



APPLICATION for
ROUTINE & UNCONTESTED LOT LINE ADJUSTMENT
within COALVILLE CITY:

For Office Use Only:

Application Date: _____	CC Approval Date: _____
PC Approval Date: _____	Initial: _____
Community Development Director Review Date: _____	Denial Date: _____
Expiration Date: _____	Receipt #: _____
Fee Paid: \$ _____	

Project Name: _____

Project Address or Area: _____

Name of Owner: _____	
Address of Owner: _____	
Phone: _____	Cell: _____
Email: _____	Fax: _____

Check box if same as owner

Name of Applicant: _____

Address of Applicant: _____

Phone: _____	Cell: _____
Email: _____	Fax: _____

Please include with the application:

1. 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.
2. Three (3) 24" x 36" and two (2) 11"x 17" copies of a preliminary plat drawing and electronic version, showing the land to be subdivided, properly and accurately drawn to scale also showing existing and proposed boundaries, all improvements (houses, driveways, trees, etc.), and required building setbacks that may be affected by the proposed boundary change. Plats need to be certified as accurate by a registered land surveyor or professional engineer.

3. A current Sidwell map from the Summit County Recorder's office showing the entire subject area with property ownership boundaries.
4. Evidence that any holders of Deeds of Trust have no objections to the proposed boundary changes.
5. **If applicable, a signed, notarized statement of consent from property owner authorizing applicant to act as an agent.**
6. **Filing fee of \$250 + Notification and Publication Costs 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 Community Development Director prior to submitting the petition.

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

Summit County Recorder’s Office
60 North Main Street
Coalville, Utah 84017

File the complete application at:

Coalville City Hall
10 North Main Street
Coalville, Utah 84017

Signature of Property Owner 1 or Representative:

_____ Date _____

Signature of Property Owner 2 or Representative:

_____ Date _____

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 require it to go before the planning commission, which is a separate process.

Recording with the Summit County Recorder

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

Neighbor Consent Form:

Applicant:

Subject Address:

Matter to be Considered:

1. Please attach a copy of the appropriate form being considered along with the necessary information for your neighbors to review.
2. You need to obtain signatures of approval from all abutting property owners. You may need to obtain signatures of approval from owners of properties across the street. The Planning staff will guide you on which signatures to obtain.

My signature below attests that I have seen the plans and examined the proposal of my neighbor at the address listed above and I have no objection to his/her proposed request. I understand that the Zoning Administrator has authority to grant this request without a public hearing. I understand that if I do not sign this form, my neighbor may elect to have the case heard by the Board of Adjustment where a public hearing will be held. I also understand that anyone aggrieved by a decision of the Zoning Administrator may appeal to the Board of Adjustment within 30 days from the decision.

<i>Print Name</i>	<i>Address</i>	<i>Signature</i>	<i>Date</i>