deed.
- \_\_\_\_\_ Copy of site plan, drawn to scale and dimensioned.

**4. Parcel is result of a one-time division of Lot recorded prior to October 30, 1965.**

Original Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Required Documentation:

- \_\_\_\_\_ Copy of One-time Split approval by Boise City.
- \_\_\_\_\_ Copy of recorded deed.
- \_\_\_\_\_ Copy of Record of Survey, if available. (Required after March 1, 2006).
- \_\_\_\_\_ Copy of recorded Notice of Buildable Parcel.
- \_\_\_\_\_ Copy of Ada County Assessor Land Records Parcel Activity form.
- \_\_\_\_\_ Copy of aerial map.
- \_\_\_\_\_ Copy of site plan, drawn to scale and dimensioned.



**5. Once-time division of Parcel that was recorded prior to October 30, 1965.**

Required Documentation:

- \_\_\_\_\_ Copy of One-time Split approval by Boise City.
- \_\_\_\_\_ Copy of recorded deed.
- \_\_\_\_\_ Copy of Record of Survey, if available. (Required after March 1, 2006).
- \_\_\_\_\_ Copy of recorded Notice of Buildable Parcel.
- \_\_\_\_\_ Copy of Ada County Assessor Land Records Parcel Activity form.
- \_\_\_\_\_ Copy of aerial map.
- \_\_\_\_\_ Copy of site plan, drawn to scale and dimensioned.

**6. Parcel Approved by Record of Survey / Property Line Adjustment.**

Parcel \_\_\_\_\_ (Parcel A, Parcel B, etc.) of Record of Survey # \_\_\_\_\_

Required Documentation:

- \_\_\_\_\_ Copy of recorded Record of Survey signed by Boise City Engineer or Planning Director.
- \_\_\_\_\_ Copy of recorded deed.
- \_\_\_\_\_ Copy of recorded Notice of Buildable Parcel.
- \_\_\_\_\_ Copy of Ada County Assessor Land Records Parcel Activity form.
- \_\_\_\_\_ Copy of aerial map.
- \_\_\_\_\_ Copy of site plan, drawn to scale and dimensioned.

**7. Parcel annexed into Boise City that has not been altered since annexation and that was legal in Ada County prior to annexation.**

Required Documentation:

- \_\_\_\_\_ Annexation date \_\_\_\_\_
- \_\_\_\_\_ Copy of recorded deed describing current parcel boundaries with recording date prior to annexation by Boise City.
- \_\_\_\_\_ Documentation from County verifying lot had legal status at time of annexation, if deemed necessary by PDS staff.
- \_\_\_\_\_ Copy of aerial map.
- \_\_\_\_\_ Copy of site plan, drawn to scale and dimensioned.

**8. Parcel is combination of two or more contiguous platted Lots or Parcels combined following City-approved property consolidation process.**

Required Documentation:

- \_\_\_\_\_ Copy of recorded deed with metes and bounds legal description of outer boundary.
- \_\_\_\_\_ Copy of recorded Notice of Buildable Parcel signed by Planning Director.
- \_\_\_\_\_ Copy of Ada County Assessor Land Records Parcel Activity form.
- \_\_\_\_\_ Copy of aerial map.
- \_\_\_\_\_ Copy of site plan, drawn to scale and dimensioned.
- \_\_\_\_\_ Verification that easements adjacent to former interior property lines have been vacated, if applicable.



**9. Parcel is five acres or more in size, with a minimum of 30 feet of public street frontage, parcel is not zoned residential and proposed development is non-residential.**

Required Documentation:

- \_\_\_\_\_ Copy of recorded deed with metes and bounds description.
- \_\_\_\_\_ Copy of aerial map.
- \_\_\_\_\_ Copy of site plan, drawn to scale and dimensioned.
- \_\_\_\_\_ Verification of existing zoning and proposed use.

*Note: The area within a flag portion of a lot cannot be counted toward required area. A Record of Survey may be required to documents parcel size or irregularly shaped lots.*

**10. Parcel is part of a pending condominium plat. Building permit applications may be submitted and permits issued prior to recording of the plat, provided the plans match the condominium drawings.**

Pending Condominium Plat \_\_\_\_\_

Required Documentation:

- \_\_\_\_\_ Copy of pending condominium plat.
- \_\_\_\_\_ Copy of building permit plans.

**11. Project is multi-family (tri-plex/ +) and Parcel is part of a pending Final Plat signed by the City Engineer.** Applicant can submit building permit applications, but permits will not be issued until the Final Plat has been recorded.

Required Documentation:

- \_\_\_\_\_ Pending Subdivision Plat \_\_\_\_\_
- \_\_\_\_\_ Date signed by Boise City Engineer. \_\_\_\_\_

*Note: No other building permits may be submitted prior to recording of plat and assignment of parcels.*

Copies of recorded deeds or surveys may be obtained from the **Ada County Recorder’s Office** in the Ada County Courthouse located at 200 West Front Street. Copies of recorded deeds may also be obtained from a Land Title Company.

The date for recorded deeds is the **recording date**, not the date of the deed or the date of the notarized signature.

Recorded Record of Surveys without approval documentation by the City of Boise (signature by the Boise City Engineer or Planning Director) are not recognized as documents for land division. Aerial maps and copies of subdivision plats may be obtained from the Boise City Planning & Development Services Department.

