

STAFF USE ONLY
GL: 103413102 Dist. Code: 320
FEE:
\$350 + \$20 PER LOT



SARATOGA
SPRINGS
PLANNING

Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Monday. First round of comments anticipated complete after 10 business days.

**LOT LINE ADJUSTMENT APPLICATION
UPDATED JANUARY 2021**

PROJECT NAME: _____

Property Owner: _____ **Contact Person:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Applicant / Authorized Agent: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **E-mail:** _____

General location of the property: _____

Zoning: _____

Surrounding land uses: _____

Size of the subject property: _____ **Number of lots:** _____

Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless the application is determined to be complete, containing all items on the application checklist. Submit the signed application and supporting materials to Planning@SaratogaSpringsCity.com. Please contact the Planning Department Administrative Assistant at 801-766-9793 x155 with questions.

Plans will be routed for review the first business day after they are accepted. Once routed, most applications will receive a response within 10 business days. A Comment Review Meeting (CRM) may be scheduled 10 business days after the plans are routed and are generally held Thursday mornings. Reviews may require additional time for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

STAFF USE ONLY:

Anticipated review of 10 business days

Anticipated review of more than 10 business days

19.12.08. Property Line Adjustments (Exchange of Title).

1. **Standards.** Owners may adjust property lines between adjacent parcels that are described by a metes and bounds description, by exchanging title portions of those parcels after approval if:
 - a. No new dwelling lot or dwelling results from the property line adjustment;
 - b. The number of lots or parcels does not increase;
 - c. The adjoining property owners consent to the property line adjustment;
 - d. The property line adjustment does not result in remnant land that did not previously exist;
 - e. The adjustment does not result in a violation of applicable zoning requirements; and
 - f. A plat amendment is processed concurrently with the application if the parcels are part of an existing recorded plat.
2. **Application.** The owners shall file an application requesting a property line adjustment together with all required documents.
3. **Planning Director Review.** The Planning Director shall review all the documents to determine if they are complete and that they comply with the requirements set forth above. If the Planning Director determines that documents are complete, the Planning Director will take action the Property Line Adjustment.
 - a. The Planning Director shall determine whether the property line adjustment complies with the requirements of this section and this Title; and
 - b. The Planning Director shall approve, approve with conditions, or delay the amendment.
4. **Notice of Approval and Conveyance of Title.** After approval by the Planning Director, the applicant shall:
 - a. Prepare a Notice of Approval which:
 - i. is executed by each owner included in the exchange;
 - ii. is signed by the Planning Director;
 - iii. contains an acknowledgment for each party signing the Notice as required by State law for real property; and

- iv. recites the description of both the original parcels and the parcels created by the property line adjustment; and
 - b. Record a deed which conveys title as approved;
 - c. Record the Notice of Approval; and
 - d. Provide City staff with a recorded copy of the Notice of Approval.
2. **Property Line Adjustment Not a Subdivision.** A property line adjustment shall not be deemed a subdivision of property and shall not be required to follow the subdivision process of this Title.
 3. **Other Divisions of Land.** Other divisions of land not meeting the definition of subdivision in Utah Code § 10-9a-103, as amended, shall be allowed so long as the process in this Section is complied with and all requirements of § 10-9a-103 are met.

Applicant	City Staff	<i>Please check the applicable box to indicate the materials have been included with the application.</i>
		1. Application. Application form, applicant certification, and application fee.
		2. Fee. \$350 plus \$20 per lot
		3. Materials. Provide a pdf file of the signed application form and application materials.
		4. Information. All information requested on the forms attached to this application shall be submitted with the Lot Line Adjustment application.

APPLICANT ACKNOWLEDGMENT:

I hereby certify that I have read the information contained in this application form and that I have provided the required application materials.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

APPLICANT CERTIFICATION:

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. R 08-21 and R 11-22. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

PROPERTY LINE ADJUSTMENT REQUIREMENTS

We understand that the applicant has proposed to change the location of the property lines of two or more adjacent parcels of real property by transferring property from one owner to another. The following requirements shall be completed prior to the applicant receiving final approval from Saratoga Springs for the proposed property line adjustment. The advice of a title company and land surveyor are strongly encouraged for this process.

1. Submit the attached "Notice of Approval of Property Line Adjustment" (herein after referred to as "Notice") to Saratoga Springs for review and approval. The Notice shall include the following:
 - a. Property legal descriptions as follows:
 - i. A legal description for each of the properties that will be affected by the proposed change, **as they exist before the change**. Include the square footage and the Utah County parcel number of each property.
 - ii. A legal description for each of the properties that will be affected by the proposed change, **as they are proposed to be configured**. Include the **new square footage** and the Utah County parcel number of each property.
 - iii. Each legal description shall be stamped and signed by a professional land surveyor that is currently licensed in the State of Utah.
 - b. Signatures of all parties, having interest in the subject properties, declaring approval of the property line adjustment. All signatures shall be notarized.
2. Upon approval of the Notice coordinate with Saratoga Springs in order to have the following recorded at the Utah County Recorder's Office, in the order below:
 - a. Deeds that transfer property title to owners as approved.
 - b. Legal descriptions that show each of the properties in their final configurations as approved.
 - c. The completed Notice, property owner approvals, and Saratoga Springs approval.
3. Return a copy of the recorded Notice and approvals to the Saratoga Springs Planning Department.
4. Submit a separate title report for each piece of property that had property added to it, showing that the property was properly transferred and configured.

**NOTICE OF APPROVAL
OF PROPERTY LINE ADJUSTMENT**

In accordance with 19.12.08, Property Line Adjustments, Land Development Code of Saratoga Springs, the property line adjustment is hereby considered for approval for adjacent parcels of land which are currently described as follows:

Parcel No. (Parcel identification no.):

described as:

(Currently recorded legal description)

AND,

Parcel No. (Parcel identification no.):

described as:

(Currently recorded legal description)

Said property line adjustment will result in the following new descriptions of the above described parcels:

New Parcel (Parcel identification no.):

described as:

(Proposed new legal description)

AND

New Parcel (Parcel identification no.):

described as:

(Proposed new legal description)

PROPERTY OWNER APPROVAL

I (We), the undersigned owner(s) of the herein described property, identified by Parcel Number(s) , do hereby declare that I (we) do approve of the property line adjustment as described.

Witness the hand(s) of said owner(s), this _____ day of _____, 20_____.

STATE OF _____)
ss
COUNTY OF _____)

On the _____ day of _____, 20____, personally appeared before me (list names) _____ the signer(s) of the above instrument, who being by me duly sworn, did acknowledge that _____ executed the same.

Notary Public

My Commission Expires:

Residing in:

PROPERTY OWNER APPROVAL

I (We), the undersigned owner(s) of the herein described property, identified by Parcel Number(s) , do hereby declare that I (we) do approve of the property line adjustment above described.

Witness the hand(s) of said owner(s), this _____ day of _____, 20_____.

STATE OF _____)
ss
COUNTY OF _____)

On the _____ day of _____, 20____ , personally appeared before me (list names)_____ the signer(s) of the above instrument, who being by me duly sworn, did acknowledge that _____ executed the same.

Notary Public

My Commission Expires:

Residing in:

SARATOGA SPRINGS APPROVAL

I, _____, in accordance with 19.12.08, Property Line Adjustments, Land Development Code of Saratoga Springs, serving in my capacity as the Saratoga Springs Planning Director, approve the above described property line adjustment for portions of parcels by adjacent property owners of record where:

- a. no new dwelling lot or housing unit results from the property line adjustment;
- b. the adjoining property owners consent to the property line adjustment;
- c. the property line adjustment does not result in remnant land that did not previously exist; and
- d. the property line adjustment does not result in a violation of applicable zoning requirements.

Signed this _____ day of _____, 20_____.

Saratoga Springs Planning Director

STATE OF UTAH)
 ss
COUNTY OF UTAH)

On this _____ day of _____, 20_____, personally appeared before the Saratoga Springs Planning Director, the signer of the above who being duly subscribed and sworn did acknowledge to me that he/she executed the same.

Notary Public

My Commission Expires:

Residing in: