



BOUNDARY LINE ADJUSTMENT CHECKLIST

Community Development Department
8930 N Government Way, Hayden, ID 83835
www.cityofhaydenid.us 208-209-2022

A boundary line adjustment allows for the adjustment of common boundary lines of platted or legally created unplatted lots but not to lots that are being consolidated. No additional new lots may be created as part of this process.

CHECKLIST: A request is made by submitting the following:

- Title Report
- Most recently recorded deed(s)
- Letter of Authorization(s) from all parcels if applicant(s) are not owner(s)
- Vicinity Map
- Draft Record of Survey (stamped by an ID Licensed PLS)
- Draft Deed(s) of Conveyance with legal descriptions (stamped by an ID Licensed PLS)
- Draft Resulting Deed(s) with legal descriptions (stamped by an ID Licensed PLS)
- Other Supporting Materials

NOTE:

1. *Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees where applicable.*
2. *The Community Development Director or his/her designee will approve the boundary line adjustment only after determining that all of the conditions have met Hayden City Code §12-10-3.*
3. *No building permits will be issued on lots or tracts whose boundaries have been adjusted without the approval of the City.*

Applying for a PZE Process: <https://bsaonline.com/?uid=2689>

STEP 1: On the left under Services/Building Department select "Apply for a Planning, Zoning, or Engineering Process".

STEP 2: Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

STEP 3: Select a Property. You can search by Address, Parcel Number, or Owner Name.

STEP 4: Enter PZE Process Details Choose Boundary Line Adjustment, enter work description, and zoning/rezoning and usage details.

STEP 5: Enter Applicant Info Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

STEP 6: Estimate Fees Click Next. (Fee estimates do not have to be chosen.)

STEP 7: Attachment Upload required documents for your PZE Process. Click next.

STEP 8: Disclaimers Check accept for each disclaimer. Click submit.

Successful Permit Application Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.