



PLANNING & ZONING ADMINISTRATION

BUILDING ♦ PLANNING ♦ FLOODPLAIN

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Conveyance of Property per Exemption

Shoshone County Code-Title 10: Subdivision / Subdivision Ordinance #139

Checklist

- Contact the **Planning Administrator** to discuss desired adjustment and obtain a copy of the parcel map.
An in-person meeting may be required.
- Obtain the most current deed(s) with legal descriptions (**title company**) for all affected properties.
- Obtain new written legal descriptions and deeds of conveyance (warranty or quit claim) for all affected lots and parcels (**surveyor**).
Some exemptions may require a stamped record of survey to be prepared by a professional surveyor licensed in the state of Idaho.
- Ensure that all property taxes are paid in full for the current year (**Treasurer's office**).
- Record new deed(s) and legal descriptions with the **Recorder's office**.
- After 4-6 weeks, verify with that records have been revised to reflect changes (**Recorder's office**).