



OFFICE OF
ADAMS COUNTY PLANNING & ZONING

MEREDITH GREENWOOD, Administrator
(208) 253-4106 Courthouse, (208)566-2555 Cell, (208)253-4880 Fax



SUBDIVISIONS CHANGE REQUEST

- NO LOT CAN BE SMALLER THAN THE ORIGINAL PLATTED LOT SIZE -

1. PERSONAL INFORMATION

Affected Parcel Number _____

Name: _____ Phone: _____

Address: _____

Email: _____

City: _____ State: _____ Zip: _____

2. TITLE COMPANY Lot Split Report (completed and attached)

3. CHANGE REQUEST

Planning & Zoning Administrator Review

(allow up to 30 days)

- Updated legal descriptions
- *May require survey
- *May require public hearing
- Complete P/Z requirements for signature.

APPROVED _____ Date _____

DENIED¹ _____ Date _____

4. TREASURER APPROVAL

- No Outstanding Taxes
- Taxes will be pre-collected for current year

APPROVED _____ Date _____

DENIED _____ Date _____

5. COMMISSIONERS APPROVAL

- Present request, with documentation, to commissioners for approval.

APPROVED _____ Date _____

DENIED _____ Date _____

6. CLERK

- Record this change request form with deeds, surveys and any other documentation.

STATE OF IDAHO)

: SS

County of _____)

On this ____ day of _____, 20 ____, before me, the undersigned, a Notary Public in and for the State of Idaho personally appeared _____, known or identified to me to be the person whose name is subscribed in the foregoing instrument, and acknowledged that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

Notary Public for Idaho
Commission expires:

APPEAL PROCESS

¹In case of denial by Planning & Zoning, you have the right to appeal directly to the commissioners.