



# Lot Line Adjustment

SALT LAKE CITY PLANNING

OFFICE USE ONLY			
Project #:	Received By:	Date Received:	Zoning:

PLEASE PROVIDE THE FOLLOWING INFORMATION	
Property 1	Property 2
Address	Address
Parcel # (County Tax ID)	Parcel # (County Tax ID)
Owner Name	Owner Name
Owner Email	Owner Email
Owner Signature Consenting to Application	Owner Signature Consenting to Application
2 <sup>nd</sup> Owner Signature Consenting to Application	2 <sup>nd</sup> Owner Signature Consenting to Application

**Please note** that additional information may be required by the project planner to ensure adequate information is provided for staff analysis. All information required for staff analysis will be copied and made public, including professional architectural or engineering drawings, for the purposes of public review by any interested party.

### WHERE TO FILE THE COMPLETE APPLICATION

Apply online through the [Citizen Access Portal](#). There is a [step-by-step guide](#) to learn how to submit online.

### REQUIRED FEE

Filing fee of **\$267**

### SIGNATURE

If applicable, a notarized statement of consent authorizing applicant to act as an agent will be required.

Signature of Owner or Agent submitting the application:	Date:
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## SUBMITTAL REQUIREMENTS

Staff Review

Please include with the application (*please electronically attach additional sheet/s if necessary*)

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Signatures</b><br>The signatures of all property owners of record whose land is involved in the adjustment. If the number of owners exceeds the amount provided on the front page of this application form, attach signed letters from all other owners clearly consenting to the adjustment.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Legal Description</b><br>A digital file copy of the legal description of the <b>current boundaries</b> of the subject lots/parcels, and the legal descriptions of each of the <b>proposed boundaries</b> of the new lots/parcels.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Site Plan</b><br>A digital (PDF) copy of the site plan drawing. The site plan shall be verified by a Utah registered land surveyor or licensed engineer and include the following information: <ul style="list-style-type: none"><li>- Current lot lines</li><li>- Proposed adjustments</li></ul> Location of home (s) and/or buildings on the parcels involved, including setbacks from all buildings to the existing and adjusted parcel line(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Deeds</b><br>One (1) unsigned copy (digital or paper) of the deed(s) or other recordable instrument that will be used to execute the adjustment.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Easements</b><br>Verification that relocation of a parcel line(s) will not leave in place a utility easement(s) that will impede future development.  |

## APPEAL PROCESS

- ➔ Any person adversely and materially affected by any final decision made by the planning director or designee may file a petition for review of the decision with the planning commission within ten (10) days after the record of decision is posted to the city's internet site.
- ➔ Any person adversely affected by any final decision made by the planning commission under this chapter may file a petition for review of the decision with the Appeals Hearing Officer within ten (10) days after the decision is rendered.

## AVAILABLE CONSULTATION

- ➔ Planners are available for consultation prior to submitting this application. Please email [zoning@slcgov.com](mailto:zoning@slcgov.com) if you have any questions regarding the requirements of this application.

## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

\_\_\_\_\_ I acknowledge that Salt Lake City requires the items above to be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package.