



CITY OF MOSCOW
COMMUNITY DEVELOPMENT & ENGINEERING DEPTS
Ph: 208-883-7095 Fax: 208-883-7033
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LOT DIVISION / LOT LINE ADJUSTMENT

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:

Leah Carlson, Planner I
Paul Mann Building, 221 East Second St
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 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) Community Development Application fee – \$220 for Lot Division; \$85 for Lot Line Adjustment
- 5) Engineering Review fee - \$125 + \$15 per lot