



# Application for Lot Line Adjustment

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • [www.alpineut.gov](http://www.alpineut.gov)

During the review process, the Development Review Committee (DRC), the Planning Commission, and the City Council may request reasonable additional information from the applicant and may ask other advisors to review the application. A lot line adjustment of a property not within a recorded subdivision may be approved by the DRC unless the adjustment involves a change of use or change of zone of any of the property involved. If a change of use/zone is involved, the adjustment must receive a recommendation from the DRC to the Planning Commission, from the Planning Commission to the City Council, and a final approval from the City Council.

Prior to submitting an application, the applicant(s) must meet with the DRC to review the proposed lot line adjustment. The application will not be accepted unless all materials are complete and submitted and the fee is paid in accordance with the Alpine City Consolidated Fee Schedule.

## APPLICANT INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

AFFECTED PROPERTIES				
Serial number	Property Address	Property Owner	Acreage of parcel prior to adjustment	Acreage of parcel after adjustment

Is any of the property located in an approved, recorded subdivision?  No (Proceed to Section A)

Yes Subdivision Name (include plat) \_\_\_\_\_ Lot number(s) \_\_\_\_\_  
(Proceed to Section B)

## SECTION A: PROPERTY NOT WITHIN A RECORDED SUBDIVISION

If all of the property included in a proposed boundary line adjustment is not located in an approved, recorded subdivision, boundary lines may be adjusted through the use of legal descriptions. Property must be surveyed by a surveyor licensed to do such work in the State of Utah. Applicant(s) shall submit the following materials to the City Planner for DRC review:

- Three (3) copies of before-and-after legal descriptions of the properties
- Three (3) 11x17 size copies drawn to scale showing the properties before-and-after the adjustment
- This completed application, and payment of the associated fee in accordance with the current fee schedule

If any easements are located on any of the affected properties, applicant(s) must notify the appropriate entity and obtain approval and submit documentation of approval to the City.



**SECTION B: PROPERTY WITHIN A RECORDED SUBDIVISION (PLAT AMENDMENT)**

If any property included in a proposed boundary line adjustment is located within a recorded subdivision, the boundary line adjustment must be done by plat amendment and will require the notification and approval of all applicable utilities. In addition to the provisions below, the plat amendment shall comply with Utah State Code. Property must be surveyed by a surveyor licensed to do such work in the State of Utah. Applicant(s) shall submit the following materials to the City Planner for DRC review:

- Three (3) D (22x34) size copies of the plat amendment
- Three (3) 11x17 copies of the plat amendment
- An electronic copy of all required plans in a format specified by staff (AutoCAD)
- This completed application, and payment of the associated fee in accordance with the current fee schedule

**RECORDING: ALL TYPES OF PROPERTIES**

Applicant(s) shall submit the following materials to the City Recorder prior to recording:

- D (22x34) size mylar copy of the amended plat or property to be recorded
- Title report
- Tax clearance letter
- Payment for the recording fee

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

*Alpine City values your privacy. We collect only the information necessary to provide requested services. Refusal to provide this information may prevent us from fulfilling your request. Your data may be shared with authorized third parties. For more details, including where your data may be stored, visit <https://www.alpineut.gov/170/Recorder>.*

**FOR CITY USE ONLY**

- Plat Amendment(s)
- Legal Description

**Lot Line Adjustment Fee (\$125.00)**

**Plat Amendment (\$250.00)**

Date Fee Paid / Payment Type \_\_\_\_\_ Receipt # \_\_\_\_\_

DRC recommendation/approval \_\_\_\_\_ PC recommendation \_\_\_\_\_ CC approval \_\_\_\_\_