



# Routine & Uncontested Lot Line Adjustment

OFFICE USE ONLY

Petition No.  
Date Received:  
Reviewed By:

SALT LAKE CITY PLANNING

**SUBDIVISION NAME:**

**Address of Subject Property No. 1:**

**Address of Subject Property No. 2:**

Name of Applicant:

Phone:

Address of Applicant:

E-mail Address of Applicant:

Cell/Fax:

Applicant's Interest in Subject Property:

Name of Property Owner 1:

Phone:

Name of Property Owner 2:

Phone:

E-mail Address of Property Owner 1:

Cell/Fax:

E-mail Address of Property Owner 2:

Cell/Fax:

County Tax ID ("Sidwell #") for each lot:

Zoning of 1<sup>st</sup> lot:

Zoning of 2<sup>nd</sup> lot:

Legal Descriptions (if different than tax parcel number):

Date of Update

Type Of Usage

Existing Property Use

Proposed Property Use

**Please include with the application:**

*Attach additional sheets, if necessary*

- A. The signatures of approval of all abutting property owners and property owners directly across any abutting street(s) on the attached form provided by the planning division.
  - B. Six (6) copies of a preliminary plat drawing in accordance with both Chapter [20.16](#) and Section [20.08.250](#) of the City Ordinance, showing the land to be subdivided, properly and accurately drawn to scale, certified as accurate by a registered land surveyor or professional engineer.
  - C. A current Sidwell map from the Salt Lake County Recorder's office showing the entire subject area with property ownership boundaries.
- Filing fee of \$221.48 due at time of application.**

**Notice:** Additional information may be required by the project planner to ensure adequate information is provided for staff analysis. All information submitted as part of the application may be copied and made public including professional architectural or engineering drawings which will be made available to decision makers, public and any interested party.

**If you have any questions regarding the requirements of this application, please contact the Salt Lake City Planning Division at 535-7757 prior to submittal.**

**File the complete application at:**

Salt Lake City Buzz Center  
451 South State Street, Room 215  
Salt Lake City, UT 84111  
Telephone: (801) 535-7700

**County tax parcel ("Sidwell") maps and names of property owners are available at:**

Salt Lake County Recorder  
2001 South State Street, Room N 1600  
Salt Lake City, UT 84190-1051  
Telephone: (801) 468-3391

Signature of Property Owner 1 \_\_\_\_\_  
*Or authorized agent*

Signature of Property Owner 2 \_\_\_\_\_  
*Or authorized agent*

# **ROUTINE AND UNCONTESTED LOT LINE ADJUSTMENT PROCESS**

## **What is a routine and uncontested lot line adjustment?**

A lot line adjustment in a subdivision means the relocation of the property boundary line between two (2) adjoining lots with the consent of the owners of record.

## **Process**

The purpose of this process is to allow lot line adjustments between two (2) two legally existing agricultural, residential, commercial or industrial subdivision lots to be considered and approved administratively by the Planning Division. A routine and uncontested lot line adjustment must meet the following criteria:

- Each lot will meet all applicable zoning requirements;
- The applicant(s) must receive the consenting signatures of all abutting property owners as specified on the application;
- A lot line adjustment cannot affect any street right of way;
- The lot line adjustment cannot create any new lots.

The applicant must submit an application and all required information along with a preliminary plat for City internal review. The Planning Director or designee shall review the application for completeness and for compliance with the Zoning Ordinance. After review of the application and preliminary plat, the Planning Director, or designee, may either approve the lot line adjustment or process the application as a minor subdivision, which is a separate process.

## **Recording with the Salt Lake County Recorder**

The Planning Director or designee shall record a notice with the Salt Lake County Recorder's office containing the legal description of each new lot and stating any conditions of approval.

For more information on application requirements or specific subdivision, regulations within your zoning district please refer to the Salt Lake City Subdivision Ordinance Chapter 20.04.

