



BANNOCK COUNTY

OFFICE OF PLANNING & DEVELOPMENT SERVICES

5500 SOUTH FIFTH AVENUE • POCATELLO, ID 83204

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BUILDING
ENGINEERING
PLANNING AND ZONING

Parcel Determination For Development - Information Sheet

A parcel determination is an evaluation by the Office of Planning and Development Services that establishes how many lots of record are described in a deed. A lot of record is recognized by the County for development purposes, subject to all applicable zoning, building, fire and health district regulations in effect at the time a development proposal is submitted to the County.

The term “**Lot of Record**” is used to denote a parcel of land that was legally described and recorded in the public records prior to July 9, 1984, the date Bannock County adopted the Subdivision Ordinance. The County Ordinance recognizes that the owner of a tract of land that was legally described and recorded in the public records prior to July 9, 1984 (a Lot of Record) has the right to develop (construct improvements on) the land providing applicable codes and standards such as legal access, road and site grades, setbacks, water, septic etc. can be met.

Staff uses the following guidelines to make the determination: an unplatted contiguous parcel of land held in one ownership and of record on a single deed at the effective date of the ordinance (July 9, 1984). Single deeds that express a clear intent to convey land as separate parcels (i.e. parcel 1: property description; ...parcel 2: property description...) as of July 9, 1984 shall be recognized as separate original parcels of land. Land that is not clearly described in the deed of record as of July 9, 1984 as separate parcels is considered one original parcel of land.

When Is It Appropriate To Request A Parcel Determination?

If you are purchasing an unplatted parcel or patented mining claim, you want to be sure that the County will recognize the property for development purposes. Only the owner of the property, an agent for the owner, or a person with a contractual interest in the property may request a written parcel determination. Be aware that the subdivision ordinance prohibits the issuance of building permits for the construction of any building or structure located on a lot or plat subdivided or sold in violation of the provisions of the subdivision regulations. If you own an unplatted parcel of land and are contemplating subdividing, or if you would like to sell unplatted land, a parcel determination will establish if the property is a “lot of record”. In order to create additional lots or to establish building rights on a legally created parcel a subdivision is required. If you are interested in reconfiguring original parcels of land, contact a County Planner or Engineer at (208) 236-7230 for further information.

How Do I Request a Parcel Determination?

Complete the Request for Parcel Determination form available from the Planning Department. Assemble the required information, organize the materials and submit to the Planning Department. Staff response time will vary but usually about a week to two weeks.

Bannock County Request for Parcel Determination for Development

As set forth in the Zoning Ordinance and Subdivision Ordinance of the County Code, Bannock County, Idaho

(1) PROPERTY OWNER INFORMATION:

Name: _____

Mailing address: _____

Phone: _____ Fax: _____

E-mail address: _____

(2) PERSON REQUESTING PARCEL DETERMINATION (if other than property owner):

(Please note: A parcel determination can only be requested by the current property owner, an authorized agent of the owner, or a person with a contractual interest in the property.)

Name: _____

Name of firm: _____

Mailing address: _____

Phone: _____ Fax: _____

E-mail address: _____

Check appropriate box: Authorized agent for owner or Contractual interest in property.

Please describe interest: _____

(3) LEGAL INFORMATION:

Property address: _____

Legal description: _____

Size of tract: _____

County parcel numbers: R _____; R _____; R _____

R _____; R _____; R _____; R _____

Adjacent ownership: Does the landowner own property adjacent to the property for which a parcel determination is being requested? Yes ____ No ____

If yes, please explain. _____

(4) ADDITIONAL INFORMATION: The following information is required to be submitted with the request for a parcel determination:

1. Copies of the recorded deeds for the property as of July 9, 1984, the effective date of the County Zoning and Subdivision Ordinances.
2. Copies of all other deeds transferring title of the property from the deed of record as of July 9, 1984 up to and including the current recorded deed. Assemble all deeds in date order and indicate the tax lot numbers or parcel numbers they refer to. One way to gather this information is from a Title Company (for a fee). The County Clerk and Assessor Offices may also assist you.
3. Map of the property in sufficient detail to determine property location relative to surrounding properties. There maybe a Record of Survey in the Planning Office and staff can assist with locating the survey, if it has been recorded. The Assessor's office located on the second floor of the main Courthouse Building, Room 204, can assist you in obtaining an Assessor's ownership map or an aerial photo. The Assessor's office can be reached at (208) 236-7260.
4. Indicate on an Assessor's ownership map or an aerial photo those parcels that have been developed.

(Based upon a particular situation, additional information may be required by the Administrator to render a decision on the parcel determination.)

(5) ACKNOWLEDGMENTS: The undersigned certifies that (s)he is the owner or authorized representative of the land in question and that (s)he has filed this application to the best of his/her knowledge. Furthermore, the undersigned has assembled and organized the required submittal materials to facilitate the processing of this request.

(6) Fee (same as for a zoning certification)

SIGNATURE OF APPLICANT OR AGENT:

_____ Date: _____

ADMINISTRATIVE RECORD:

Date application received: _____

Date of decision: _____