

# City of Moscow

## Community Development Department

---

### Lot Division & Lot Line Adjustment Requests

#### *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:*

Jenny Veatch or Mike Ray  
Planners  
Paul Mann Building  
208-883-7008

#### *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) Lot Division Fee – Community Development \$100 and Engineering Department \$100 plus \$15 per lot  
Lot Line Adjustment – Community Development \$50 and Engineering Department \$100 plus \$15 per lot