



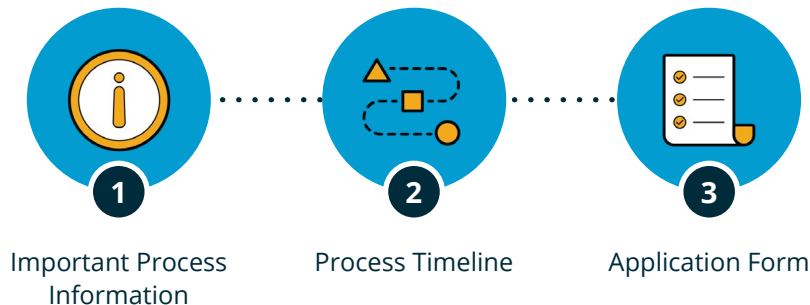
PLANNING PROCESS //

SUBDIVISION: LOT LINE ADJUSTMENT

ABOUT THE APPLICATION

Thank you for your interest in submitting a Subdivision: Lot Line Adjustment application. The following packet will provide general information to get started on your project and guide you through the application process from start to finish. The package is broken down into three sections: Information about the application, a visual diagram of the application process, and the application form.

We highly encourage you to work with our Planning staff prior to submitting an application. For questions regarding any of the information listed in this packet or to set up a pre-submittal meeting please contact us at zoning@slc.gov or give us a call at 801.535.7757.



PLANNING DIVISION
451 SOUTH STATE STREET ROOM 406
PO BOX 145480
SALT LAKE CITY, UT 84114-5480

[SLC.GOV/PLANNING](https://slc.gov/planning)
ZONING@SLC.GOV
TEL 801-535-7757

PURPOSE

A lot line adjustment is required for the relocation of property boundary lines between adjoining lots or parcels that are described by either a metes and bounds description or a recorded plat. The application shall only be filed with the consent of the property owners of record.

STANDARDS FOR LOT OR PARCEL LINE ADJUSTMENTS ([20.18.030](#))

An application for a lot or parcel line adjustments shall result in lots or parcels that comply with the following standards:

- A.** Existing structures comply with all applicable regulations in Title 21A regarding lot size, lot width, and required setbacks unless modified through a planned development or when necessary to comply with a finalized development agreement;
- B.** The resulting lots or parcels do not alter any existing easement unless the existing easements are included in the application for an adjustment. If the easement is shown on a recorded plat and is impacted by the proposed adjustment, a subdivision amendment is required;
- C.** The proposed adjustment does not create any new or increase the amount of noncompliance with Title 21A or does not result in a use expanding to a portion of a property where the use is not authorized in the applicable land use tables in [Chapter 21A.33](#);
- D.** The resulting adjustment will not result in more than one principal building on a single lot unless authorized by Title 21A;
- E.** The resulting adjustment will not alter any public right of way; and
- F.** The resulting adjustment will not create any new lots or parcels.
- G.** The proposed adjustment complies with the applicable standards in Sections [20.26.080](#) and [20.26.090](#).
- H.** The proposed adjustment does not place the consolidated lot(s) into noncompliance with public utility requirements, such as meter standards, utility placement, shared facilities, and other adopted standards.



APPEAL OF DECISION ([20.30](#))

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 website.

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.



CONSULTATION

If you have questions regarding the Subdivision: Lot Line Adjustment regulations or process, please contact the Salt Lake City Planning Counter staff at zoning@slc.gov or give us a call at 801-535-7757. If you would like to discuss your development plan in more detail, you can request a pre-submittal meeting with Planning staff by contacting the Planning Counter.

Pre-submittal meetings are held on Thursdays in 30 minute slots between 1:30 and 3:30 pm.



PROCESS TIMELINE

TIME FRAME

 2 - 3 MONTHS

- APPLICANT
- STAFF



1

APPLICATION RECEIVED

Application submitted and pre-screened to ensure submittal requirements are met and fees are paid.



2

PLANNER ASSIGNED

Application reviewed by Planner to ensure complete documentation (if incomplete, the applicant will be provided a list of missing info to submit).

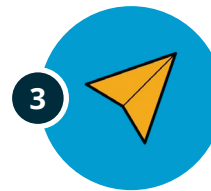
 14 days



4

APPLICATION MODIFICATIONS

Modifications based on City Department review comments (if needed, applicant must submit updates).



3

DEPARTMENTAL REVIEW

Plans are routed to applicable city departments and divisions for review.

 14 days



5

STAFF APPROVAL

Staff issues approval letter to be recorded the Salt Lake County recorder's office along with executing deed.



6

DEED RECORDED

Approval letter and deed must be recorded at the County Recorder's office for change to come into effect.

DISCLAIMER: APPLICATION TIME FRAMES MAY VARY DEPENDING ON CURRENT WORKLOAD AND COMPLEXITY OF APPLICATIONS. INCOMPLETE OR MISSING INFORMATION ON DRAWINGS AND APPLICATION FORMS WILL DELAY THE PROCESS.

SUBDIVISION: LOT LINE ADJUSTMENT

IMPORTANT INFORMATION



CONSULTATION

Available prior to submitting an application. For questions regarding the requirements, email us at zoning@slc.gov.



SUBMISSION

Submit your application online through the [Citizen Access Portal](#). Learn how to submit online by following the [step-by-step guide](#).



REQUIRED FEES

\$313 filing fee.

APPLICANT INFORMATION

PROJECT NAME (OPTIONAL)

REQUEST

PROPERTY #1

ADDRESS

PARCEL # (COUNTY TAX ID)

NAME OF OWNER

EMAIL

SIGNATURE OF PROPERTY OWNER #1

PROPERTY #2

ADDRESS

PARCEL # (COUNTY TAX ID)

NAME OF OWNER

EMAIL

SIGNATURE OF PROPERTY OWNER #2

NOTE: IF THE REQUEST IS FOR MORE THAN TWO PROPERTIES PLEASE INCLUDE ADDITIONAL PROPERTIES ON A SEPARATE SHEET (SEE [PAGE #11](#)).

OFFICE USE

CASE NUMBER

RECEIVED BY

DATE RECEIVED

DISCLAIMER: 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.

ACKNOWLEDGMENT OF RESPONSIBILITY

1. This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application will be processed under the name provided below.
2. By signing the application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided are considered public records and may be made available to the public.
3. I understand that my application will not be processed until the application is deemed complete by the assigned planner from the Planning Division. I acknowledge that a complete application includes all of the required submittal requirements and provided documents comply with all applicable requirements for the specific applications. I understand that the Planning Division will provide, in writing, a list of deficiencies that must be satisfied for this application to be complete and it is the responsibility of the applicant to provide the missing or corrected information. I will keep myself informed of the deadlines for submission of material and the progress of this application.
4. I understand that a staff report will be made available for my review prior to any public hearings or public meetings. This report will be on file and available at the Planning Division and posted on the Division website when it has been finalized.

NAME OF APPLICANT

EMAIL

MAILING ADDRESS

PHONE

APPLICATION TYPE

SIGNATURE

DATE

LEGAL PROPERTY OWNER CONSENT

If the applicant is not the legal owner of the property, a consent from property owner must be provided. Properties with a single fee title owner may show consent by filling out the information below or by providing an affidavit.

Affirmation of sufficient interest: I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

LEGAL DESCRIPTION OF SUBJECT PROPERTY

NAME OF OWNER

EMAIL

MAILING ADDRESS

SIGNATURE

DATE

-
1. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
 2. If a joint venture or partnership is the fee owner, attach copy of agreement authorizing action on behalf of the joint venture or partnership.
 3. If a Home Owner's Association is the applicant then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

DISCLAIMER: BE ADVISED THAT KNOWINGLY MAKING A FALSE, WRITTEN STATEMENT TO A GOVERNMENT ENTITY IS A CRIME UNDER UTAH CODE CHAPTER 76-8, PART 5. SALT LAKE CITY WILL REFER FOR PROSECUTION ANY KNOWINGLY FALSE REPRESENTATIONS MADE PERTAINING TO THE APPLICANT'S INTEREST IN THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION.

Please provide the following information with your application. Confirm that you have included each of the requirements listed below by adding a check mark for each item.

CHECK	STAFF	REQUIREMENTS (20.10.060)
<input type="checkbox"/>	<input type="checkbox"/>	Required forms as provided by the planning director;
<input type="checkbox"/>	<input type="checkbox"/>	All applicable fees;
<input type="checkbox"/>	<input type="checkbox"/>	The name and address of the subdivider, if different than the recorded owner there shall be a statement from the recorded owner authorizing the subdivider to act on the owner's behalf;
<input type="checkbox"/>	<input type="checkbox"/>	The name, address, phone number, email, of the person and organization preparing the subdivision documents;
<input type="checkbox"/>	<input type="checkbox"/>	The signatures of all property owners of record whose land is involved in the adjustment;
		Digital copies of a site plan, record of survey and other items necessary for proper review as specified by the planning director. The site plan shall be verified by a Utah registered land surveyor or licensed engineer and include the following information:
<input type="checkbox"/>	<input type="checkbox"/>	1. Current lot or parcel lines;
<input type="checkbox"/>	<input type="checkbox"/>	2. Proposed adjustment(s) to the existing and adjusted lot or parcel lines;
<input type="checkbox"/>	<input type="checkbox"/>	3. Location of the home(s) and/or building(s) on the parcels involved, including accessory buildings;
<input type="checkbox"/>	<input type="checkbox"/>	4. Setbacks from all buildings to the existing and adjusted lot or parcel line(s);
<input type="checkbox"/>	<input type="checkbox"/>	5. Subdivision standards that are applicable to lot and parcel line adjustments;
<input type="checkbox"/>	<input type="checkbox"/>	A deed or other recordable instrument that will be used to execute the adjustment on a form provided by the planning director; and
<input type="checkbox"/>	<input type="checkbox"/>	Verification that relocation of a lot or parcel line(s) will not leave in place a utility easement(s) that will impede future development.

CHECK	STAFF	REQUIREMENTS
		Demonstrated compliance with Standards for Blocks (20.26.080)
<input type="checkbox"/>	<input type="checkbox"/>	A. Public Streets Required: All subdivisions shall include public streets as required by the adopted general plan of the city. The subdivision may include additional streets not identified in the general plan. Streets shall be used to create blocks that comply with this section. Local streets within a subdivision shall be public unless private streets are approved through a planned development in accordance with Chapter 21A.55.
<input type="checkbox"/>	<input type="checkbox"/>	B. Blocks shall be created by streets as required in the adopted general plan. For the purpose of this section, a midblock walkway identified in the general plan shall be considered a street for determining block size. Blocks shall be created by local streets as follows:
<input type="checkbox"/>	<input type="checkbox"/>	1. In zoning districts that allow residential uses, proposed streets that comply with the applicable street cross section in the Street and Intersection Typologies Design Guide are required when the proposed subdivision is over five acres in size unless the subdivision is approved as part of a planned development. For the purpose of this section, a residential use does not include a dwelling for a caretaker when allowed in zoning districts that do not allow other residential land uses. This section shall also apply to any lot/parcel line adjustment or lot/parcel consolidation; and
<input type="checkbox"/>	<input type="checkbox"/>	2. In all other zoning districts, there is no maximum block size.
		Demonstrated compliance with Standards for Lots and Parcels (20.26.090)
<input type="checkbox"/>	<input type="checkbox"/>	A. Frontage on Public Streets: All lots or parcels shall have frontage on a public street and the frontage shall comply with the minimum lot width requirements of the underlying zoning district. This standard is not applicable if Title 21A allows lots or parcels without street frontage. This provision may be modified as part of a planned development in accordance with Chapter 21A.55. Access that crosses multiple lots shall include appropriate cross access easements.
<input type="checkbox"/>	<input type="checkbox"/>	B. Buildable Areas: All subdivisions shall result in lots or parcels that provide a practically sized buildable area except for lots or parcels that are:
<input type="checkbox"/>	<input type="checkbox"/>	1. Identified as undevelopable on a subdivision plat;
<input type="checkbox"/>	<input type="checkbox"/>	2. Identified as a public park or open space;
<input type="checkbox"/>	<input type="checkbox"/>	3. Identified as a protection strip intended to prevent access across property provided the protection strip complies with the standards of this title; or
<input type="checkbox"/>	<input type="checkbox"/>	4. Intended to be used for public infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	C. Minimum Lot or Parcel Size: All lots or parcels shall comply with the minimum lot size and lot width required within the applicable zoning district or overlay district in Title 21A.

CHECK	STAFF	REQUIREMENTS
<input type="radio"/>	<input type="radio"/>	D. Lot or Parcel Shape: all lots and parcels shall generally be rectangular in shape except when one of the following conditions exist:
<input type="radio"/>	<input type="radio"/>	1. The lot or parcel shares a property line with a lot or parcel that is not part of the subject subdivision and that property line is curved, angled, or has multiple angles along the length of the property line;
<input type="radio"/>	<input type="radio"/>	2. The lot or parcel has frontage on a public right of way or private street and the boundary of the public right of way or private street is curved, angled, or has multiple angles along the length of the boundary. Side property lines shall be approximately at right angles or radial to the street line;
<input type="radio"/>	<input type="radio"/>	3. The property line follows a natural feature that includes a water way, slope over 30 degrees, rockfall area, wetland, ridge line, or other natural area that necessitates a different shape lot;
<input type="radio"/>	<input type="radio"/>	4. This standard does not apply when:
<input type="radio"/>	<input type="radio"/>	a. The shape is approved as part of a planned development;
<input type="radio"/>	<input type="radio"/>	b. The lot or parcel is a flag lot; or
<input type="radio"/>	<input type="radio"/>	c. The lot or parcel is in a special purpose zoning district other than MU Mixed Use District.
<input type="radio"/>	<input type="radio"/>	E. Double Frontage Lots: Double frontage lots are prohibited in subdivisions located in residential zoning districts.
<input type="radio"/>	<input type="radio"/>	F. Developable Area Limitation on Steep Slopes: The applicant shall provide a slope classification map with any subdivision application when the subdivision is in any foothill zoning district or open space zoning district. The slope classification map shall use a “ten-foot averaging” to determine the locations of any slope that exceeds thirty percent (30%). All slopes that are thirty percent (30%) or greater shall be considered significant steep slopes and are undevelopable. This section shall also apply to zoning map amendments that propose changing the zoning from a foothill zoning district to any other zoning district.
<input type="radio"/>	<input type="radio"/>	1. All areas of significant steep slope shall be identified as “undevelopable area” on the plat. A legal description of the undevelopable area shall also be included on the plat;
<input type="radio"/>	<input type="radio"/>	2. The boundary line of the undevelopable area shall be identified as a “transition area” on the plat. The transition area shall be a minimum of ten (10) feet;
<input type="radio"/>	<input type="radio"/>	3. Undevelopable areas shall be protected from subsequent alteration or encroachment by an open space preservation easement granted to Salt Lake City on the subdivision plat;

CHECK	STAFF	REQUIREMENTS
<input type="radio"/>	<input type="radio"/>	4. Grading, landscaping, construction activities, streets (public or private) and other disturbances of the land are prohibited within the portions of the plat designated as an undevelopable area except as follows:
<input type="radio"/>	<input type="radio"/>	a. Any construction activity necessary to provide utility access to the lot when the undevelopable area is located between the street and the developable area on a lot and there is no other legally existing location to construct the necessary public utilities. Any excavation and grading work necessary to construct necessary utilities shall be the minimum necessary and any disturbance shall be returned to its natural condition;
<input type="radio"/>	<input type="radio"/>	b. Any driveway or walkway and associated retaining walls necessary to provide access to the building area when the undevelopable area is located between the street and the developable area and there is no other legally existing location to construct the driveway, walkway, and associated retaining walls. No driveway that qualifies for this exception may exceed fifteen (15) feet in width and no walkway may exceed six (6) feet in width. All retaining walls shall comply with the applicable provisions for retaining walls found in Title 21A;
<input type="radio"/>	<input type="radio"/>	c. Exceptions listed in Subsections a. and b. shall occupy the same space unless the engineering specifications for either requires a different location. The preference of the subdivider or property owner is not a valid reason to allow separate locations; or
<input type="radio"/>	<input type="radio"/>	d. Modifications to landscaping when necessary to comply with requirements or guidelines for vegetation in wildfire interface zones as recommended by a government agency.
<input type="radio"/>	<input type="radio"/>	5. A lot that has undevelopable area within its boundaries is allowed to exceed the maximum lot size in the underlying zone without a planned development and without needing to comply with the provisions in Title 21A for exceeding maximum lot size provided:
<input type="radio"/>	<input type="radio"/>	a. The parcel has a minimum of 1,500 square feet of net buildable area. The net buildable area shall not include any areas of thirty percent (30%) or greater slope or the required zoning setbacks or the portion of the transitional area that is required that lies within the required ten foot (10') minimum setback or twenty foot (20') average setback from the proposed development limit line, as defined by the Salt Lake City Zoning Ordinance;
<input type="radio"/>	<input type="radio"/>	b. The parcel has city sewer and water services that are located or can be extended to access the lot directly from the street; or
<input type="radio"/>	<input type="radio"/>	c. The applicant must present a construction plan, acceptable to the city, which demonstrates the ability to manage staging for construction in a manner that will not impact transitional or steep slope areas; and

CHECK	STAFF	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	6. The plat shall include the following language to indicate that the developable area limitation on steep slopes shall be shown on all building permits for new buildings or structures and additions to existing buildings or structures: “The developable area limitations and all undevelopable areas shall be shown on all building permits when the building permit includes the construction of any new building or structure and additions to any existing building or structure. The undevelopable area shall not be used for any construction activity, staging, or storage during the construction process.”
<input type="checkbox"/>	<input type="checkbox"/>	G. Solar Oriented Lots: For subdivisions with twenty-five (25) or more single-family residential lots at least fifty percent (50%) of lots less than 15,000 square feet, upon which detached single-family dwelling units are planned for construction, shall be oriented with the longest dimension lot line oriented towards the south to accommodate future solar panel installations on the property. Exceptions to this provision may be made by the planning director when:
<input type="checkbox"/>	<input type="checkbox"/>	1. The land that is proposed to be subdivided is along an existing street that is oriented in a manner that does not make it practical for the lots to comply with this requirement;
<input type="checkbox"/>	<input type="checkbox"/>	2. Where unusual topographic, environmental, soil, and similar conditions exist that, as determined by the planning director, make compliance with these provisions physically infeasible;
<input type="checkbox"/>	<input type="checkbox"/>	3. The property is within an existing subdivision and the proposal is a subdivision amendment; or
<input type="checkbox"/>	<input type="checkbox"/>	4. The existing lot or parcel is proposed to be modified through a lot line adjustment, parcel boundary adjustment, or consolidation. (Ord. 73-23, 2023).

INCOMPLETE INFORMATION WILL NOT BE ACCEPTED

INITIALS

DISCLAIMER: 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.

SUBDIVISION: LOT LINE ADJUSTMENT

ADDITIONAL APPLICANT INFORMATION

PROPERTY #3

ADDRESS

PARCEL # (COUNTY TAX ID)

NAME OF OWNER

EMAIL

SIGNATURE OF PROPERTY OWNER #3

PROPERTY #4

ADDRESS

PARCEL # (COUNTY TAX ID)

NAME OF OWNER

EMAIL

SIGNATURE OF PROPERTY OWNER #4

PROPERTY #5

ADDRESS

PARCEL # (COUNTY TAX ID)

NAME OF OWNER

EMAIL

SIGNATURE OF PROPERTY OWNER #5

PROPERTY #6

ADDRESS

PARCEL # (COUNTY TAX ID)

NAME OF OWNER

EMAIL

SIGNATURE OF PROPERTY OWNER #6

PROPERTY #7

ADDRESS

PARCEL # (COUNTY TAX ID)

NAME OF OWNER

EMAIL

SIGNATURE OF PROPERTY OWNER #7

PROPERTY #8

ADDRESS

PARCEL # (COUNTY TAX ID)

NAME OF OWNER

EMAIL

SIGNATURE OF PROPERTY OWNER #8