



BOUNDARY LINE ADJUSTMENT CHECKLIST

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

CHECKLIST: A request is made by submitting the following:

- Certificate from a title insurance company licensed under the laws of the State of Idaho, issued no later than thirty (30) days prior to the date of the application submittal for each of the affected properties.
- Most current recorded deed for each property.
- Letter of authorization from owners of record, if not the applicant.
- Vicinity map.
- Draft deeds of conveyance and legal descriptions for the adjusted lots, said deeds indicating that the instrument is being recorded for lot line adjustment purposes and that the portion of property being transferred is not of itself a buildable lot.
- Scaled drawing of the proposed adjustment showing the following: (Ord. 572, 6-13-2017). :
 - ✓ All existing and proposed boundaries of the affected lots with dimensions;
 - ✓ All existing structures with dimensions and distances from both eaves and foundation lines to existing and proposed boundaries;
 - ✓ Existing sewer and water services to the affected lots;
 - ✓ Existing street frontages and accesses to each lot;
 - ✓ Existing easements and their purposes. (Ord. 559, 7-12-2016)
- The proposed boundary line adjustment (draft record of survey).
- Preliminary Record of Survey showing new lines after boundary line adjustment.

NOTES: *The Community Development Director or his/her designee will approve the boundary line adjustment only after determining that all of the following conditions have been met: Hayden City Code §12-10-3*