



PLANNING AND DEVELOPMENT SERVICES

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

CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

Record of Survey (ROS) Application Submittal Requirements

1. **Completed Application**
2. **Detailed Letter of Explanation** which includes:
 - a. Summary of the scope, design intent, and the philosophy of the project.
 - b. Discuss any unique site features or unusual circumstances.
 - c. Speak to any known approval findings for the requested entitlement(s).
 - d. If new development, will all electric or geothermal (if in the downtown core) be utilized? If not, please describe why not in detail.
 - e. If residential development, will any affordable units be included? If not, please describe why not in detail.
3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
4. **Proof of Legal Parcel** (must fit one of the following categories):
 - a. Parcel(s) platted lot(s) in the original configuration in a recorded subdivision:
 - i. Copy of Subdivision Plat
 - ii. Copy of the recorded deed(s)
 - b. Parcel(s) existed prior to October 30, 1965 and has not been adjusted since:
 - i. Copy of recorded deed(s) with legal description that match the existing parcel(s) boundaries with a recording date either on or before October 30, 1965.
 - c. Parcel(s) are the result of a previously approved One Time Division:
 - i. Copy of One Time Division approval by Boise City.
 - ii. Copy of recorded deed(s)
 - iii. Copy of recorded Record of Survey
 - iv. Copy of recorded Notice of Buildable Parcel(s)
 - v. Copy of Ada County Assessor Land Records Parcel Activity Form
 - d. Parcel(s) are the result of a previously approved Property Line Adjustment:
 - i. Copy of recorded Record of Survey signed by either the Planning Director or City Engineer



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- ii. Copy of recorded deed(s)
- iii. Copy of recorded Notice of Buildable Parcel(s)
- iv. Copy of Ada County Assessor Land Records Parcel Activity Form
- e. Parcel(s) have not been altered since annexation into Boise City:
 - i. Copy of recorded deed(s) describing the current parcel(s) boundaries with a recording date prior to annexation into Boise City
 - ii. Documentation from Ada County verifying that the lot(s)/parcel(s) had legal status at the time of annexation, if deemed necessary by staff
5. **Legal Description** for each new parcel being created.
6. **Detailed Site Plan** which includes:
 - a. North arrow
 - b. Scale
 - c. Name of applicant, plan preparer, project name and project address on title block.
 - d. Size of parcel (acres or square feet), existing and proposed property lines, and all required setbacks with dimensions.
 - e. Locations and widths of right-of-way, recorded or platted easements, canals, ditches, drainage facilities, or significant grade changes, and note any proposed changes or improvements.
 - f. Sidewalks adjacent to the site. Indicate whether sidewalks are existing or proposed and attached or detached.
 - g. Street addresses for each parcel being created.
 - h. The area in square feet of each parcel established by the Record of Survey
 - i. All existing buildings with uses labeled, including accessory structures accurately depicted and dimensions from exterior property line with either:
 - i. The distances from the buildings to any parcel boundary line established by the Record of Survey; or
 - ii. A note that the building(s) are to be demolished or removed prior to the submittal of a mylar
 - j. All existing utility lines including existing septic systems and drain fields and existing wells
 - k. Show all pedestrian walkways internal to the site which connects buildings to each other, mail locations, solid waste enclosures, amenities, parking areas, and adjacent rights-of-way and demonstrate that they meet ADA accessibility requirements.



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- l. All existing driveways and parking areas accurately depicted and dimensions from exterior property line.
 - m. Fire Department access roadway clearly delineated.
 - n. Existing/proposed utility service.
 - o. Any cross access or connections to adjacent properties.
 - p. Location of any signs.
 - q. Existing vegetation labeled to remain or to be removed with landscaping on adjacent properties by area(s) to be considered. If removing trees, a detailed tree mitigation plan is required, which must include an arborist report detailing the location, species, health, desirability, and caliper inches of each tree. Plans should also include a calculation of caliper inches removed and provided through new plantings.
- 7. **Record of Survey** which includes:
- a. Title "Record of Survey"
 - b. Subtitle "Minor Land Division, Property Line Adjustment, or Parcel Consolidation"
 - c. Location description including Lot, Block, Section, Township, and Range
 - d. North arrow
 - e. Scale
 - f. Adjacent Right-of-Way(s) with street names
 - g. All existing platted or recorded easements
 - h. All existing platted lot lines, or existing parcel lines
 - i. All new parcel boundary lines with the distance labeled from adjacent property lines to any existing building to remain.
 - j. The address and area in square feet of each parcel established by the Record of Survey
 - k. The following notes, which states:
 - i. "The property is currently zoned _____."
 - ii. "This Record of Survey has been approved by Boise City under application ROSXX-XXXXX."
 - iii. "These parcels may not be divided unless approved by the City of Boise. The original parcels are no longer buildable parcels pursuant to this Record of Survey."
 - l. Notarized signature of property owner(s)
 - m. Certificate and signature of Surveyor
 - n. Signature of Boise City Planning Director
 - o. Certificate of Ada County Recorder



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- p. Complete and accurate legend reflecting all lines and symbols used.
- q. All new parcels are labeled using letters (i.e. "Parcel A", "Parcel B", etc.).
- r. Certification by the surveyor that the Record of Survey establishes parcels that comply with the applicable requirements of Section 11-04-04.3

Minor Land Divisions Only:

****Note: If applying for a Minor Land Division, the applicant must comply with the affordability requirements from Section 11-04-03.07 of the Development Code.**

8. **Sewer Service:** Documentation on agency letterhead from the provider of the wet line sewer service that verifies that sewer lines currently exist in the public right-of-way that abuts the parcel being divided and that the sewer line is available to service the parcel.
9. **Irrigation Water Service** Documentation from the public agency responsible for the irrigation water indicating the property's water rights status. Additionally, a statement indicating whether the irrigation entity will own the pressurized irrigation system. **NOTE:** If seeking a waiver from the pressurized irrigation system requirements, provide documentation that no surface water rights exist for the subject property.
10. **Drinking Water Service:** Documentation on agency letterhead from the provider of the public drinking water service that verifies that water lines currently exist in the public right-of-way that abuts the parcel being divided and that the water line is available to service the parcel.