

 <p style="margin: 0;"><b>CASSIA COUNTY</b>  <b>Zoning &amp; Building Department</b>          1459 OVERLAND AVE, ROOM 210          BURLEY, IDAHO 83318          PH: 208-878-7302    FAX: 208-878-3510          email: <a href="mailto:pzoning@cassia.gov">pzoning@cassia.gov</a></p>	<p style="margin: 0; font-size: small;">THIS AREA FOR RECORDER'S USE ONLY</p>    <p style="margin: 0; font-size: small;">RETURN RECORDED DOCUMENT TO OFFICE OF THE ZONING ADMINISTRATOR</p>
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## ADMINISTRATIVE LAND DIVISION

# APPLICATION FOR CERTIFICATE OF COMPLETION

File No. \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Information: Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Address City State ZIP

R.P. Number: \_\_\_\_\_

Approximate Physical Address: \_\_\_\_\_  
(please include road name)

- \_\_\_\_\_ 1. **Split Review** – County Mapper Date: \_\_\_\_\_
- \_\_\_\_\_ 2. **Record of Survey** showing planned development, Easements must be minimum of 50' wide.
- \_\_\_\_\_ 3. **Title Report or Deed**
- \_\_\_\_\_ 4. **Proposed Parcels Legal Descriptions**
- \_\_\_\_\_ 5. Site Plan of Proposed Administrative Land Division.
- \_\_\_\_\_ 6. **Required Supporting Documents** as Needed (road maintenance agreement, easements, HOAs, etc.)
- \_\_\_\_\_ 7. **Department Review:** Zoning \_\_\_\_\_ Flood Plane \_\_\_\_\_
- \_\_\_\_\_ 8. **Record of Survey:** Instrument Number 20 \_\_\_\_\_ Date \_\_\_\_\_

Job No. \_\_\_\_\_ Date of Record of Survey \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_ 9. **Applicable Highway District:** \_\_\_\_\_

- Drive Approach Permit Number(s):
- 1. \_\_\_\_\_ station \_\_\_\_\_
  - 2. \_\_\_\_\_ station \_\_\_\_\_
  - 3. \_\_\_\_\_ station \_\_\_\_\_
  - 4. \_\_\_\_\_ station \_\_\_\_\_

**HIGHWAY DISTRICT APPROACH CERTIFICATE** \_\_\_\_\_ **HIGHWAY DISTRICT**

THE APPLICABLE HIGHWAY DISTRICT HAS REVIEWED THE PROPOSED ADMINISTRATIVE LAND DIVISION AND HAS NO OBJECTION TO THE PROPOSED APPROACH LOCATIONS DESCRIBED ABOVE. APPLICANT MUST CONTACT THE HIGHWAY DISTRICT AND ACQUIRE AN APPROACH PERMIT BEFORE ANY CONSTRUCTION OF AN APPROACH BEGINS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ 10. **Owner Dedication of Roads and Easements**

**OWNER CERTIFICATE (PRIVATE ROADS)**

I, \_\_\_\_\_, THE UNDERSIGNED OWNER OF THE HEREIN DESCRIBED PROPERTY DO HEREBY CERTIFY THAT:

I DO HEREBY DIVIDE SAID PROPERTY AS INDICATED BY CURRENT PARCEL NUMBER RP# \_\_\_\_\_ AND CERTIFY THAT ANY NEWLY CREATED ROADS, STREETS, RIGHT OF WAYS, EASEMENTS (OTHER THAN PUBLIC UTILITY EASEMENTS CREATED BY SEPARATE INSTRUMENT) THEREON ARE PRIVATE AND ARE GOVERNED BY PRIVATE CONTRACTS BETWEEN AFFECTED PARCEL OWNERS.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ 11. **South Central District Health**

**SANITARY RESTRICTION  
PUBLIC HEALTH – IDAHO SOUTH CENTRAL PUBLIC HEALTH DISTRICT CERTIFICATE**

SANITARY RESTRICTIONS PURSUANT TO IDAHO CODE §50-1326 THROUGH §50-1329, HAVE BEEN SATISFIED FOR PARCELS SHOWN ON RECORD OF SURVEY, AS ATTACHED HERETO. SANITARY RESTRICTIONS MAY BE RE-IMPOSED, IN ACCORDANCE WITH IDAHO CODE §50-1326, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL.

\_\_\_\_\_  
ENVIRONMENTAL HEALTH SPECIALIST SIGNATURE DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_ 12. **Applicable Fire District:** \_\_\_\_\_

Review of Access for parcel(s) in Administrative Land Division

\*Authorized Signature: \_\_\_\_\_  
SIGNATURE TITLE

\_\_\_\_\_  
PRINTED NAME DATE

\_\_\_\_\_ 13. **Applicable Irrigation District:** \_\_\_\_\_  
 Review of Irrigation Water for parcel(s) in Administrative Land Division

\*Authorized Signature: \_\_\_\_\_  
 SIGNATURE TITLE  
 \_\_\_\_\_  
 PRINTED NAME DATE

\_\_\_\_\_ 14. **Cassia County Treasurer**

**CASSIA COUNTY TREASURER CERTIFICATE**

I, \_\_\_\_\_, COUNTY TREASURER IN AND FOR THE COUNTY OF CASSIA, STATE OF IDAHO PER THE REQUIREMENTS OF IDAHO CODE §50-1308, DO HEREBY CERTIFY THAT ALL CURRENT AND DELINQUENT COUNTY PROPERTY TAXES, ALL AD VALOREM TAXES AND ASSESSMENTS FOR THE PROPERTY CURRENTLY KNOWN AS PARCEL NUMBER RP# \_\_\_\_\_, HAVE BEEN PAID IN FULL THE YEAR 20\_\_\_\_\_ AND PRECEDING YEARS. THIS CERTIFICATION IS VALID FOR THE NEXT THIRTY (30) DAYS ONLY.

\_\_\_\_\_ CASSIA COUNTY TREASURER SIGNATURE DATE

\_\_\_\_\_ PRINTED NAME

\_\_\_\_\_ 15. **ZONING ADMINISTRATOR – CERTIFICATE OF COMPLETION AND APPROVAL**

THE APPLICANT HAS FILED AN APPLICATION AS HEREIN SET FORTH, SHOWING THAT SAID APPLICATION MEETS ALL NECESSARY REQUIREMENTS OF APPLICABLE CASSIA COUNTY REGULATION SECTION 9-8-3, OR ITS SUCCESSOR REGULATION, AND HAVING PAID ALL ASSOCIATED AND APPROPRIATE FEES WITH RESPECT THERETO, THE MATTER IS HEREBY DETERMINED TO BE COMPLETE.

BY SIGNATURE AFFIXED BELOW, THE CASSIA COUNTY ZONING ADMINISTRATOR HEREBY APPROVES THE ADMINISTRATIVE LAND DIVISION, AS SHOWN ON THE RECORD OF SURVEY, SEE ATTACHED HERETO.

\*Authorized Signature: \_\_\_\_\_  
 SIGNATURE TITLE  
 \_\_\_\_\_  
 PRINTED NAME DATE

**State of Idaho** )  
 ) ss  
**County of Cassia** )

*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared \_\_\_\_\_, before me and proved to be the person(s) whose name(s) are subscribed to this instrument, and acknowledged that they executed the same.*

Notary  
 Seal

Notary: \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_  
 Resides: \_\_\_\_\_

**OFFICE USE ONLY:**

**COPIES OF RECORDED DEEDS IN ZONING & BUILDING FILE #** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Instrument Number(s):** \_\_\_\_\_

\_\_\_\_\_ **FEE -- \$250.00** \_\_\_\_\_ Check# \_\_\_\_\_ Credit \_\_\_\_\_ Cash By: \_\_\_\_\_ Date \_\_\_\_\_

**9-8-3:**                    **ADMINISTRATIVE LAND DIVISIONS:**      Approval is required for any administrative land division. Approval of an administrative land division must be acquired in compliance with the following approval procedures:

A. **APPROVAL PROCEDURES:** Any owner or agent of an owner requesting approval of an administrative land division of a parcel of the owner's real property shall submit an application and site plan to the Zoning and Building Department of Cassia County. The application and site plan shall contain all the required information, as listed below:

1.      Application – A completed Administrative Land Division application form signed by the owner.
2.      Filing Fees – A non-refundable filing fee shall be paid to Zoning and Building Department, with the filing of an application hereunder. Receipt of payment must be noted on the application by the Zoning and Building Department personnel. Fees shall be established by Resolution of the Board of County Commissioners.
3.      Proof of Ownership – A title report from a duly licensed title insurance company dated no more than fourteen (14) days prior to the submission of the application, or a copy of recorded deed showing current ownership for the subject property.
4.      Roads – Legal description of all new private roads giving access to each parcel. Roads giving access to the divided parcels shall be either existing public roads or (new or existing) private roads. New public roads are not permitted within an Administrative Land Division. All private roads (new or existing) serving the divided parcels shall be constructed or improved to meet the minimum requirements established by Cassia County Code.
5.      Grade – Maximum grade of all private roads shall meet the standards identified in the Cassia County Code.
6.      Legal Descriptions – Legal descriptions for each parcel shall include the following:
  - a.      Reference to Record of Survey Job Number.
  - b.      Legal description will meet current Idaho Statute, Idaho Code §50-1303, or any successor statute, and shall contain the needed data to be mapped by the Cassia County Assessor's Office.
  - c.      Area of parcel shown in acres to the nearest 1/100 of an acre.
  - d.      Signature of land surveyor licensed in the State of Idaho.
7.      Deed – Proposed Instruments conveying ownership in the form of a deed for each parcel.
8.      Road Maintenance Agreements – Shall be required for all divisions that include private roads.

9. Record of Survey – Pursuant to Title 55 Chapter 19 of Idaho Code, and shall specifically include those items required by Idaho Code §55-1906 in addition to the following:
  - a. Deed of Record - Current Instrument Number of Deed of Record.
  - b. Parcel Corners – Shall be set by a licensed land surveyor prior to recording.
  - c. Parcel Area – Area of each parcel shall be shown to the nearest 1/100th of an acre.
  - d. Parcel Numbering – All parcels shall be numbered consecutively.
10. Site Plan Certification – A complete site plan of the proposed site, minimum size 8½" x 11". Minimum site plan drawing scale shall be 1" = 40'. The site plan shall include, but not be limited to, a description of the proposed land use and the location of all existing and proposed structures, wells, septic tanks, drain fields, new traffic access easements, traffic access to public thoroughfares, and public thoroughfares, within 100' of new or proposed property lines. Written certification from Fire Districts, Local Highway Jurisdictions and Irrigation Districts, that all rights of way, setbacks, easements, and other applicable facilities (i.e. emergency access, well & sewage disposal, approaches - both single and shared, flood control, irrigation, etc.) have been approved by the entities having jurisdiction.
11. Certification of Property Taxes Paid - The applicant shall provide confirmation from the Cassia County Tax Collector that any split, combination or subdivided parcels shall have all property taxes paid in full, including prior years and the current year, as billed up to and including the date of the split or combination.
12. Zoning Administrator Certification of Completion and Approval – Upon a finding by the Zoning Administrator that a complete application and site plan have been submitted in compliance with the applicable ordinances and policies of Cassia County, the Zoning Administrator will issue a Certification of Completion and Approval, and the application and Certification of Completion and Approval will be recorded in the Office of the Cassia County Recorder. Deeds affecting the Administrative Land Division, as approved, must be recorded within 90 days of issuance of the Certificate of Completion or the proposed division shall be null and void, unless written extension is granted by the Zoning Administrator for good cause.
13. Compliance Required – Until the approval process is completed, as provided for herein, and a Certificate of Completion is issued and recorded, no officer of the county shall grant or issue a permit for the construction of any building or structure, or for the moving of a building into a lot, or for the change in any use of land, building or structure. Nor shall an officer grant any permit or license for the use of any building or land if such would be in violation of this title.

**B. RECORDING PROCESS:**

1. All recording fees to be paid by the Applicant.
2. Upon the receipt of Certification of Completion and Approval, the Applicant shall record deed(s) with appropriate legal descriptions for each parcel at the Office of the Cassia County Recorder.
3. The applicant shall provide recorded copies of the deeds back to the Zoning and Building Department.

**C. VACATING ADMINISTRATIVE LAND DIVISION PROCESS/COMBINATION OF PARCELS:**

1. Applicant seeking to vacate established Administrative Land Divisions so as to recombine into one parcel shall:
  - a. Show that such parcels are not currently being used for building development.
  - b. Make application as is set forth in Section 9-8-3, hereinabove, but showing the combination of parcels, with all appropriate documentation and certification as required.
2. Upon the receipt of Certification of Completion and Approval, the Applicant shall record the recombined deed, with appropriate legal description, with the Cassia County Recorder's Office.
3. All recording fees shall be paid by the Applicant.

**The Applicant shall provide a recorded copy of the deed for the recombined parcel to the Zoning and Building Department.**