

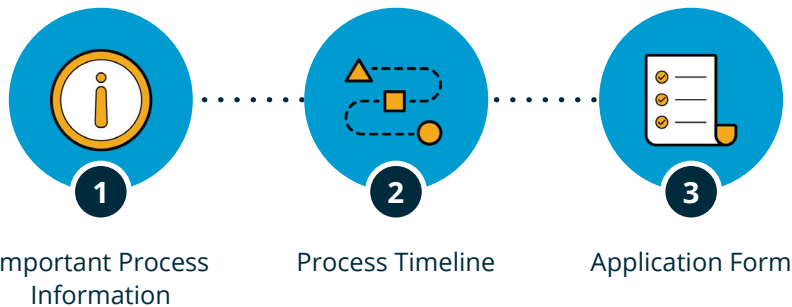


# PLANNING PROCESS // SUBDIVISION: LOT LINE ADJUSTMENT

## 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@slcgov.com](mailto:zoning@slcgov.com) or give us a call at 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 20.26.070 and 20.26.080.
- 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@slcgov.com](mailto:zoning@slcgov.com) 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

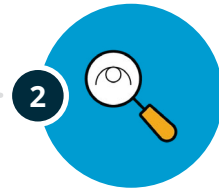
**TIME FRAME**  
🕒 2 - 3 MONTHS

- APPLICANT
- STAFF



## 1 APPLICATION RECEIVED

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



## 2 PLANNER ASSIGNED

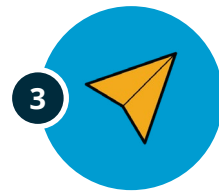
*Application reviewed by Planner to ensure complete documentation (if incomplete, the applicant will be provided a list of missing info to submit).*

🕒 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@slcgov.com](mailto:zoning@slcgov.com).



### SUBMISSION

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



### REQUIRED FEES

**\$301** 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 #9](#)).

## 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.

# SUBMITTAL REQUIREMENTS

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"/>	<b>Required forms as provided by the planning director;</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>All applicable fees;</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>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;</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>The name, address, phone number, email, of the person and organization preparing the subdivision documents;</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>The signatures of all property owners of record whose land is involved in the adjustment;</b>
		<b>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:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. Current lot or parcel lines;</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Proposed adjustment(s) to the existing and adjusted lot or parcel lines;</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Location of the home(s) and/or building(s) on the parcels involved, including accessory buildings;</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Setbacks from all buildings to the existing and adjusted lot or parcel line(s);</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Subdivision standards that are applicable to lot and parcel line adjustments;</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>A deed or other recordable instrument that will be used to execute the adjustment on a form provided by the planning director; and</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Verification that relocation of a lot or parcel line(s) will not leave in place a utility easement(s) that will impede future development.</b>

CHECK

STAFF

## REQUIREMENTS

### Demonstrated compliance with Standards for Natural Features (20.26.070)

#### A. Preservation of Natural Features: all subdivisions and subdivision amendments shall be designed to preserve the natural features of a site as follows:

- 1. Rivers, streams and creeks shall not be piped or placed in any culvert or man-made channel;
- 2. Wetlands shall be protected and buffered as required within the underlying zoning district, overlay district, or as identified in the general plan;
- 3. Wooded areas within a subdivision shall be preserved. Lots that include wooded areas are allowed to exceed the maximum lot size of the underlying zoning district and may count towards any required landscaping, regardless of location of the wooded area or the required landscaped area;
- 4. Wildlife habitat shall be preserved when the general plan identifies areas to be protected or Title 21A specifically requires protection of habitat or buffers from wildlife habitat. Area preserved as wildlife habitat may count towards the landscaping requirements of the underlying zoning district, regardless of the location of the wildlife habitat or the required landscaped area; and
- 5. Natural features identified in this section shall be identified as undevelopable areas on the final plat. The size of the undevelopable area shall be determined by the general plan if the general plan provides an objective metric to determine the area to be protected or as required by Title 21A Zoning. If both the general plan and Title 21A include conflicting regulations regarding this provision, the smaller requirement shall take precedent. If the general plan or Title 21A does not provide a minimum requirement, the document that does indicate a minimum requirement shall take precedent.

#### B. Environmental Conditions of Land to Be Dedicated: Environmental Site Assessments (ESAs) and remediation must be conducted on any land that is to be dedicated to the public, as follows:

- 1. ESAs shall be performed in accordance with the most recent version of ASTM Standard E1527.
- 2. The city reserves the right to conduct ESAs using a city-contracted environmental consultant if needed to avoid legal liability, if there are concerns with the environmental work conducted to date, or other reasons as determined by the director of sustainability, other department directors as applicable, or their designees.
- 3. If remediation is required to clean up the land to the appropriate land use standards, the remediation shall be completed prior to dedicating the land.
- 4. All ESAs and remediation reports shall be reviewed and approved by the director of sustainability, other department directors as applicable, or their designees.

CHECK	STAFF	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<b>Demonstrated compliance with Standards for Blocks (20.26.080)</b> <b>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</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>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:</b> <i>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</i>
<input type="checkbox"/>	<input type="checkbox"/>	<i>2. In all other zoning districts, there is no maximum block size.</i>

**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