



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: _____



CITY OF MONTPELIER

830 Washington St., Montpelier, ID, 83254

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

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:

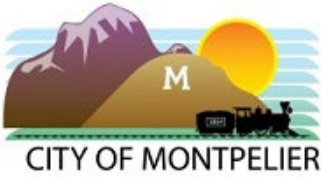
1. How the land uses in the requested zone are related to the Comprehensive Plan;
2. Availability of public facilities such as streets, sewage, water, etc. To support the allowable uses; and
3. Compatibility of the allowable uses with the surrounding area.

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

****SURVEY:** Please attach an official survey showing the property and property boundaries that are under consideration for this application**

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. 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.



CITY OF MONTPELIER

830 Washington St., Montpelier, ID, 83254

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

- All lot splits that have been approved by Planning and Zoning and City Council are to be taken over the Bear Lake County Courthouse to be recorded with the County Clerk's office.

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: _____