

Property Line Adjustment Application

Community Development Department
 90 North Main Street, Tooele, UT 84074
 (435) 843-2132 Fax (435) 843-2139
www.tooelecity.gov



Notice: The applicant must submit copies of the property line adjustment plans to be reviewed by the City in accordance with the terms of the Tooele City Code. All submitted Property Line Adjustment applications shall be reviewed in accordance with all applicable City ordinances and requirements, are subject to compliance reviews by various City departments, and may be returned to the applicant for revision if the plans are found to be inadequate or inconsistent with the requirements of the City Code. Application submission in no way guarantees placement of the application on any particular agenda of any City reviewing body. It is **strongly** advised that all checklist items be submitted well in advance of any anticipated deadlines.

Project Information					
Date of Submission:		Current Zoning:		Parcel #(s):	
Project Name:				Acres:	
Project Address:				Units:	
Project Description:					
Current Use of Property:					
Property Owner(s):			Applicant(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Contact Person:			Address:		
Phone:			City:	State:	Zip:
Cellular:		Fax:		Email:	

*The application you are submitting will become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in *Utah Code Ann.* § 63-2-302.5, please inform the city employee accepting this information. Tooele City does not currently share your private, controlled or protected information with any other person or government entity.

For Office Use Only			
Fee:	Received By:	Date Received:	Receipt #:
(213)			

Property Line Adjustment Application Checklist

Incomplete applications will not be accepted or held.

All required items shall be submitted.

Submission Requirements

- _____ Application Fee
- _____ Completed Application Form
- _____ Electronic PDF copy of drawings containing the following:
 - Existing & proposed streets
 - Existing & proposed buildings
 - Existing property line locations
 - Proposed property line locations
 - Driveways
 - Pedestrian walkways
 - Landscaped areas & property features
 - North arrow & name of project.
 - Date of drawings.
 - Labeled adjacent property owners & uses within 100' of subject property.
 - Existing topography
 - Existing property sizes, in acres and square feet
 - Proposed property sizes, in acres and square feet
- _____ One paper copy of plans reduced to 11"x17".
- _____ Additional documentation, as appropriate, pertinent to the application.
- _____ Electronic copies of all submitted application materials in PDF format. If design drawings are prepared for the application, electronic copies also need to be submitted in AutoCAD format.
- _____ All easements shall be abandoned by the necessary utility companies, along currently existing lot lines, & any other easements as determined necessary by the Tooele City Community Development Department. (Obtain P.U.E. company list from Tooele City Community Development Department.)
- _____ Title Report
- _____ Copy of deed and legal description information demonstrating existing layout for properties proposed for adjustment.
- _____ Provide **unrecorded** copy of proposed deed to transfer property.
- _____ Provide **unrecorded** copy of proposed legal descriptions for each property proposed for adjustment.

General Property Line Adjustment Guidelines

Satisfactory completion of the drawings, the legal descriptions and approval by the Community Development Department will allow the applicant to proceed with the following:

1. **Deed Recordation** – The applicant takes the Community Development Department approved deed to the Tooele County Recorder's office to be recorded.
2. **Copy of Deed to the City** – The applicant provides a copy of the recorded deed to the Community Development Department to complete the project file.

In order for a property line adjustment to be granted the following requirements **must** be met:

1. No new dwelling lot or housing unit results from the property line adjustment (A lot consolidation is a new dwelling lot).
2. The adjoining property owners consent to the lot line adjustment.
3. None of the properties involved may be included within any recorded subdivision plat. Properties within a recorded subdivision plat can only be adjusted through a plat amendment.
4. The lot line adjustment does not result in remnant land that did not previously exist.
5. The adjustment does not result in violation of applicable zoning requirements.
6. The adjustment does not result in violation of the applicable building codes.