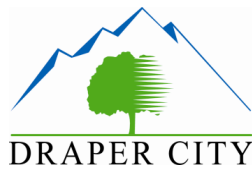


# LOT LINE ADJUSTMENT and JOINING LOTS Application Packet



Community Development Department  
1020 East Pioneer Road, Draper, UT 84020  
(801) 576-6399 – Fax (801) 576-6526



Dear Applicant,

This application packet has been developed as a means to assist you, the applicant, in understanding the application procedure and requirements when requesting a **Lot Line Adjustment or Joining Lots**. This packet includes all the necessary background information you will need to prepare and file a complete submittal that will allow your application to be processed and reviewed in the timeliest manner possible. The following materials have been included in this application packet for your convenience:

- Lot Line Adjustment and Joining Lots Application Form
- Affidavit Forms
- Lot Line Adjustment and Joining Lots Application Checklist
- Lot Line Adjustment and Joining Lots Review Process Chart

Incomplete applications will not be accepted, receipted, or processed. In order to adequately process your application, the following materials will be required at the time of submission of your application:

- Completed Lot Line Adjustment and Joining Lots Application Form
- Signed and Notarized Affidavit Form from all affected property owners.
- All items listed on the Lot Line Adjustment and Joining Lots Application Checklist (incomplete submissions will not be accepted).
- Application & Processing Fees, as specified in the current Draper City Fee Schedule.
- Other supporting materials as applicable.

Should you have any further questions regarding the application materials, process, or laws and ordinances governing site development, please feel free to contact City Hall at the address and phone number below. The Draper City Municipal Code and Consolidated Fee Schedule can be accessed via [www.draper.ut.us](http://www.draper.ut.us). Thank you for your interest in Draper City, and we look forward to working with you soon.

Sincerely,

Draper City

## Lot Line Adjustment and Joining Lots

Community Development Department  
 1020 East Pioneer Road, Draper, UT 84020  
 (801) 576-6399 Fax (801) 576-6526  
[www.draper.ut.us](http://www.draper.ut.us)



*Notice:* The applicant must submit copies of the lot line adjustment or joining lots plans to be reviewed by the City in accordance with the terms of the Draper City Municipal Code. Once a set of checklist items are submitted, they are subject to compliance reviews by the various city departments and may be returned to the applicant for revision if the plans are found to be inconsistent with the requirements of the City Code. All submitted lot line adjustment and joining lots proposals shall be reviewed in accordance with §17-9-060 of the Draper City Code. Submission of lot line adjustment or joining lots proposal in no way guarantees placement of the application on any agenda of any City reviewing body. It is **strongly** advised that all items be submitted well in advance of all deadlines.

Project Information					
Date of Submission:		Zone:		Parcel numbers:	
Project Name:				Acres:	
Project Address:					
Project Description:					
<b>Property Owner (one):</b>			<b>Property Owner (two):</b>		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
<b>Contact Person:</b>			Address:		
Phone:			City:	State:	Zip:
Cellular:	Fax:		Email:		

The application you are submitting is a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in *Utah Code Ann.* § 63-2-302.5, please inform the city employee accepting this information. Draper City does not share your private, controlled or protected information with any other person or government entity.

\*\*If more than two property owners are involved in the Lot Line Adjustment, please attach additional application forms with each property owner's information.

### Lot Line Adjustment Fee

\_\_\_\_\_ Lot Line Adjustment or Joining Lots Fee- \$200.00

For Office Use Only		
Received By:	Date Received:	App. #:

**AFFIDAVIT**

**PROPERTY OWNER**

STATE OF UTAH                    }  
  }ss  
COUNTY OF SALT LAKE }

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying and the Draper City Planning Staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

**AGENT AUTHORIZATION**

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s), \_\_\_\_\_, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

**AFFIDAVIT**

**PROPERTY OWNER**

STATE OF UTAH                    }  
  }ss  
COUNTY OF SALT LAKE }

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\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

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(Notary)  
Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

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\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

# Lot Line Adjustment and Joining Lots Application Checklist

*Incomplete applications will not be accepted.*

## Submission Requirements

- \_\_\_\_\_ Application Fee
- \_\_\_\_\_ Completed Application Form
- \_\_\_\_\_ County sidwell plat map showing the subject property outlined in red. Sidwell plat maps may be obtained from the applicable county recorder office.
- \_\_\_\_\_ Two schematic plans showing all items listed below:
  - Drawn to a scale no smaller than 1"=20' unless otherwise approved by staff.
  - Prepared, stamped, & signed by a **registered, licensed surveyor**.
  - North arrow
  - Scale of drawing.
  - Date of drawing.
  - Drawing and legal description of the parcel as it currently exists.
  - Drawing and legal description of the parcel as it will exist.
  - All property owners adjoining the property.
  - Total acreage of the property, dimensions of all lot lines, all landscaped areas, and parking areas.
  - Location of the buildings on the properties in relation to the current and proposed lot line.
- \_\_\_\_\_ All easements shall be abandoned by the necessary utility companies, along currently existing lot lines, and any other easements if determined necessary by the Draper City Planning Division (obtain P.U.E. company list from Draper City Engineering)
- \_\_\_\_\_ Title report that has been prepared within the last six months.
- \_\_\_\_\_ Provide **unrecorded** copy of proposed deeds to transfer property.
- \_\_\_\_\_ Affidavits, signed and notarized, from all affected property owners.

## General Lot Line Adjustment and Joining Lot Guidelines

Satisfactory completion of the drawings and the legal descriptions along with approval by the Community Development Department will allow the applicant to proceed with the following:

- A. Deed Recordation – The applicant takes the Community Development Department approved deed to the applicable county recorder's office to be recorded.
- B. Copy of Deed to the City – The applicant provides a copy of the recorded deed to the Community Development Department to complete the project file.

In order for a lot line adjustment to be granted the following requirements **must** be met:

1. No new dwelling lot or housing unit results from the lot line adjustment.
2. The properties as proposed will comply with this Code.

In order for lots to be joined the following requirements **must** be met:

1. A fee owner may join two or more of the petitioner fee owner's contiguous lots as long as the joined lots comply with this Code. The zoning administrator is the designated land use authority for joining lots.