

City of McCall
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RECORD OF SURVEY INFORMATION



WHEN IS A RECORD OF SURVEY APPLICATION REQUIRED?

The following are the actions that are allowed to be achieved through a Record of Survey application (based on McCall City Code Section 9.1.05.B):

- Two (2) or more lots of record are being **combined**.
- A **lot line adjustment** between two (2) or more existing adjacent parcels, provided:
 - No additional parcels or building sites have been created, and
 - The adjustment does not create the potential to further divide either of the two (2) parcels into more parcels than would have been otherwise possible, and
 - There are no resulting violations of this title or title III of this code.
- A single, existing lot of record is being **divided** into not more than four (4) lots, as existed on March 24, 1994, and each lot or parcel within the proposed plat or survey clearly meets the applicable zoning regulations. *(Except that no lot may be redivided to undo a previous combination of lots except by application in accordance with Title 9, Chapter 2).*
- A subdivision of land in which no lot or parcel which would be created by the plat or survey is **less than forty (40) acres** in extent.
- The proposed plat or survey implements a **judicial decision**.
- The proposal is an **amended plat** which amends an existing final plat of record so as to make one or more minor adjustments.

WHAT ARE THE APPLICATION FORMAT STANDARDS?

An application needs to contain the following materials: Application, Project Narrative, and Survey. All of these materials must be provided in both **electronic and hard copies**. The required formats are:

Electronic Format

- All materials in Adobe PDF format. The Project Narrative and Survey should be exports from their respective programs, not scanned version of a printed copy; AND
- **1 Copy**, either email or CD-ROM

Hard Copy Format

- All materials besides the survey must be in 8 ½" x 11" format
- The Survey must be in 11" x 17" format.
- **4 Copies**, stapled (color if necessary).

WHAT MUST BE SUBMITTED WITH A R.O.S. APPLICATION?

Please check those boxes that are a part of your application.

- \$420 Fee** (includes \$70 County Surveyor Fee)
- Application**, including:
 - Legal Description (please call Valley County Assessor's Office for accurate description – 382-7126)*
 - Signatures of ALL PROPERTY OWNERS AND REPRESENTATIVES.*
- Project Description** (brief narrative explaining what the project is doing and why)

Survey, submitted in hard copy and as PDF file, including:

- Underlying Subdivision(s)*
- Existing Structures (all vertical construction)*
- Existing Property Lines*, specifically:
 - Subdivision Lot Lines (the platted lots that underlie current ownership boundaries)
 - Existing Ownership Lines (the boundaries of current ownership, not necessarily related to the platted subdivision lot lines)
- Proposed Property Lines* (the lot lines that will result from the proposed action)
- Setbacks* (from existing structures to existing and proposed property lines)
- Property Boundary*
- Survey Notes*, including:

CITY CLERK SIGNATURE LINE:

Accepted and approved this _____ day of _____, 20____, by the City of McCall.

McCall City Clerk

FOR ALL SURVEYS:

This record of survey has been reviewed and approved by the City of McCall with respect to its compliance with the Subdivision and Development Ordinance and exemption from formal platting; an individual lot shown on this record of survey shall be considered a single lot for purposes of City ordinances. If this record of survey combines lots shown on a plat or survey of record, the separate sale of such former separate lots will constitute an illegal subdivision under the McCall City Code.

FOR SURVEYS DIVIDING PARCELS:

This record of survey has created ___ lots from the original lot as it existed on March 24, 1994. The original lot may only be divided to create ___ additional lots. No more than four (4) total lots may be created from the original lot, using the record of survey process. The creation of five (5) or more lots from a single, original lot, using the record of survey procedure, constitutes an illegal subdivision of land.

- High Water Mark – 4,992.59’ (SHORELINE ZONE APPLICATIONS ONLY)*
- Ties to at least two McCall Control Points*
- Easements* (all ingress/egress, access, utility, pathway, or road easements affecting the property)

Incomplete applications cannot be accepted by the City. Unless otherwise exempted by the Administrator, all Application Requirements must be provided at the time of submission.

WHAT HAPPENS AFTER R.O.S. APPROVAL BY CITY OF MCCALL?

After an application is approved by the McCall Area Planning and Zoning Commission, the applicant must submit the following to the McCall Community Development Department:

- Hard copy of survey to be recorded with appropriate signature lines.
- PDF file of the *final* survey, once recorded.
- DWG file of the *final* survey, submitted according to the [GIS Digital Submission Standards](#).

The City of McCall will approve and sign the final survey then return it to the applicant for delivery to the Valley County for official recordation.