



OFFICE OF  
ADAMS COUNTY PLANNING & ZONING

WENDY GREEN, Administrator  
(208)741-0228 Phone, (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 \_\_\_\_\_

DENIED<sup>1</sup> \_\_\_\_\_ 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

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