



**CITY OF MOSCOW**  
**COMMUNITY DEVELOPMENT**  
Ph: 208-883-7095 Fax: 208-883-7033  
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## **LOT DIVISION / LOT LINE ADJUSTMENT**

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### ***When required:***

For subdivision of an existing lot into two, three, or four lots; for the creation of a new lot; or for a lot line adjustment.

### ***Staff contact person for information regarding this procedure:***

Planner I  
Haddock Building, 504 S. Washington Street  
208-883-7095

### ***Process:***

- 1) Review by Staff
- 2) Public Notice mailed to property owners within 600' of proposal 15 days prior to public meeting. (Lot Division only, not Lot Line Adjustment)
- 3) Public Notice posted on site 7 days prior to public meeting (Lot Division only, not Lot Line Adjustment)
- 4) Review by the Public Works / Finance Committee of the City Council
- 5) City Council determination of acceptability as a regular agenda item or acceptance on consent agenda

### ***Probable time frame:***

Staff and Council Committee review within 3 to 4 weeks; normal time to final Council determination 5-6 weeks.

### ***Considerations for approval:***

- 1) Lot size, width, and depth
- 2) Public street frontage and lot access, including emergency vehicles
- 3) Location of utilities and city services
- 4) Required street improvements. **Note that all required public improvements must either be in place, or be guaranteed by a secured development agreement with the City, prior to issuance of building permits.**
- 5) Park land dedication, if applicable
- 6) Off-street parking
- 7) Right-of-way dedication and/or easement issues
- 8) Building setbacks
- 9) Required street trees (creation of 2 new lots or more)

### ***Required submittals (some items listed below may be waived by staff):***

- 1) Cover letter describing your intent addressed to the Mayor and City Council.
- 2) Complete description of the property.
- 3) Dimensioned and scaled site plan representing the following (existing and proposed):
  - ⇒ property lines;
  - ⇒ adjacent streets and alleys;
  - ⇒ curb cuts, driveways, and parking areas;
  - ⇒ easements;
  - ⇒ site drainage;
  - ⇒ all structures; and
  - ⇒ North arrow and scale.
- 4) Application fee Lot Division – \$350.00 + \$15.50 per lot
- 5) Application fee Lot Line Adjustment - \$210.00 + \$15.50 per lot