

Parcel Research / Inquiry Process Change

Overview of Parcel Inquiry

- Overview of Current process
- Examples of Questions
- Moving Forward

GENERAL BACKGROUND

Current “Parcel Inquiry” Process

- Two types of questions in one application process:
 - Property Specific Zoning Inquiry (e.g. Zoning, Setbacks, flood plain)
 - Status of Entitlements (e.g. is a building permit / land division available?)
- Review and Service Provided
 - Research is primarily done by staff.
 - Staff provides code analysis & interpretation

PARCEL INQUIRY REQUEST

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue, #310, Caldwell, ID 83605

zoninginfo@canyoncounty.id.gov Phone: 208-454-7458 Fax: 208-454-6633



Type of Inquiry: ☐ General Information (e.g. zoning, setbacks)
☐ Status of Entitlements (e.g. is a building permit /land division available?)

Note: a \$40.00 fee per parcel number is charged. Please pay by debit/credit cards, cash or check. A credit card authorization form is attached for your convenience.

Person Making Inquiry: ☐ Property Owner ☐ Realtor ☐ Other

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email address: _____

Please include as much information below as possible:

Site Information: Address: _____

Tax Parcel Number (if known) _____ Approximate Acreage: _____

Provide a detailed description of the information you require. Please be as specific as possible.

Staff will provide a written response upon completion of the property research.

The property research information presented by the Development Services Department (DSD) is based on the current ordinances and policies in effect on the date of this summary, and based on your representations and information you provided about the subject property. This information is valid only at the time of inquiry and may change when the subject property, ordinances, or policies change. The information becomes certain and not subject to change when DSD accepts an application and fees are paid. Changes to the subject property may invalidate this information.

PARCEL INQUIRY # _____	FEE \$ _____	DATE: _____
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NOTES:

Type 1. General Information Example

- “Looking at the possibility of wedding venue.”
- “Customer believes that there will be a hearing on X parcel to see if the parcel could be split 3 more times and if building permits will be available. Wanted to verify if this is true since the customer is eager to build on parcel x as they are living in an RV.” Note: Customer wanted a call back from the staff assigned to the subject case.
- “Have a mobile taco truck. “Having a mobile taco truck in an open lot and will pay any permits. Am I able to put a taco truck on this property?”
- “I want to have an office and RV storage stop for 2 RV’s and more RV parking on site- (storage facility)”
- “I want to know if I have to rezone my property for a sprinkler building on site. What are my options?”
- “What is the RV allowances, RV versus tiny home, what do I need to do to have it, and what is happening or needed with a private road?”
- “Potentially interested in purchasing a property in the flood way but ag. What could happen with the property?”
- “Would like to have an auto repair and sales lot on the property, looked at the land use matrix (with help) R1, its prohibited what are the options?”
- “I want to build a pool in the no build zone, are there ways to vacate the no build zone?”
- “Want to subdivide our acres into 1-acre parcels, it would be 8 after subdividing, what is the process and timeline to do so?”
- “Has questions about easement and recoding easements, RUMA?”

Type 2. Status of Entitlements

- “Would like to find out how many times these properties have been split and do they have the option of being split again?”
- “Does this parcel have an administrative lot split available? Would like to split lot into 2 lots and curious about the process and timelines for that.”
- “He would like to divide the parcel making it into 6 parcels. 5 one acre lots & one 0.5-acre lot. Before applying for an Administrative land division what does he need to do in order to be able to split?”
- “The owner of the subject property would like to purchase part of neighboring property. Can a property boundary adjustment be done on this parcel? Does a PI need to be done?”
- “Can the property be split? We have buyers looking to purchase this parcel. They would like to split it to give their kids each for a homestead. Is it possible?”
- “Would like to know how to split off 1 acre from this property, preferably with a building permit available. What’s the process?”

Moving Forward

Moving Forward

- **Change roles and time involvement**
 - Separate General Inquiry questions from Status of Entitlement questions
 - Research/Documentation Required by Property Owner
 - (Title Report/Deeds/Survey)
 - Staff provides code analysis & interpretation
 - All property specific questions will require staff time tracking per inquiry

Ordinance Update

- Definition of Original Parcel Updated
- Simplify and explore limitation of Administrative Division

Moving Forward

Property Specific Zoning Inquiry Questions require staff code analysis

- Until new fee schedule update it is flat fee of \$40
- **Update Fee schedule- fee is \$75/hour**



Property Specific Zoning Inquiry

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue, #310, Caldwell, ID 83605

Email: zoninginfo@canyoncounty.id.gov Phone: 208-454-7458

This form is to be utilized for General zoning information related to a given property (e.g. zoning, setbacks)

Zoning Inquiries are for informational purposes only and are not binding on Canyon County. *The zoning analysis information presented by the Development Services Department (DSD) is based on the current ordinances and policies in effect on the date of this summary, and based on your representations and information you provided about the subject property. This response is for informational purposes only and may change due to changed circumstances or facts, new facts, facts not available in the public record, and/or changes in ordinances or policy. **Note: Development Services does not provide deed or title search services. This must be provided by the applicant.***

Fee: \$75.00 fee per parcel number

CONTACT INFORMATION:

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE NUMBER:

EMAIL:

SITE INFORMATION:

ADDRESS:

CITY:

TAX PARCEL NUMBER(S):

TOTAL ACREAGE:

QUESTIONS AND/OR REQUESTED INFORMATION: (Provide a detailed description of the information you require. Please be as specific as possible)

Office Use Only

PARCEL INQUIRY #

FEE \$

DATE:

Moving Forward

2. Status of entitlement questions require documentation prior to staff engagement

Expected to reduce staff time on these types of inquiries

- Deeds, Title Reports and site plan required from property owner
- DSD will prepare an FAQ for what documents are needed and title products/or explore feasibility of contract services
- **Staff code analysis for eligibility and appropriate process is still recommended**
- Applicants can apply without the staff code analysis but disclaimer it could result in denial if wrong application is submitted
 - Potential increase in quantity of both hearing / administrative level cases being submitted, and time will be higher if the code analysis is not done prior to submittal
- Until new fee schedule update it is flat fee of \$40
- **Update Fee schedule- fee is \$150 (\$75/hour, with a minimum of 2 hours, non refundable deposit)**

Entitlement Verification Request

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue, #310, Caldwell, ID 83605

Email: zoninginfo@canyoncounty.id.gov Phone: 208-454-7458

Entitlement Verification Request are for informational purposes only and are not binding on Canyon County.

*The property research information presented by the Development Services Department (DSD) is based on the current ordinances and policies in effect on the date of this summary, and based on your representations and information you provided about the subject property. This response is for informational purposes only and may change due to changed circumstances or facts, new facts, facts not available in the public record, and/or changes in ordinances or policy. **Note: Development Services does not provide deed or title search services. This must be provided by the applicant at the time of the request submittal.***

Fee: \$150.00 fee per parcel number.

CONTACT INFORMATION:

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE NUMBER:

EMAIL:

SITE INFORMATION:

ADDRESS:

CITY:

TAX PARCEL NUMBER(S):

TOTAL ACREAGE:

REQUIRED - SUBMIT THE FOLLOWING INFORMATION:

☐ **Recorded Deed(s):** Provide copies of all recorded deeds (or instrument numbers), or other instruments of conveyance (E.g. deed of trust) for the property dating back prior to September 06, 1979. Copies of recorded deeds may be obtained from the Canyon County Recorder's Office or a land title company. Note: This requirement applies only to building permit & division available.

☐ **Site Plan:** Provide a site plan showing existing property lines and structures drawn to scale.

QUESTIONS AND/OR REQUESTED INFORMATION: (Provide a detailed description of the information you require. Please be as specific as possible)

Office Use Only

PARCEL INQUIRY #**FEE \$**

DATE: _____

Next Steps

- Implement new process
- FAQ prepared and updated on website and socialized
- Update fee schedule
- Update definition of Original Parcel in ordinance
- Simplifying and explore limitation of administrative division process in ordinance

Questions?



APPLICATION FEE: \$275

PROPERTY INFORMATION REQUEST

ADA COUNTY DEVELOPMENT SERVICES

Mailing: 200 W. Front Street, Boise, ID 83702 Website: adacounty.id.gov Phone: 208-287-7900 Fax: 208-287-7909

*PLEASE NOTE: Responses to Property Information Requests are **informational only** and are not binding on Ada County. The response to your question may change due to such thing as, but not limited to, changed circumstances or facts, new facts, facts not available in the public record, and/or changes in law.*

CONTACT (Please Print):

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____
EMAIL: _____

ADDITIONAL CONTACT (Please Print):

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____
EMAIL: _____

SITE INFORMATION:

SITE ADDRESS: _____ CITY: _____
SECTION: _____ TOWNSHIP: _____ RANGE: _____ TOTAL ACRES: _____
SUBDIVISION NAME: _____ LOT(S): _____ BLOCK(S): _____
TAX PARCEL NUMBER(s): _____ EXISTING ZONING: _____

SUBMIT THE FOLLOWING INFORMATION:

- ☐ **RECORDED DEED(s):** Provide copies of all subsequent deeds (or instrument numbers) for the property dating back prior to 1985. Copies of recorded deeds may be obtained from the Ada County Recorder's Office or a Land Title Company. Note: The date for recorded deeds is the recording date, **not** the date of the deed or the date of the notarized signature.
- ☐ **SITE PLAN:** showing all existing property lines and structures drawn to scale.

QUESTIONS AND/OR REQUESTED INFORMATION:

OFFICE USE ONLY

PROJECT #:	RECIEVED BY:
DATE:	DATE STAMPED: <input type="checkbox"/>



219 1st Avenue South, Suite 208, Hailey, ID 83333
Land Use Services: 208-788-5570 ♦ Fax 208-788-5576
www.blainecounty.org

LAND USE & BUILDING SERVICES REQUEST FOR PARCEL DETERMINATION

As set forth in Title 9 (Zoning Ordinance) and Title 10 (Subdivision Ordinance) of the County Code, Blaine County, Idaho

Please complete the form and 'Save As' a Word Document and send to pzcounter@co.blaine.id.us

(1) PROPERTY OWNER INFORMATION:

Name: _____
Mailing address: _____
Phone: _____ Fax: _____
E-mail address: _____

(2) PERSON REQUESTING PARCEL DETERMINATION (if other than property owner):

(Please note: A parcel determination can only be requested by the current property owner, an authorized agent of the owner, or a person with a contractual interest in the property.)

Name: _____
Name of firm: _____
Mailing address: _____
Phone: _____ Fax: _____
E-mail address: _____

Check appropriate box: ☐ Authorized agent for owner ☐ Contractual interest in property. Please describe interest: _____

(3) LEGAL INFORMATION:

Property address: _____
Legal description: _____
Size of tract: _____
County parcel numbers: RP- _____
RP- _____
RP- _____
RP- _____

Adjacent ownership: Does the landowner own property adjacent to the property for which a parcel determination is being requested? Yes ☐ No ☐
If yes, please explain. _____

(4) ADDITIONAL INFORMATION: The following information is required to be submitted with the request for a parcel determination:

1. The recorded deeds for the property as of April 14, 1977, the effective date of the County zoning and subdivision ordinances.
2. All other deeds transferring title of the property from the deed of record as of April 14, 1977, up to and including the current recorded deed. Assemble all deeds in date order and indicate the tax lot numbers or parcel numbers they refer to.
3. Map of the property in sufficient detail to determine property location relative to surrounding properties. The Assessor's office located on the first floor of the Annex Building can assist you in obtaining parcel maps. The Assessor's office can be reached at (208) 788-5535.
4. Indicate on parcel map those parcels that have been developed.
5. Parcel Determination fee of \$175.00 by Blaine County Resolution #2010-61.

Based upon a particular situation, additional information may be required by the Administrator to render a decision on the parcel determination.

(5) ACKNOWLEDGMENTS:

The undersigned certifies that (s)he is the owner or authorized representative of the land in question and that (s)he has filed this application to the best of his/her knowledge. Furthermore, the undersigned has assembled and organized the required submittal materials to facilitate the processing of this request.

SIGNATURE OF APPLICANT OR AGENT: _____

Date: ____ / ____ / ____

Please complete the form and 'Save As' a Word Document and send to pzcounter@co.blaine.id.us

ADMINISTRATIVE RECORD:

Date application received: _____

Date of decision: _____

Administrative Processing Fee of \$175.00 paid on _____ Receipt # _____

Processed by: _____



LAND USE & BUILDING SERVICES DEPARTMENT

219 1st Avenue South, Suite 208 Hailey, ID 83333

Land Use Services: 208-788-5570 ♦ Building Services: 208-788-5573 ♦ Fax 208-788-5576

www.blainecounty.org

PARCEL DETERMINATION INFORMATION SHEET

A parcel determination is an evaluation by the Land Use Services Office that establishes how many lots of record are described in a deed. A lot of record is recognized by the County for development purposes, subject to all applicable zoning, building, fire and health district regulations in effect at the time a development proposal is submitted to the County. Typical legal descriptions of unplatted land include metes and bounds, sections, government lots, and patented mining claims.

The term “lot of record” is defined in §9-2-1 of the Blaine County Code as:

“A lot which is part of a subdivision recorded in the office of the county recorder; or a lot or parcel created pursuant to subsection 10-1-4B of this code, exceptions to the subdivision regulations; or an "original parcel of land", pursuant to section [10-2-1](#) of this code, definitions. Lots of record that are non conforming in size are subject to section [9-27-9](#) of this title”.

The term “original parcel” is described in §10-2-1 of the Subdivision Ordinance as:

“An unplatted contiguous parcel of land held in one ownership and of record on a single deed at the effective date of the ordinance (April 14, 1977). Single deeds that express a clear intent to convey land as separate parcels (i.e. parcel 1: property description; ...parcel 2: property description...) as of April 14, 1977 shall be recognized as separate original parcels of land.” Land that is not clearly described in the deed of record as of April 14, 1977 as separate parcels is considered one original parcel of land”.

When Is It Appropriate To Request A Parcel Determination?

If you are purchasing an unplatted parcel or patented mining claim, you want to be sure that the County will recognize the property for development purposes. Only the owner of the property, an agent for the owner, or a person with a contractual interest in the property may request a written parcel determination. Be aware that §10-8-1 (D) of the subdivision ordinance prohibits the issuance of building permits for the construction of any building or structure located on a lot or plat subdivided or sold in violation of the provisions of the subdivision regulations.

If you own an unplatted parcel of land and are contemplating subdividing, or if you would like to sell unplatted land, a parcel determination will establish how many lots of record exist without going through the subdivision process. In order to create additional lots in excess of the number of lots of record, a subdivision is required. If you are interested in reconfiguring original parcels of land, contact a County Planner at (208) 788-5570 for further information.

What Do I Need to Know About Patented Mining Claims

Patented mining claims were created by the federal government primarily for the purpose of mining and not for residential development. Typically, patented mining claims are located in clusters, meaning that they are contiguous with other patented mining claims. When contiguous mining claims are in common ownership as of April 14, 1977, the entire cluster of mining claims constitutes one lot of record. This means that the County generally does not recognize individual mining claims for development purposes unless the mining claim is not contiguous with other mining claims or unplatted land acquired by the property owner on a single deed.

Patented mining claims often contain inherent risks that are not generally associated with other property such as inadequate emergency vehicle access, avalanche danger, exposure to hazardous waste, etc. A prospective buyer should be aware of these potential dangers and limitations, as well as the lot of record issue, before deciding to purchase a patented mining claim.

How Do I Request a Parcel Determination?

Complete the Request for Parcel Determination form available from the Land Use Services Office. Assemble the required information, organize the materials and submit to the Land Use Services Office. Please allow at least 4 weeks for a response.



ZONING VERIFICATION LETTER REQUEST FORM

(Please allow 3-5 business days for the letter)

FEE: \$45.00 (per letter)

DATE OF REQUEST: _____

REQUESTED BY: _____ **Phone:** _____

E-mail Address (if applicable): _____ **Fax:** _____

PROPERTY OWNER*: _____

Mailing Address: _____

**The letter will be addressed to the property owner unless otherwise instructed.*

PROPERTY ADDRESS: _____

Township _____ **Range** _____ **Section** _____

Parcel acreage _____ **Tax Parcel Number** _____

Zoning District _____

**WHAT SPECIFIC INFORMATION ARE YOU REQUESTING BE ADDRESSED
IN THIS LETTER?** _____

☐ **ATTACH A COPY OF ALL RECORDED PROPERTY DEEDS OR OTHER
INSTRUMENTS OF CONVEYANCE (E.G. DEED OF TRUST) FOR THE
SUBJECT PROPERTY FROM OCTOBER 1978 TO PRESENT DAY.**

**(NOTE: DEVELOPMENT SERVICES DOES NOT PROVIDE DEED OR TITLE
SEARCH SERVICES. THIS MUST BE PROVIDED BY THE APPLICANT.)**

Office Use Only

Received By:	Date:	Fee:	Receipt No:
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