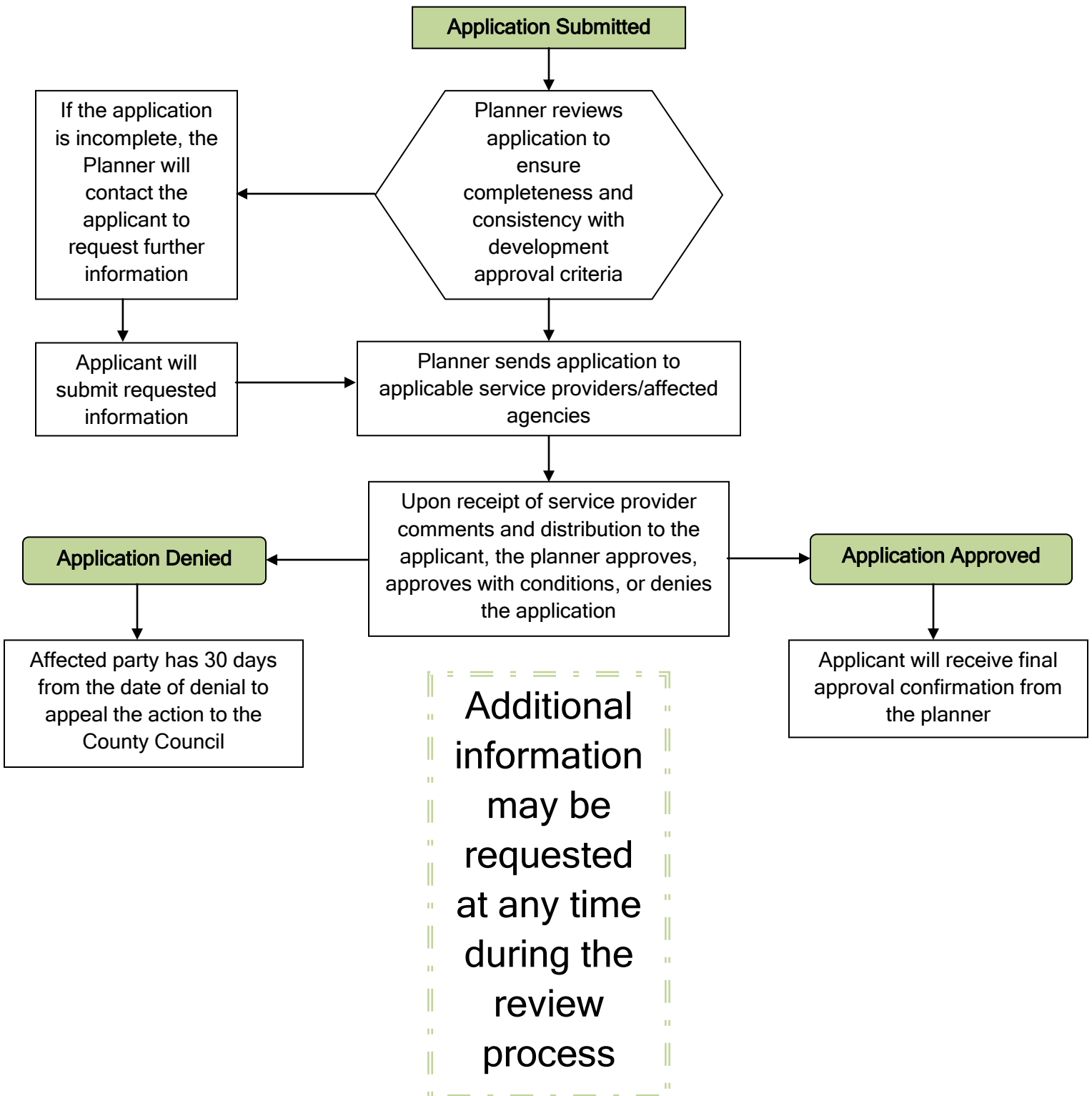




LOT LINE ADJUSTMENT





Community Development Department
P.O. Box 128
60 North Main Street
Coalville, Utah 84017
Phone: 435-615-3124
Fax: 435-615-3046
www.summitcounty.org

CHECKLIST AND REVIEW PROCEDURE FOR LOT LINE ADJUSTMENT

● CRITERIA FOR APPROVAL

1. The parcels involved in the subdivision are not within a previously recorded subdivision plat.
2. No additional dwelling lot, housing unit and/or development right results from the lot line adjustment.
3. The lot line adjustment does not result in remnant land that did not previously exist.
4. The lot line adjustment does not result in violation of applicable zoning requirements.
5. Each property owner involved in the lot line adjustment must consent to the adjustment.

● SUBMISSION REQUIREMENTS

- ***Application form:*** Completed and signed by the property owner(s).
- ***Approval of the property owner(s) if different from the applicant:*** The property owner(s) must sign the back of the application form, or submit a letter indicating their ownership and authorization for the submittal of the application.
- ***Fee:*** One payment will be accepted for both the Planning and Engineering fees.
 - ***Planning Fee:*** \$500.00
 - ***Engineering Fee:*** \$40.00
- ***Ownership Deeds with new legal descriptions for each parcel involved in the lot line adjustment signed by all interested parties.*** (Prepared by a Surveyor or Title Company).
- ***1 copy of a detailed survey (11" x 17" minimum paper size, drawn to scale) which includes:***
 - Title that states "Lot Line Adjustment Between Parcels _____ and _____";
 - Date of plat, approximate true north point, scale, name of land surveyor and Surveyor's Certificate;
 - Location and dimensions of all property lines, existing easements, existing streets, and other public rights-of-way and identification of any structures and their setbacks from the adjusted property boundaries;
 - Narrative (explanation of the lot line adjustment).
- ***1 electronic copy of the aforementioned materials in PDF format.***
- ***ADDITIONAL INFORMATION MAY BE REQUIRED.***

- **REVIEW PROCEDURE**

1. The planner will review the application and determine if the application complies with the “Criteria for Approval” of a Lot Line Adjustment.
2. The request will be sent to the Summit County Engineering Office and Summit County Records Office for their review and comment. Upon receipt of their comments, the planner will contact the applicant to discuss their recommendations.
3. The planner will prepare a “Lot Line Adjustment” memorandum that will shall be executed by the property owner(s) and recorded in the Summit County Records Office with the final deeds and survey.



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LOT LINE ADJUSTMENT APPLICATION FORM

Owner(s) of Record:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Fax: _____

Authorized Representative to Whom All Correspondence is to be Sent:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Fax: _____

Project Information:

Parcel #: _____ Subdivision Name: _____

Address: _____ Section: _____ Township: _____ Range: _____

Do you currently have constructions plans turned in for Building Permit review? YES (plan check #) _____ NO

Project Description (acreage, building square footage, number of lots, etc.):

FOR OFFICE USE ONLY

Planning Fee: \$500.00, Engineering Fee: \$40.00

Snyderville Basin

Eastern Summit County

RECEIPT #: _____ DATE RECEIVED: _____ RECEIVED BY: _____

OWNER(S) ACKNOWLEDGEMENT

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid. Notification and publication fees for required public hearing notices (individual notices mailed to property owners - \$2.00 per notice; 14 day publication of legal notice in local newspaper - cost of notice) will be billed to applicant at the time a hearing is scheduled. Notification fees must be paid within 10 days of billing.

PLEASE NOTE REGARDING FEES; the payment of fees and /or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner(s) Signature: _____ Date: _____

Print Name: _____ Date: _____