

**ADMINISTRATIVE LOT SPLIT APPLICATION
FOR LETTER OF ACKNOWLEDGEMENT/
TRANSMITTAL AND NOTICE OF ACTION TO DEVELOPMENT SERVICES OFFICE, CANYON
COUNTY**

To: _____ [insert name of Highway District or Fire District See HIGHWAY DISTRICT AND FIRE DISTRICT ADDRESS LIST attached]

This is an application form for Letter of Acknowledgment for approval of Administrative Lot Split of real property located in an Agricultural Zone, Canyon County Zone.

Notice to Applicant: All subsections of Canyon County Code § 07-10-19 (9) governing Administrative Lot Splits provide: *Proposed Lot Split Acknowledgment by Highway District and Rural Fire Districts: To provide the opportunity for the applicant to coordinate/mitigate certain issues, a letter of acknowledgment from the appropriate highway and rural fire district shall be submitted along with an application for administrative lot split. The final decision shall be determined by the Director. The letter of acknowledgment, specific to the individual highway/rural fire department district standards/regulations and enforced by the appropriate district, shall become part of the administrative lot split decision issued by the Director.*

Applicant Name: _____

Current Mailing Address: _____

Phone Number: _____

Fax: _____ **E-mail address:** _____

Date: _____

Applicant to indicate with an X beside the type of Administrative Lot Split Application:

- _____ One time Administrative lot split of forty Acres [Canyon County Code § 07-10-19 (9) (A)]
- _____ One time split Administrative lot split of existing parcel of less than forty acres of platted or unplatted land [Canyon County Code § 07-10-19 (9) (B)]
- _____ Administrative lot split of platted or unplatted land not viable farm ground [Canyon County Code § 07-10-19 (9) (C)]
- _____ Administrative lot split of platted or unplatted land for relocation of building permits between contiguous parcels [Canyon County Code § 07-10-19 (9) (D)]

Applicant requests approval and the issuance of a Letter of Acknowledgement for the attached application and submits the following in support thereof:

At a minimum applicant must submit the following:

- [] Proof of ownership,
- [] Schematic drawing to scale of proposed lot splits and depicting point of access to publicly maintained road and location/s of emergency vehicle access.
- [] Parcel Legal descriptions

Canyon County Development Services Department Tracking No. [_____]

- [] Attach a true and correct copy of application and all attachments and filings in support thereof which are now on file and pending with the Canyon County Development Services Department.

Dated: _____ Signed: _____ Applicant: _____

LETTER OF ACKNOWLEDGEMENT FOR ADMINISTRATIVE LOT SPLIT APPLICATION

OFFICIAL USE ONLY BELOW THIS LINE

LETTER OF ACKNOWLEDGEMENT ACTION:

Received By: _____ Date: _____

Reviewed By: _____ Date: _____

Determination and Decision and Order on Application for Letter of Acknowledgement:

Approval Approval Subject to Conditions Denied

Approval Conditions, if any, are herein set forth:

[If approval is herein granted, a final order of approval must be issued by Canyon County within six months from the date of this final action or this approval terminates and is no longer valid.]

Basis for action:

Dated: _____ Signed _____
Authorized Representative

Notice of final action: Please note that unless an appeal of this decision is filed with the Secretary of the District, within fourteen (14) days of date of service, this is a final action. Appeals will be heard by the Board of Commissioners of this District at an open meeting, as scheduled by the Commissioners of this District.

Copy of completed form transmitted to Canyon County Development Services
on _____ (date) by: _____