

Lot Line Adjustment Application

Applicant's Name: _____

Authorized Agent (if applicable): _____

Address: _____

Phone # : _____ **Cell#** _____

Email: _____

Parcel # _____

Surveyor Information

Name of Surveyor: _____

Address: _____ **City** _____

State: _____ **Zip:** _____

Phone: _____ **Cell** _____

Email: _____

*** Incomplete applications will not be accepted. In order for an application to be deemed complete, all required materials must be submitted with the application, regardless of whether they have been previously submitted to Fairfield Town. If any required materials are not applicable to your submittal, you must submit a letter for each required item stating the reason why it is not applicable to your application.***

Purpose

Town Code: Section 10.15.230

1. All real property involved must be a part of an existing, recorded survey;
2. No additional block, lot, or tract may be created by the adjustment;
3. The areas and/or frontages of the blocks, lots, or tracts involved in the lot line adjustment shall not be reduced to less than the minimum required by the Fairfield Town Zoning Code;
4. The lot line adjustment must not conflict with any other ordinances, regulations, codes, rules or laws;
5. The lot line adjustment plat must be prepared and signed by a Professional Land Surveyor licensed to practice in the State of Utah; and
6. The Fairfield Planning Commission has the authority to approve or deny a lot line adjustment in a subdivision as allowed in Utah State Code 10-9a-523.

The Owner of record of adjacent parcels that are described by either a metes and bounds description or a recorded plat may exchange title to portions of those parcels and/or make lot line adjustments is approved by the Planning Commission. The planning commission can determine the adjustment may have an impact on the health, safety, or general welfare of the surrounding properties, property values, or residents. The Planning Commission shall approve and exchange of title if:

1. No new dwelling lot or housing unit will result from the exchange of title; and
2. The exchange of title will not result in a violation of applicable zoning requirements.
3. Any affected public utility easements have been vacated or modified as necessary.

Application Requirements

All applications for lot line adjustments shall include the following:

(1) _____ A scaled drawing showing the proposed lot line adjustment. The drawing shall include the following information.

(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 line adjustment.

- Area of lots after lot line Adjustment: Largest: _____ Smallest: _____
- Setbacks of structures on first lot after lot line adjustment:
Main: Front _____ Garage side _____ Non-garage side _____ Rear _____
Accessory: Distance from main structure _____ Side _____ Rear _____
- Setbacks of structures on second lot after lot line adjustment:
Main: Front _____ Garage side _____ Non-garage side _____ Rear _____
Accessory: Distance from main structure _____ Side _____ Rear _____
- Width of first lot after lot line adjustment: _____
- Width of second lot after lot line Adjustment: _____

(2) _____ A written legal description of the proposed lot line adjustment prepared by a licensed surveyor.

- Parcel (sidewell) # _____
- Parcel 2 (sidewell) # _____
- Zoning of Both Lots _____

(3) _____ If the lot line adjustment affects any public utility easement, the applicant shall provide a Disclaimer of Easement Verification form, signed by each of the affected public utilities necessary to vacate the public Easement.

(4) _____ If an exchange of title is approved, the attached Notice of Approval document shall be recorded by the Planning commission or authorized designee, in the office of the County Recorder.

(5) _____ If located next to Public Road, some dedication may be required.

***Please note that the Notice of Approval document does not act as a conveyance of title to real property. Following approval of the lot line adjustment, the applicant is responsible for filing the necessary title conveyance documents with the Utah County Recorders office.**

Effective Period of Approval

The approval of a lot line adjustment shall be effective for a period of one(1) year from the date the application is approved, at the end of which time the title conveyance documents shall have been recorded in the office of the Utah County Recorder. If the title conveyance documents are not recorded within the one(1) year period of date of approval the Lot Line Adjustment application, the approval shall be void, and the applicant shall be required to submit a new application subject to the then existing provisions of the Town of Fairfield Code.

APPLICANT(S) CERTIFICATION

I(we) certify under penalty of perjury that this application and all the information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I(we) understand that the Town of Fairfield may rescind any approval or take any other legal action. I (we) also acknowledge that I(we) have reviewed the application sections of the Fairfield Town code and that the 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(we) also agree to allow the Staff, Planning Commission, or Town Council to enter the subject property to make any necessary inspections thereof.

Applicants Signature: _____ Date: _____

Title: _____

For Office Use Only

Date: ____/____/____

- Application fees paid
- Zoning: _____
- Utah County Recorder: Date: _____
- Notary: Date: _____

Building Department: Approved: _____ Denied: _____ Date: _____

Comments: _____

Planning Commission: Approved: _____ Denied: _____ Date: _____

Comments: _____

Town Council: Approved: _____ Denied: _____ Date: _____

Comments: _____

Total Fees: _____ **Paid:** _____

Check #: _____

License #: _____

Title

Signature

Date