



CITY OF WEST JORDAN

8000 South Redwood Road

West Jordan, Utah 84088

Office of Development Assistance (801) 569-5180

Planning Division (801) 569-5060

Engineering Department (801) 569-5070

Building & Safety Division (801) 569-5050

Fire Marshal (801) 260-7300

LOT LINE ADJUSTMENT INFORMATION

PURPOSE

The purpose of the '*Lot Line Adjustment*' is to provide the Applicant with information necessary to plan for, apply for, and receive approval of a lot line adjustment in the City of West Jordan.

By providing the required information it will enable the timely completion of your project. Not providing the necessary information will require the return of the application and submitted documents to the Applicant, and will unnecessarily delay progress and final approval.

This document is meant to act as a guide to the Applicant. Individual projects may require additional information be provided, depending upon the project.

CONTENTS

The following documents are provided to help you through the process from application to approval.

- Lot Line Adjustment Checklists
- City of West Jordan Application
- Property Owner Affidavit
- Lot Line Adjustment Process

WHAT IS A COMPLETE APPLICATION?

A complete application will include all of the documents listed above, including items listed in the Lot Line Adjustment Checklists. Partial submittals will not be accepted.

SUBMITTAL MEETING

A submittal meeting is required to allow staff to check your application for completeness. Please contact ODA at (801)569-5182 or (801)569-5183 to schedule your submittal meeting.

GETTING HELP

Once your application has been submitted, a Project Team will be assigned to the project. The Office of Development Assistance (ODA) Development Coordinator is your point of contact. You can contact your assigned Development Coordinator for project status inquiries or to contact any of the Project Team for information about their various specialties.



LOT LINE ADJUSTMENT

OFFICE OF DEVELOPMENT ASSISTANCE

APPLICANT _____ DATE _____

PROJECT _____

PRE-APPLICATION CONFERENCE – Meetings are held every Monday at half hour intervals between 2:00 p.m. and 4:30 p.m.

Yes	No	Description
<input type="checkbox"/>	<input type="checkbox"/>	Applicant has held a Pre-application Conference with City Staff?

LOT LINE ADJUSTMENT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	3 copies of a survey, prepared by a licensed land surveyor or professional engineer, showing:
<input type="checkbox"/>	<input type="checkbox"/>	1 reduced copy on 11 x 17 paper
<input type="checkbox"/>	<input type="checkbox"/>	An agreement between the owner of record of the adjoining lots consenting to the relocation of the property line
<input type="checkbox"/>	<input type="checkbox"/>	Title report no older than 30 days
<input type="checkbox"/>	<input type="checkbox"/>	Provide a statement that indicates the approval criteria as required by the Municipal Code are being met
<input type="checkbox"/>	<input type="checkbox"/>	CD of all plans in PDF Format



**PLANNING & ENGINEERING
DEPARTMENTS**

APPLICANT _____ DATE _____

PROJECT _____

LOT LINE ADJUSTMENT REQUIREMENTS

Yes	No	Description
<input type="checkbox"/>	<input type="checkbox"/>	No new dwelling lot or housing unit results from the lot line adjustment
<input type="checkbox"/>	<input type="checkbox"/>	The adjoining property owners consent to the lot line adjustment
<input type="checkbox"/>	<input type="checkbox"/>	The lot line adjustment does not create remnant land that did not previously exist;
<input type="checkbox"/>	<input type="checkbox"/>	The adjustment does not result in violation of applicable zoning requirements.
<input type="checkbox"/>	<input type="checkbox"/>	The Lot Line Adjustment will not create any new lots.
<input type="checkbox"/>	<input type="checkbox"/>	The Lot Line Adjustment will not affect any street right-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	The Lot Line Adjustment will not affect any utilities.

DRAWINGS AND LEGAL DESCRIPTIONS

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Survey accurately drawn to scale, no smaller than 1"=100'.
<input type="checkbox"/>	<input type="checkbox"/>	The drawing and legal description are to be stamped and signed by a Utah registered, licensed land surveyor or professional engineer, with the following provided:
<input type="checkbox"/>	<input type="checkbox"/>	The two affected lots – discern between the existing and proposed lot lines
<input type="checkbox"/>	<input type="checkbox"/>	Existing property lines are to be dashed, while the proposed lot lines are to be bold, with dimensions and easements
<input type="checkbox"/>	<input type="checkbox"/>	Exact location of existing buildings on both lots
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision boundary lines
<input type="checkbox"/>	<input type="checkbox"/>	Legal descriptions and size of the lots as they exist today and after the lot line adjustment.
<input type="checkbox"/>	<input type="checkbox"/>	Signature blocks for the Zoning Administrator and the City Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	Lot line adjustment name at top of sheet.
<input type="checkbox"/>	<input type="checkbox"/>	Show existing fences.
<input type="checkbox"/>	<input type="checkbox"/>	Show existing easements
<input type="checkbox"/>	<input type="checkbox"/>	Copies of the legal descriptions and deeds to be executed between property owners



CITY OF WEST JORDAN COMMUNITY DEVELOPMENT APPLICATION

8000 South Redwood Road
(801) 569-5180

Sidwell # _____ Acreage: _____ Lots: _____ Zoning: _____

Project Location: _____

Project Name: _____

Type of Application:	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Conditional Use Permit
	<input type="checkbox"/> Site Plan	<input type="checkbox"/> General Land Use Amendment
	<input type="checkbox"/> Rezone	<input type="checkbox"/> Agreement
	<input type="checkbox"/> Condominium	<input type="checkbox"/> Other _____

Applicant: _____ **Company:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: Office: _____ **Cell:** _____

Email _____

Property Owner: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: Office: _____ **Cell:** _____

Email _____

Engineer: _____ **Company:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: Office: _____ **Cell:** _____

Email _____

Architect: _____ **Company:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: Office: _____ **Cell:** _____

Email _____

SIGNATURE: _____ **DATE:** _____

Project #:	_____	Date:	_____
Received By: ODA	_____	PLANNING	_____
		ENGINEERING	_____

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH }
 }
 } ss
COUNTY OF SALT LAKE }

I (we), _____, _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property(s) located at _____

_____. My (our) signature below attests that I (we) have reviewed the proposal by _____ requesting review and approval of _____ by the City of West Jordan for the following process(s):

(Project Name)

- General Land Use Map Amendment Rezone Conditional Use Permit
- Temporary Use Permit Variance Lot Line
- Subdivision (Minor, Major, Amendment or
- Site Plan (Multi-Family, Commercial/Industrial or
- Other: _____

My (our) signature below attests the I (we) consent to the statements and information provided in the attached plans and exhibits for the requested process(s) as checked above, and that all information presented to me (us) is true and correct to the best of my (our) knowledge.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20 ____.

(Notary)
Residing in Salt Lake County, Utah

My commission expires: _____

WEST JORDAN CITY DEVELOPMENT APPLICATION FEES

8000 South Redwood Road

(801) 569-5180



Preliminary and Final Review fee amount includes two (2) reviews.
Additional reviews will be charged at the supplemental rate as noted.

The fees listed here are in no way a guarantee that these are the only fees assessed by the City of West Jordan.

MAJOR SUBDIVISION REVIEW (10 Lots or more)

_____ Preliminary Subdivision Review – PRPS	\$1,380 plus \$40 per Lot (includes 2 reviews)
_____ Preliminary Supplemental Review - PPRS	\$80.50 Hourly Charge
_____ Engineering Review Fee -- ERIA	\$1,000 (includes 2 reviews)
_____ Final Subdivision Review – RFS	\$1,685 plus \$40 per Lot (includes 2 reviews)
_____ Final Supplemental Review - RFSL	\$77 Hourly Charge

MINOR SUBDIVISION REVIEW (9 Lots or fewer)

_____ Preliminary Subdivision Review --PLM	\$1,015 plus \$40 per Lot (includes 2 reviews)
_____ Preliminary Supplemental Review - PLMS	\$82 Hourly Charge
_____ Engineering Review Fee -- ERIA	\$1,000 (includes 2 reviews)
_____ Final Subdivision Review -- RMSF	\$1,215 plus \$40 per Lot (includes 2 reviews)
_____ Final Supplemental Review -- SFMS	\$79.50 Hourly Charge

AMENDED MAJOR AND MINOR SUBDIVISION REVIEW

_____ Major Amended Subdivision -- ASRL	\$1,685 plus \$40 per Lot (includes 2 reviews)
_____ Major Amended Supplemental Review- RFSL	\$77 Hourly Charge
_____ Minor Amended Subdivision - SPMA	\$1,215 plus \$40 per Lot (includes 2 reviews)
_____ Minor Amended Supplemental Review- SFMS	\$79.50 Hourly Charge
_____ Engineering Review Fee – EAPR	\$350 (includes 2 reviews)

LOT LINE ADJUSTMENT

_____ Lot Line Adjustment – LLA	\$1,200
_____ Supplemental Review – LLAS	\$81 Hourly Charge
_____ Engineering Review Fee – ERIA	\$1,000 (includes 2 reviews)

CONDOMINIUM PLAT/CONDOMINIUM CONVERSION

_____ Preliminary Condominium Plat - PCP	\$1,380 plus \$40 per Lot (includes 2 reviews)
_____ Preliminary Condominium Supplemental - PCPS	\$80.50 Hourly Charge
_____ Engineering Review Fee - EAPR	\$350 (includes 2 reviews)
_____ Final Condominium Plat - FCP	\$1,685 plus \$40 per Lot (includes 2 reviews)
_____ Final Condominium Supplemental –FCPS	\$77 Hourly Charge

AMENDED CONDOMINIUM PLAT

_____ Condominium Amended Plat --FCPA	\$1,685 plus \$40 per Lot
_____ Condominium Amended Supplemental –ACPS	\$77 Hourly Charge
_____ Engineering Review Fee - EAPR	\$350 (includes 2 reviews)

PLANNED COMMUNITY, PLANNED RESIDENTIAL DEVELOPMENT, WEST SIDE PLANNING AREA, TRANSIT STATION OVERLAY DISTRICT

_____ Preliminary Subdivision Review --PDPR	\$2,010 plus \$40 per Lot
_____ Preliminary Supplemental Review – PRDS	\$83 Hourly Charge
_____ Engineering Review Fee -- EAPR	\$1000 (includes 2 reviews)
_____ Final Subdivision Review - FDPR	\$1,990 plus \$40 per Lot
_____ Final Supplemental Review – PRFS	\$80 Hourly Charge

AMENDED FINAL PLANNED COMMUNITY, PLANNED RESIDENTIAL DEVELOPMENT, WEST SIDE PLANNING AREA, TRANSIT STATION OVERLAY DISTRICT

_____ Amended Final Subdivision --ADPR	\$1,990 plus \$40 per Lot
_____ Amended Final Supplemental – ADPS	\$80 Hourly Charge
_____ Engineering Review Fee -- EAPR	\$350 (includes 2 reviews)

SECTION 9.0

LOT LINE ADJUSTMENT PROCESS

9.1 GENERAL

The changing of a subdivision plat by a lot line adjustment is processed according to the Utah Code and West Jordan Municipal Code. A checklist for this process is included in the Development Process Manual located on the City's web site www.wjordan.com.

Lot line adjustments may be approved by the Zoning Administrator and City Engineer provided that:

Utah Code Requirements:

- (a) No new dwelling lot or housing unit results from the lot line adjustment;
- (b) The adjoining property owners consent to the lot line adjustment;
- (c) The lot line adjustment does not result in remnant land that did not previously exist;
- (d) The adjustment does not result in violation of applicable zoning requirements.”
- (e) The adjustment does not result in a violation of the International Building Code.
- (f) The lot line adjustment does not affect any street right-of-way.

West Jordan Municipal Code Requirements:

- (a) No property or part of a property needed to meet the width, yard, area, coverage, parking, frontage, or other requirements for a building lot may be transferred, sold, bequeathed or leased apart from such lot unless other space so complying is provided;
- (b) No land shall be sold which will result in a lot being created for building purposes that does not comply with the requirements of the Zoning Ordinance;
- (c) The lot line adjustment will not affect any street right-of-way;
- (d) The lot line adjustment will not create any new lots;

No property, or part of a property needed to meet with yard area, coverage, parking, frontage, or other requirements for a building lot may be transferred by use of a lot line adjustment unless other space is provided to maintain the legal status of the lot.

Contact city staff to determine if the project meets the requirements for a lot line adjustment.

9.2 SCHEDULE A PRE-APPLICATION CONFERENCE

The applicant can contact the development department staff to schedule a pre-application conference. Pre-application meetings are held weekly as needed.

The purposes of the pre-application conference are:

1. To better facilitate the development process by establishing initial contacts between city staff and the applicant.
2. Provide an opportunity for the applicant to present the project to city staff and receive comments from them.
3. Provide an opportunity for the applicant to ask questions regarding city requirements in order to eliminate unnecessary delays to the proposed project.

If the applicant is familiar with the city's processes and requirements, they may skip this step and go directly to preparation of the preliminary site plan.

9.3 LOT LINE ADJUSTMENT APPLICATION SUBMITTAL

The process may be initiated by submitting the application to the development department along with items listed on the lot line adjustment checklist.

The community development staff will check to make sure the application is complete. No application will be accepted until a determination has been made that the application is complete.

9.4 CITY REVIEW OF LOT LINE ADJUSTMENT

The first review may take between 2 to 3 weeks based on the complexity of the project and number of projects in for review. Subsequent review will be completed in 1 week.

Once the lot line adjustment is complete staff can approve the lot line adjustment to be recorded

9.5 DEED AND RECORD RECORDATION

Satisfactory completion and approval of the drawings and legal descriptions will allow the applicant to proceed with the following

- A. Deed Recordation – The applicant takes the approved deeds to the Salt Lake County Recorder's office for recording.
- B. Copy of Deed to the City – The applicant provides a copy of the recorded deed to the development department to complete the project file.

9.6 SURVEY RECORDATION

After the recordation of the deeds, the Office of Development Assistance will contact the Applicant to set up an appointment to meet at the Salt Lake County Surveyor's office to record the prepared survey.
