



CITY OF TWIN FALLS

Engineering Department
324 Hansen Street East
P.O. Box 1907
Twin Falls, ID 83303-1907

Phone: 208-735-7248
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www.tfid.org

CONVEYANCE PLAT APPLICATION

10-12 2.5

Date: ___/___/___

Subdivision Name: _____

Acreage: _____ Number of lots: _____

Property Information

Address: _____

Subdivision: _____

Primary Parcel Number: _____

Additional Parcels: _____

Zoning District(s): _____

Comprehensive Plan Future Land Use Designation: _____

Developer/Applicant Information

First Name: _____ Last Name: _____

Company: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ Fax: _____

Engineering Firm:

First Name: _____ Last Name: _____

Company: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ Fax: _____

Owner Information

Same as Applicant? Yes No (If yes, leave this section blank)

First Name: _____ Last Name: _____

Company: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ Fax: _____

SUBMITTALS

The following items shall be included with the conveyance plat submittal prior to acceptance by the City Administrator. It is the responsibility of the engineering firm to see that all required information is submitted to the City and other concerned agencies in the proper form. Incomplete plans will not be accepted or reviewed.

- Completed Application
- One (1) copy of the Conveyance Plat, drawn in accordance with code requirements- 18" x 24" in size, no part of the drawing being nearer to the edge than one inch (1")
- One (1) Copy of Conveyance Plat, 8 1/2" x 11" in size
- Proof of current ownership of the real property included in the proposed final plat by providing BOTH of the following:
 - o Copy of current Warranty Deed(s)
 - Include Articles of Incorporation if ownership is under a registered name
 - o Copy of current Title/Lot Book report or subdivision guarantee
- Affidavit of Legal Interest
- Statement of Authority per Idaho Statute 30-25-302
- Lot, plat, boundary, and street closure data
- Weed Management Plan
- If in the Area of Impact:
 - o Approval letter from the Twin Falls Highway District
- Such other information as the Administrator or Commission may deem necessary
- Filing Fee \$ _____ payable to the City of Twin Falls
\$50.00 per plat + \$10.00 per lot

***All conveyance plats shall include the following note:

“A conveyance plat is a record of property approved by the City of Twin Falls, Idaho, for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit shall be issued until a final plat is approved, filed of record and public improvements accepted in accordance with the provisions of Title 10 of the City of Twin Falls City code. Selling a portion of this property by metes and bounds, except as shown on an approved, filed and accepted conveyance plat is a violation of City Code.”

I understand that:

1. This application is subject to acceptance by the City of Twin Falls upon determination that the application is complete.
2. This application is subject to consideration before the City of Twin Falls City Council.
3. The application fees are non-refundable.
4. This application is subject to approval of the County Commissioners if in the area of impact.

All information, statements, attachments, and exhibits included with this application submittal are true to the best of my knowledge.

Signature: _____ Date: _____

.....
OFFICIAL USE ONLY:

FEE AMOUNT \$ _____ RECEIPT NO. _____

CASH CHECK NO. _____ CREDIT/DEBIT CARD

DATE OF SUBMITTAL: _____

ENTERED IN MAGIC/CITY WORKS: _____

DATE OF ENGINEERING ACCEPTANCE: _____

CITY COUNCIL HEARING:

NOTIFICATION DATE TO APPLICANT: _____

HEARING DATE: _____

COUNTY HEARING:

HEARING DATE: _____