



OFFICE OF
PLANNING & ZONING ADMINISTRATOR
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GUIDELINES FOR SPLITTING PROPERTY

“Can my property be split?”

1. All land divisions are subject to review by the Planning and Zoning Administrator.
2. The Adams County Zoning Ordinance (2006) establishes a minimum lot size of 5 acres in Agriculture, Timber and Grazing (ATG) and Residential (R-1 and R-2) zones. Additionally, outside the cities of Council and New Meadows or subdivisions with community water and sewer, building permits cannot be issued for lots smaller than 5 acres.
3. Divisions of land into parcels over 40 acres are assumed to be intended for agricultural use and are not regulated. However, when four or more parcels are created at the same time, the division is presumed to be for development and requires Planning & Zoning review and Board of County Commissioners approval.
4. An Original Parcel is defined as a contiguous tract of land held in one ownership and of record as of 1981.
5. Ownership is defined as the individual, firm, association, syndicate, partnership, or corporation having any interest in the land to be subdivided.
6. From an Original Parcel, two parcels of less than 40 acres can be split without requiring a subdivision process through Planning & Zoning. Three and any subsequent under-40-acre parcels created from the original tract are subject to subdivision regulation. To determine whether an Original Parcel has been split, please contact a title company and request a Lot Split Report.
7. Using the legal description of your property, the title company can produce a Lot Split Report that tells you how many times the original contiguous tract has been split since 1981, when the splits occurred, and the size of the parcels that were created. **Please attach your signed Lot Split Report to your Land Change Request form.**

8. Three or more parcels under 40 acres constitute a subdivision. However, the number of parcels created previously from the original contiguous tract will reduce the number which can be created subsequently without subdivision approval.
9. An exception to the Original Parcel Rule is made for parcels under 40 acres sold singly over a period of time separated by a period of two years, creating up to a total of 4 parcels, including the original. In other words, 3 parcels of under 40 acres may be created and sold without requiring subdivision approval if each parcel is not sold until more than two years after the previous sale.
10. Owners of large tracts may split off portions of the tract over a period of years, without creating a subdivision, if a split is not done within a two-year period of a previous split.
11. It is the intent of the Board of Commissioners that eventually, as all Original Parcels are divided, all new parcels will be subject to subdivision regulation and review.
12. Please note that tax parcel numbers are for assessment purposes. They do not denote original contiguous tracts of land or convey information about splits for zoning purposes.