



Lot Alteration

(Not Part of Subdivision)

***All sections of this application must be filled out and fees paid upon submittal or application will be deemed incomplete.**

Property (1) Address: _____ Tax ID/Parcel Number: _____

Owner: _____ Lot Area (sq. ft./ac): _____ Zoning: _____

Property (2) Address: _____ Tax ID/Parcel Number: _____

Owner: _____ Lot Area (sq. ft./ac): _____ Zoning: _____

Project Description: _____

Name(s) of Applicant(s) or Authorized Agent(s): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Name(s) of Property Owner(s) (if other than applicant): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Name of Surveyor: _____ Company: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Applicant Certification:

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. I also acknowledge that I have reviewed the application 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. I agree also to comply with any and all applicable City Ordinances in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Brigham City may rescind any approval, or take any other legal or appropriate action. 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. I also understand the property owner or the authorized agent will be billed for engineering fees in excess of one hour and will be responsible for repayment of those fees.

Signature: _____ Date: _____

Please note: If application requires Planning Commission approval, attendance at meeting is required by the applicant or a representative. It is the applicant's responsibility to call for meeting dates and times.

Office Use Only

Application # _____	Application Fee	\$150.00 ^a
Date Received _____	Engineering Deposit	\$500.00 ^b
SR Mtg Date _____	Total	\$650.00
PC Mtg Date _____	Receipt Number	_____
	Deposit work order number	_____

^a This fee includes 1-hour of Engineer fees (no refund for projects taking less than 1-hour).
^b Engineering fees in excess of 1-hour will be reimbursed by the applicant monthly to the City for the actual cost. A financial guarantee shall be made to the City through a cash deposit in the amount of \$500 due at the time of application. Upon final completion of the project, this guarantee will be refunded to the applicant upon final approval of the City and payment of the final engineering bill.
^c Applicable Engineering fees in excess of 1-hour will be reimbursed by the applicant monthly to the City for the actual cost.

PROPERTY OWNER

* IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) _____, declare that I, (we) am (are) the owner(s)* of the property identified in the attached application.

*May be owner of record, contract owner, party to valid real estate purchase contract, party to valid earnest money agreement, option holder or have other legal control of property.

(Property Owner)

(Property Owner)

State of _____
County of _____

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public

PROPERTY OWNER PERMISSION

*IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) _____, the owner(s) of the property described in the attached application, give _____ permission to use the property listed in the attached application for the purpose named in the attached application.

(Property Owner)

(Property Owner)

State of _____
County of _____

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____
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Notary Public

Lot Alteration (Non Subdivision Lots) – Checklist

- **Applicants** – Review zoning regulations with City Planner.
- **Applicants** – Request a survey of the property and have the new parcel descriptions described. A survey exhibit is to accompany the proposed new parcel legal descriptions. The survey is to be prepared by a licensed surveyor. The new legal descriptions will be used for the new deeds to be recorded with the Office of the Box Elder County Recorder.
- **Surveyor** – Prepare new parcel descriptions and survey exhibit. In addition to the survey exhibit, place each new description on an 8 ½ x 11 copy with Exhibit “A” at the top of the page to serve as an exhibit to the new deed. The survey exhibit and each Exhibit “A” is to be stamped and signed by the licensed surveyor.
- **Applicants** – Request a title report to be prepared by a Title Company on all properties associated with the application.
- **Title Company** – Prepare title report on all properties associated with the application. Provide copy to applicant or copy directly to City Planner if authorized by applicants.
- **Title Company** – Prepare new deeds to be recorded in the Office of the Box Elder County Recorder.
- **Applicants** – Submit a Lot Alteration Application to the Community & Economic Development Department for review.
 - ___ Pay application fee.
 - ___ Have application signed and notarized by all property owners identified on the Box Elder County Recorder's record of ownership.
 - ___ Provide two (2) copies (24” x 36”) and eight (8) copies (11” x 17”) of the survey exhibit for City Staff review.
 - ___ Provide new legal descriptions on an 8 ½ x 11 sheet as Exhibit “A”.
 - ___ Provide title report or have Title Company provide copy to City Planner.
- **City Planner** – Determine application is complete.
- **City Planner** – Distributes application to City Staff for review.
- **City Staff** – Review and prepare a Staff Evaluation report.
- **City Planner** – Prepare Consent to Reconfigure document to be authorized and signed by Mortgage Lender. If there is no mortgage on the property(ies), this item is not applicable.
- **Applicants** - Obtain Consent to Reconfigured by Mortgage Lender. If there is no mortgage on property(ies), this item is not applicable.
- **Mortgage Lender** – Authorize and sign Consent to Reconfigure document to be recorded with new deeds.

- **City Planner** – Approve application upon completion and compliance of application and zoning requirements.
- **City Planner & Applicants** – Record new deeds at the Office of the Box Elder County Recorder. The applicants are responsible for the recording fee and County requires the fee to be paid at time of recording.