



City of Jerome

152 E Avenue A, Jerome, ID 83338

Phone: 208-324-8189 email: iclark@ci.jerome.id.us

Lot Split Application Checklist

An application for a lot split (to split one lot into two) shall be filed with the administrator by at least one owner or lessee of the property for which such lot split is proposed. At a minimum, the following materials shall be submitted:

- Application (Complete and signed application. If the applicant is not the property owner, the applicant must provide written authorization from the property owner to file the application)
- Proof of Ownership
- Project Narrative – state the purpose for the lot split, current site conditions, and describe existing and proposed use. Include Assessor Parcel Map as exhibit.
- Zoning District
- Sketch Plan – at least one copy of the sketch plan including the entire developmental scheme of the proposed lot split, in schematic form and include the following:
 - The general current and proposed layout and dimensions of streets, blocks and lots in sketch form
 - The existing conditions and characteristics of the land on and adjacent to the proposed lot split site, as well as the names and addresses of the owners of any land abutting the land to be split
 - The areas set aside for schools, parks and other public facilities
 - A legal description of the tract to be subdivided and of the lots into which it is to be subdivided
 - The location of existing sanitary sewers, storm drains, water mains, fire hydrants and culverts within the tract or immediately adjacent thereto
 - All easements to be dedicated for electrical utilities, conduits, storm or sanitary sewers, gas and water lines or other uses
- Narrative Statement demonstrating that the proposed lot split conforms to the following standards:
 - Will not have a substantial impact on present or proposed public utilities, streets, and parks
 - Is consistent with the Comprehensive Plan
 - Both resulting lots will meet minimum size and minimum lot size requirements for the relevant zone and
 - Each lot shall have a minimum of twenty-five (25) feet of street frontage

CONDITIONS: The Planning & Zoning Commission may approve the lot split without a plat if, after the public hearing, the Commission finds that the proposed subdivision is to split one lot into two and that the above mentioned standards and conditions have been met by the applicant. (Ord. 1122, 2014)