



Application for a Simple Boundary Line Adjustment

Overview:

Per Utah Code § 10-20-906, a Boundary Adjustment allows property owners of adjacent, recorded subdivision lots to exchange land and shift shared property lines. This application processes the adjustment administratively to ensure both properties maintain compliance with zoning, setbacks, and infrastructure standards. An adjustment is classified as either Simple (requiring only approved conveyance deeds) or Full (requiring a plat amendment), depending on whether public utility easements, rights-of-way, or underlying lot restrictions are impacted. By completing this application for a **Simple Boundary Adjustment**, the property owners understand that all zoning, setbacks, and surrounding infrastructure is being unaffected by the proposed changes.

Application Fee (non-refundable) (includes Planning Commission Review): \$100.00

Application Process

Step 1. Contact the Town Manager: Contact the Town Manager to verify that the proposed line shift will not push any existing structures into a setback violation, cause a lot/parcel to drop below the minimum size required by your zoning district or impact existing density allowed on the lot/parcel.

Step 2. Compliance Checklist: Review the Compliance Checklist on the following page. If your project impacts any public utility easements (PUEs), public rights-of-way, or internal plat restrictions, you must stop and process a formal Full Boundary Adjustment instead.

Step 3. Draft Documents: Prepare your draft deeds (conveyance document) and a clear, scaled site layout map showing old vs. new lines.

Step 4. Submittal & Fee: Email your completed application, plans, and draft deeds to the Town Manager for the Planning Commission administrative land use review and pay the \$100 application fee.

Step 5. Planning Commission Meeting: Confirm date of Planning Commission Review. The Planning Commission is scheduled to meet the fourth Wednesday of the month at 3 pm.

Step 6. Record with the County: The adjustment is not legally active until the property owners physically record both the executed conveyance deeds and the Town's signed Notice of Approval directly with the Salt Lake County Recorder's Office.

Additional Information

Appeals: Any final written decision may be appealed to the Hearing Officer by submitting a written statement and filing fee within ten (10) days of the decision.

Contact Information:

Address: 10201 E HWY 210, Alta, UT 84092

Phone: 801-742-6010

Email: ccawley@townofalta.utah.gov

Office Hours: Monday through Friday, 9:00 a.m. to 5:00 p.m.

****All plans submitted with the application will not be returned to the applicant and are the property of the Town. ****

UTAH CODE COMPLIANCE CHECKLIST

Does the adjustment affect a public right -of-way, public utility easement, or other public property? [] YES [] NO
Does the adjustment affect an existing easement, onsite wastewater system, or an internal lot restriction? [] YES [] NO
Will the adjustment result in any lot or parcel failing to conform with current land use regulations (e.g., setback, density, or size violations) (if a parcel has a density requirement, show how it will continue to meet the code)? [] YES [] NO

If you answered “Yes” to any of the above questions, stop here and complete the Full Boundary Adjustment Application instead.

APPLICATION SUBMITTAL CHECKLIST

Site Layout: A scaled drawing showing the proposed boundary line adjustment. The drawing shall include the following information:

- 1.____ (a) _____The location of adjacent streets.
- (b) _____The location of each lot affected by the adjustment.
- (c) _____Lot dimensions and lot sizes of the subject properties before and after the proposed lot lines.

- 2.____ **Current Title Report/Deeds:** A copy of the current title report or recorded deed showing the **existing** legal descriptions.

- 3.____ **New Legal Descriptions:** Written legal descriptions of the **proposed** boundary lines prepared by a licensed surveyor.

- 4.____ **Property Conveyance Document:** Document must comply with Utah State Code Section 57-1-45.5

Once a complete application is submitted, staff will schedule the application on the Planning Commission agenda. An official **Notice of Approval** will be issued to all affected properties upon the successful resolution of any conditions of approval or staff, City Engineer, or City Attorney concerns.

Please Note: The Notice of Approval document does not act as a conveyance of title to real property. Following approval of the boundary line adjustment, the applicant is responsible to file the necessary title conveyance documents with the Salt Lake County Recorder’s Office.

SIMPLE BOUNDARY ADJUSTMENT APPLICATION

PROJECT INFORMATION

Property Addresses Affected:
Property 1:
Property 2:
Subdivision Name:
Zoning District:

PROPERTY 1 INFORMATION

Parcel Identification Number:
Current Lot Size (Square Feet):
New Lot Size (Square Feet):
Property Owner's Name:
Email Address:
Phone Number:

PROPERTY 2 INFORMATION

Parcel Identification Number:
Current Lot Size (Square Feet):
New Lot Size (Square Feet):
Property Owner's Name:
Email Address:
Phone Number:

Provide a name/phone number if a surveyor, engineer, or title company should be contacted directly for plan layout questions:

Plans Prepared By (Optional Contact): _____
Name Email/Phone Number

Applicant Certification:

By signing below, I/we certify that I/we are the owners of record or authorized agents. Per Utah Code § 10-20-906, I/we acknowledge that the Land Use Authority is not responsible for any errors related to the boundary adjustment, and that approval does not constitute a total land use approval. The adjustment becomes effective only upon being properly recorded with the County Recorder.

Property Owner 1 Signature: _____ Date: _____

Property Owner 2 Signature: _____ Date: _____

Office Use Only

Project Number:
Planner Assigned:
Date Accepted: