



Applying for a Lot/Parcel Boundary Adjustment / Consolidation

A boundary line adjustment or a lot/parcel line adjustment is the process that is used to transfer land between two adjacent separate lots/parcels. A boundary line adjustment allows the legal transfer of ownership and minor relocation of property boundaries between two recorded subdivision parcels. The process can be used to combine adjoining parcels into one parcel, alter or correct the boundary between adjoining parcels, or reconfigure the shape of parcels. THIS APPLICATION IS NOT APPLICABLE FOR LOTS REQUIRING SUBDIVISION AMENDMENTS AS CONTAINED IN A LEGAL SUBDIVISION.

Overview

An individual interested in adjusting a boundary line must fill out the Lot Line Adjustment / Consolidation Application and pay a minimal fee of \$750.00. In accordance with City Code 11-3-10, to have a lot line adjustment approved, an application must be reviewed by the Planning Commission (if necessary other departments may need to review the application) to determine compliance with applicable regulations. Property owners from all affected properties must approve of the Boundary Line Adjustment Application. If all standards and regulations are met, the Planning Commission may approve the application for recording with the Utah County Recorder's office.

Boundary Line Adjustment Requirements

- ☐ Each lot/parcel must meet all applicable zoning requirements and regulations;
- ☐ All property owners impacted by the adjustment must sign the Lot/Parcel Line Adjustment Application and the Notice of Approval;
- ☐ A boundary line adjustment shall not impact any street right-of-way;
- ☐ The application must be filled out in its entirety, along with the proper supporting documentation.

Lot/Parcel Boundary Adjustment / Consolidation Application

Fee: \$750.00 Application Date _____ Project # _____

Property Owner #1

Name _____ Phone _____

Address _____ Zip _____

Email Address _____ Fax _____

Parcel Serial Number _____ Zoning _____

Property Owner Signature _____ Date _____

Property Owner #2

Name _____ Phone _____

Address _____ Zip _____

Email Address _____ Fax _____

Parcel Serial Number _____ Zoning _____

Property Owner Signature _____ Date _____

Property Owner #3

Name _____ Phone _____

Address _____ Zip _____

Email Address _____ Fax _____

Parcel Serial Number _____ Zoning _____

Property Owner Signature _____ Date _____

Please submit two (2) 24"x 36" paper copies and one (1) electronic copy for review by the Planning Commission.

All items must be submitted in order for application review.

- ☐ Lot/Parcel Line Adjustment Fee (\$750)
- ☐ Completed Application
- ☐ Title Report
- ☐ Narrative. (Please describe the proposed project in detail, including current and proposed conditions)
- ☐ Exhibit Drawing two (2) 24"x 36" and one (1) electronic copy (Please include the following)
 - Date, scale, and north arrow
 - Square footage and acreage of current and proposed lots/parcels
 - Building envelope
 - Current property lines of all affected parcels, including setbacks for all main and accessory structures
 - Proposed property lines of all affected parcels, including setbacks for all main and accessory structures
 - Separate legal descriptions of each lot/parcel after adjustment

Once the Planning Commission approves the application, a mylar will need to be submitted to the city offices for recording at the Utah County Recorder's Office.