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Fees received by: _____ Date of submittal: _____

Amount paid: _____ Receipt number: _____

Fee Required: \$300



Lot Line Adjustment Application Updated January 8, 2009

Applicant & Project Information

Property owner(s): _____

Address(es): _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

Authorized agent: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

General location of the property: _____

Size of the subject property: _____ Number of lots: _____

Zoning: _____

Supporting Materials

All information requested on the forms attached to this application shall be submitted with the Lot Line Adjustment application.

Applicant Certification

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that The City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code 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. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review

and process this submitted application and agree to comply with Resolution No. 99-01218-01. 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. **Further I understand that any permit granted by the City Council will expire one (1) year from the date the approval was granted.**

Applicant's Signature: _____ Date: _____

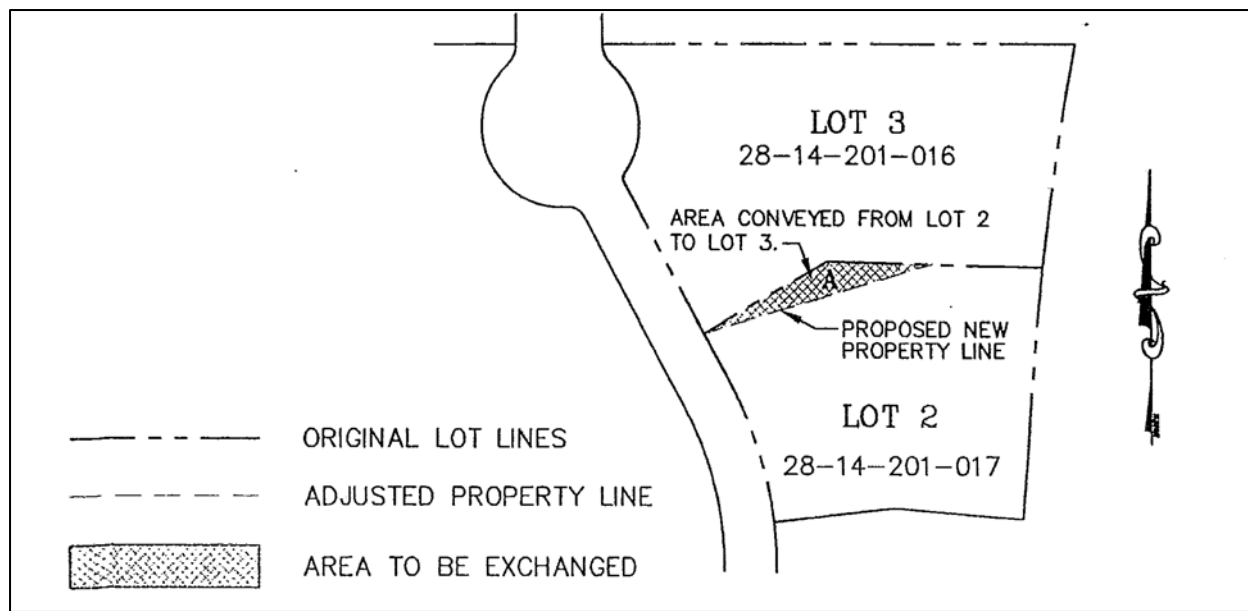
Property Owner's Signature: _____ Date: _____

PROPERTY LINE ADJUSTMENT REQUIREMENTS

We understand that the applicant has proposed to change the location of the property lines of two or more adjacent parcels of real property by transferring property from one owner to another. The following requirements shall be completed prior to the applicant receiving final approval from Saratoga Springs for the proposed property line adjustment. We strongly recommend that the advice of a title company and land surveyor be retained to help the applicant through the process. The applicant shall:

1. Pay the required fees.
2. Submit a “Notice of Approval of Property Line Adjustment” (“Notice of Approval”) packet of information to Saratoga Springs for review and approval. A form for the “Notice of Approval” can be obtained from the Saratoga Springs Planning Department, 1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045, which shall include the following:
 - A. Property legal descriptions as follows:
 - 1) A legal description for each of the properties that will be affected by the proposed change, **as they exist before the change**. Include the square footage and the Utah County parcel number of each property.
 - 2) A legal description for each of the properties that will be affected by the proposed change, **as they are proposed to be configured**. Include the **new square footage** and the Utah County parcel number of each property (each legal description stamped and signed by a professional land surveyor that is currently licensed in the State of Utah).
 - B. Signatures of all parties, having interest in the subject properties, declaring approval of the property line adjustment. All signatures shall be acknowledged by a currently authorized notary public.
 - C. A plat showing how the new parcels will look. Show a north arrow and scale, bearings and distances, curve tables, location of structures, easements, setback lines or other information as requested by Saratoga Springs.
3. Upon approval of the “Notice of Approval” information by Saratoga Springs, have the following recorded at the Utah County Recorder’s Office, in this order:
 - A. A deed (or deeds) that transfers title to property as approved.
 - B. Deeds with legal descriptions that show each of the properties in their final configurations as approved.
 - C. The completed “Notice of Approval.”(Note: 3A. and 3B. will require a minimum of three deeds.)
4. Return a copy of the recorded “Notice of Approval” packet to the Saratoga Springs Planning Department.
5. Provide a separate title report (preliminary report), for each piece of property that had property added to it, showing that the property was properly transferred and configured.

Please see the following two examples:



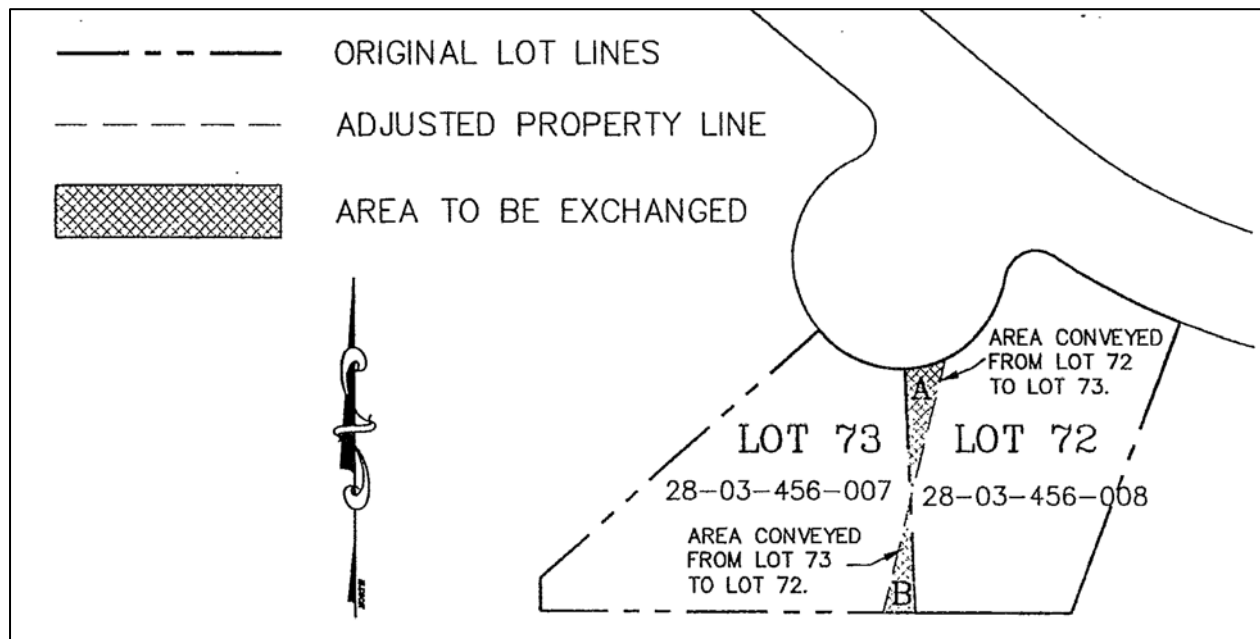
EXAMPLE OF PROPERTY LINE ADJUSTMENT

The “NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT” document requires:

1. The original descriptions of the parcels involved in the property line adjustment. In the case of lots in a recorded subdivision, as in the example above, the original descriptions will be “Lot 2” and “Lot 3” along with the name of the subdivision that they are a part of. In the case of parcels described by metes and bounds descriptions, the currently recorded descriptions of the parcels involved in the property line adjustment will be considered the original descriptions for the purposes of the property line adjustment.
2. New descriptions of the parcels involved in the property line adjustment as they will exist after the property line adjustment has taken place. In the example above, Lot 3 will be described by a metes and bounds description which will include the area acquired from Lot 2, labeled above as “A”. Lot 2 will be described by a metes and bounds description which will exclude the portion of Lot 2 conveyed to Lot 3, labeled above as “A”.
3. The “NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT” document must be executed and acknowledged by all parties involved in the property line adjustment and by the Saratoga Springs Planning Director who is authorized to approve the property line adjustment.

In addition to the completed “NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT” document, a plat (or plats if necessary), on 8 ½” x 11” paper, depicting the lots or parcels involved in the property line adjustment, showing the original property lines and the proposed property lines that will be created by the property line adjustment, will be required. The plat shall include a north arrow, scale, bearings, distances and curve data for all existing and proposed property lines shown, location of existing and proposed structures, existing easements and setback lines or other information as may be required by Saratoga Springs.

In the example above, to accomplish the property line adjustment, the owner of Lot 2 must execute and record a deed conveying to the owner of Lot 3, the area labeled as “A”. The owner of Lot 3 will then execute and record a deed, conveying to himself, as the owner of Lot 3, a metes and bound description describing the original Lot 3 combined with “A” acquired from Lot 2. The owner of Lot 2 should then execute and record a deed, conveying to himself, as the owner of the remainder of Lot 2, a metes and bound description describing the original Lot 2, excluding the area labeled as “A” conveyed to the owner of Lot 3.



EXAMPLE OF PROPERTY LINE ADJUSTMENT

The “NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT” document requires:

1. The original descriptions of the parcels involved in the property line adjustment. In the case of lots in a recorded subdivision, as in the example above, the original descriptions will be “Lot 72” and “Lot 73” along with the name of the subdivision that they are a part of. In the case of parcels described by metes and bound descriptions, the currently recorded descriptions of the parcels involved in the property line adjustment will be considered the original descriptions for the purposes of the property line adjustment.
2. New descriptions of the parcels involved in the property line adjustment as they will exist after the property line adjustment has taken place. In the example above, Lot 73 will be described by a metes and bounds description which will include the area acquired from Lot 72, labeled above and “A” and exclude the area labeled as “B” conveyed to Lot 72. Lot 72 will be described by a metes and bounds description which will include the area acquired from Lot 73, labeled above as “B” and exclude the area labeled as “A” conveyed to Lot 73.
3. The “NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT” form must be executed and acknowledged by all parties involved in the property line adjustment and by the Saratoga Springs Planning Director who is authorized to approve the property line adjustment.

In addition to the completed “NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT” document, a plat (or plats if necessary), on 8 ½” x 11” paper, depicting the lots or parcels involved in the property line adjustment, showing the original property lines and the proposed property lines that will be created by the property line adjustment, will be required. The plat shall include a north arrow, scale, bearings, distances and curve data for all existing and proposed property lines shown, location of existing and proposed structures, existing easements and setback lines or other information as may be required by Saratoga Springs.

In the example above, to accomplish the property line adjustment, the owner of Lot 72 must execute and record a deed conveying to the owner of Lot 73, the area labeled as “A”. The owner of Lot 73 must execute and record a deed conveying to the owner of Lot 72, the area labeled above as “B”. The owner of Lot 72 will then execute and record a deed, conveying to himself, as the owner of Lot 72, a metes and bounds description describing the original Lot 72 combined with “B” acquired from Lot 73 and excluding the area labeled as “A” conveyed to Lot 73. The owner of Lot 73 will then execute and record a deed, conveying to himself, as the owner of Lot 73, a metes and bounds description describing the original Lot 73, combined with the area labeled above as “A” acquired from Lot 72 and excluding the area labeled as “B” conveyed to Lot 72.

When Recorded Return To:

NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT

An exchange of title in accordance with 19.12., Subdivisions, Revised Ordinances of Saratoga Springs, herein referred to as a “property line adjustment”, is hereby considered for approval for adjacent parcels of land which are currently described as follows:

Parcel No. (Parcel identification no.):

described as:

(Currently recorded legal description)

AND,

Parcel No. (Parcel identification no.):

described as:

(Currently recorded legal description)

Said property line adjustment will result in the following new descriptions of the above described parcels:

New Parcel (Parcel identification no.):

described as:

(Proposed new legal description)

AND

New Parcel (Parcel identification no.):

described as:

(Proposed new legal description)

PROPERTY OWNER APPROVAL

I, (We), the undersigned owner(s) of the herein described property, identified by Parcel No.

_____, do hereby declare that I (we) do approve of the property line adjustment above described.

Witness the hand(s) of said owner(s), this _____ day of _____, 200_____.

STATE OF _____)
 ss
COUNTY OF _____)

On the _____ day of _____, 200____, personally appeared before me (list names)

_____, the signer(s) of the above instrument, who being by me duly sworn, did acknowledge that _____ executed the same.

Notary Public

My Commission Expires:

Residing in:

SARATOGA SPRINGS APPROVAL

I, Jim McNulty, in accordance with 19.12., Subdivisions, Revised Ordinances of Saratoga Springs, serving in my capacity as the Saratoga Springs Planning Director, approve the above described property line adjustment for portions of parcels by adjacent property owners of record where:

- (a) no new dwelling lot or housing unit results from the property line adjustment;
- (b) the adjoining property owners consent to the property line adjustment;
- (c) the property line adjustment does not result in remnant land that did not previously exist; and
- (d) the property line adjustment does not result in a violation of applicable zoning requirements.

Signed this _____ day of _____, 200_____.

Jim McNulty, Saratoga Springs Planning Director

STATE OF UTAH)
 ss
COUNTY OF SALT LAKE)

On this _____ day of _____, 200_____, personally appeared before me Jim McNulty, Saratoga Springs Planning Director, the signer of the above who being duly subscribed and sworn did acknowledge to me that he executed the same.

Notary Public

My Commission Expires:

Residing in: