



# CITY OF MONTPELIER

830 Washington St., Montpelier, ID, 83254

Phone: 208-847-0824 | Fax: 208-847-3867 | Email: montcity@dcdi.net

## LOT SPLIT APPLICATION

### Applicant Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### Owner Information (if other than applicant)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### Property of Consideration

Parcel Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Purpose of the split: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Original Parcel Size: \_\_\_\_\_ (ft) or \_\_\_\_\_ (acres)

#### New Parcel Sizes

Parent Dimensions: \_\_\_\_\_ (ft) or \_\_\_\_\_ (acres)

Sibling Dimensions: \_\_\_\_\_ (ft) or \_\_\_\_\_ (acres)

Public road that the new lot will access: \_\_\_\_\_



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Proximity to utilities(water/sewer): \_\_\_\_\_(ft or miles)

**\*\*PROOF OF OWNERSHIP OR VALID OPTION HOLDER:** A copy of your property deed or option agreement must be attached.\*\*

## Narrative & Vicinity Map

Attach a brief statement concerning the following:

1. How the land uses in the requested zone are related to the Comprehensive Plan;
2. Availability of public facilities such as streets, sewage, water, etc. To support the allowable uses; and
3. Compatibility of the allowable uses with the surrounding area.

**\*\*VICINITY SKETCH:** A vicinity map which is drawn to scale must be attached showing the location of the property under consideration\*\*

## Lot Split Application Process

- Applications must be submitted at least **thirty (30) business days** prior to the public hearing to ensure they meet the deadline for agenda items to be submitted for the Planning and Zoning agenda.
- Late applications will be held for the next meeting's agenda.
- Incomplete applications will not be accepted.
- The applicant or a representative must be present at the scheduled meeting.
- If the applicant is not the legal owner on record for the property, then a Statement of Legal Interest, signed by the owner, must be submitted with the application.
- A **\$25.00 fee** must accompany this completed application.
- The application fees are non-refundable.
- Upon receipt of the application for a lot split the Planning and Zoning Commission will hold a public hearing, publish a notice in a newspaper, and give written notice to all parties as required.
- At the Public Hearing you will present your request. The Planning and Zoning Commission will then approve, deny, or approve with condition(s). If your application is approved by the Commission, it will then be scheduled for the City Council.
- At the City Council hearing, you will again need to be present or have an agent available to answer questions. Action taken by the City Council is final, and the rezone in question may not be resubmitted to the Zoning Administrator within months following such action.



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## Acknowledgement

Approval of this application does not permit the violation of any section of the Building Code or other Municipal Codes.

The Administrator reserves the right to not officially accept this application until total review is accomplished and all required information is submitted. The date of the Public Hearing will be established by the Administrator upon acceptance of a complete application.

I, \_\_\_\_\_ the undersigned agent and/or owner of the property acknowledge that I have read and understand the information and requirements presented in this application, and that the information I have provided is accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Decision: \_\_\_\_\_ Decision Date: \_\_\_\_\_