

# BOUNDARY ADJUSTMENT APPLICATION REQUIREMENTS



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 Tuesday.  
First round of comments anticipated complete within 10-12 business days.*

## REVIEW FEES:

\$750

(Includes 3 reviews; additional reviews \$750 each)

GL: 103413102 DIST. CODE: 320

## Application Process

A Boundary Adjustment may be applied for in accordance with [Chapter 19.12 of the Land Development Code](#). Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

**Disclaimer:** Please consult current ordinances, including State and City codes, and other legal precedents for applicable law. This application will be subject to any and all valid laws in place at the time a complete application meeting all city ordinances is submitted with all application fees paid. Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

The City of Saratoga Springs is not responsible for any errors related to the boundary adjustment.

### **STEP 1 – PREPARE APPLICATION**

- Review relevant code.
- Review application checklist(s).
- Prepare application materials & plans.
- Mark included items on the application checklist(s).
- Obtain signatures on Acknowledgement & Certification page and any other required documents.

### **STEP 2 – APPLY**

- Create an account or log in to your Cityworks Public Portal account at: [cityworks.saratogasprings-ut.gov/publicaccess](http://cityworks.saratogasprings-ut.gov/publicaccess)
- To review the Public Access Portal Guide, see [www.SaratogaSprings-UT.gov/portalguide](http://www.SaratogaSprings-UT.gov/portalguide).
- To submit your application
  - a. Click **Create Application**.
  - b. Choose the **Planning** category.
  - c. Choose the Application type and read the Application Help that displays. This has information to help you verify that you have chosen the correct Application type and may include additional instructions.
  - d. Click **Begin Application** – add requested information. Note that the person listed as the Applicant will receive emailed invoices, status updates, and approval packets. Additional Applicants can be added if desired.
  - e. Upload **and label** required and supporting documents.
    - i. This application form & included checklist(s) are a **required upload** – label as Application Checklist(s).
    - ii. The signed Acknowledgement & Certification is a **required upload** – label as

Acknowledgement & Certification. Find it at [www.saratogasprings-ut.gov/certification](http://www.saratogasprings-ut.gov/certification). All owners must sign. You can upload multiple copies.

iii. Upload and label any other supporting documents.

**f. Tips for completing your application:**

- i. You can type in an address, a street or intersection, or choose the exact location on the map
- ii. Red indicates a required field
- iii. When adding people, click “more ....” for additional required fields
- iv. After uploading documents, click “Label” and choose a label. Each required label must be used.

### **STEP 3 – COMPLETENESS REVIEW**

- Relevant departments will review your application and materials for completeness.
- Comments on incomplete applications will be available via the portal.
- Upload additional/corrected documents via the portal as requested.
- Applications are not accepted until they are deemed complete and fees are paid.

### **STEP 4 – PAY FEES**

- After the application is deemed complete, fees can be paid using the portal via credit/debit card (3% convenience fee may apply) or e-check.

Physical checks accompanied by an invoice may be delivered to:

City of Saratoga Springs  
Planning Department  
319 S Saratoga Rd  
Saratoga Springs, UT 84045

- After fees are paid, the application will enter formal review.

### **STEP 5 – REVIEW**

- The complete application will be routed for review the first business day after fees are paid.
- The application is now under review. You can follow the review process via the portal.
- After being routed to City staff, most applications will receive a response via the portal within 10-12 business days.
- Reviews for large projects or those with complex circumstances may require additional time; in these instances, the City will notify the applicant of the extended review period.
- A Comment Review Meeting (CRM) may be requested after comments are sent to the applicant.

### **STEP 6 – PREPARE RESUBMITTAL** (as needed)

- Update your plans and/or documents to incorporate staff comments/redlines.
- If any staff comments have not been addressed, the resubmittal will not be accepted.
- To resubmit for review, upload updated documents via the portal.

### **STEP 7 - APPROVAL**

- When your application is approved, your approval letter will be uploaded to Cityworks.
- Planning Commission and/or City Council approval are required for some applications. Your Planner will assist you through that process. Applications that are not reviewed and ready for Commission/Council review will not be added to an agenda.

**Questions on the application process?** See the Cityworks Public Portal User Guide at [www.saratogasprings-ut.gov/portalguide](http://www.saratogasprings-ut.gov/portalguide) or contact us at 801.766.9793 x 155 or [Planning@SaratogaSprings-UT.gov](mailto:Planning@SaratogaSprings-UT.gov).

**Questions about comments after staff review?** Reach out to the planner – she or he is the project manager for your application. A comment review meeting (CRM) can be scheduled upon request.

## Planning Checklist Items

Applicant	City Use Only	<i>Check or initial the applicable boxes to indicate the items have been included. The application will not be accepted if the checklist is incomplete.</i>
		1. <b>Subdivision Plat and Lots To Adjust:</b> _____
		2. This application with the applicant column initialed, uploaded under the label: <i>Application Checklist(s)</i> .
		3. Signatures of the applicant and all property owners on the <a href="#">Acknowledgement &amp; Certification</a> page. Upload this document under the label: <i>Acknowledgement and Certification</i> .
		4. All information requested on the Boundary Adjustment Requirements page, Notice of Approval of Boundary Adjustment form, Property Owner Approval form(s), and Saratoga Springs Approval form (below).

## BOUNDARY ADJUSTMENT REQUIREMENTS

We understand that the applicant has proposed to change the location of the boundaries 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 boundary adjustment. The advice of a title company and land surveyor are strongly encouraged for this process.

1. Submit the attached "Notice of Approval of Boundary 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. A survey that shows the following:
    - i. Existing dwellings, outbuildings, improvement, and other physical features;
    - ii. Existing easements; rights-of-way, conditions, or restrictions recorded or apparent;
    - iii. The former boundary location
    - iv. The new boundary location
    - v. The size, shape, and dimensions of each adjusted lot or parcel; and
    - vi. Other existing or proposed improvements that impact or are subject to land use regulations.
  - c. Signatures of all parties, having interest in the subject properties, declaring approval of the boundary 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 BOUNDARY ADJUSTMENT**

In accordance with 19.12.08, Boundary Adjustments, Land Development Code of Saratoga Springs, the boundary 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 boundary 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)

**The City of Saratoga Springs is not responsible for any errors related to the boundary adjustment.**

## 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 boundary 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 boundary 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, Boundary Adjustments, Land Development Code of Saratoga Springs, serving in my capacity as the Saratoga Springs Planning Director, approve the above described boundary adjustment for portions of parcels by adjacent property owners of record where:

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

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Saratoga Springs Planning Director

STATE OF UTAH )  
COUNTY OF UTAH ) SS

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me, \_\_\_\_\_, 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: