



Development Coordinator (801) 569-5182  
Planning Division (801) 569-5060  
Engineering Department (801) 569-5070  
Building & Safety Division (801) 569-5050  
Fire Marshal (801) 260-7300

City of West Jordan  
8000 South Redwood Road  
West Jordan, Utah 84088

## LOT LINE ADJUSTMENT INFORMATION

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### GENERAL

The purpose of the attached documents is to provide information necessary to plan for, apply for and submit the necessary information to obtain approval for 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 you and will unnecessarily delay progress and final approval.

This document is meant to act as a guide for individual projects and may require additional information be provided, depending upon the nature of the project.

### CONTENTS

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

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

### WHAT IS A COMPLETE APPLICATION

A complete application will include all of the documents listed above, including items listed in the 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 the Development Coordinator at 801 569-5182 to schedule your submittal meeting.

### GETTING HELP

Once your application has been submitted, a Project Team will be assigned to the project. The Planner is your point of contact and you can contact them for project status inquiries or to contact the Project Team for information about their various specialties.



## Development Application

8000 South Redwood Road, 2<sup>nd</sup> Floor, South  
801-569-5182

[Kristi.Peterson@westjordan.utah.gov](mailto:Kristi.Peterson@westjordan.utah.gov)

Property:

Sidwell/Parcel #: \_\_\_\_\_ Acreage: \_\_\_\_\_ Lots: \_\_\_\_\_ Zoning: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Type of Application:

☐ Concept

☐ Preliminary

☐ Final

☐ Agreement

☐ Site Plan

☐ Temporary Use Permit

☐ Conditional Use Permit

☐ Site Plan Amended

☐ Zone Change

☐ Design Review Committee

☐ Subdivision Major

☐ Planned Community

☐ Development Plan

☐ Subdivision Minor

☐ General Land Use Amendment

☐ Subdivision Amended

☐ Other: \_\_\_\_\_

Applicant: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\* Property Owner(s):**

(1) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

(2) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\* Applicant must identify as a "Property Owner", all holders of any legal title to the Property; if necessary, attach additional page(s) to this Application to identify additional Property Owners.**

By signing below, the Applicant hereby represents, and affirms the following:

1. Definitions.

- a. "Application": Application includes (i) this Application form, (ii) the Property Owner(s) Affidavit, and (iii) all information (whether written or verbal) provided by the Applicant, by the Consultant, by the Property Owner(s), or by any other person or entity engaged by the Applicant or the Property Owner(s) in furtherance of the Application ("Supporting Parties").
- b. "Property Owner(s)": Holders of any legal title to the Property.

2. Information is True and Correct. The information described on this Application form and contained in the Property Owner's Affidavit, is true and correct. The Applicant will use its best efforts to ensure all contents of the Application are accurate and current.

3. Property Owner(s) Consent to this Application. All Property Owner(s) (i) have reviewed and expressly approve of the contents of this Application form, and (ii) consent to the Applicant pursuing approval of the Application.

4. City's Right to Contact Property Owner(s). The City has the right to contact the Property Owner(s) directly, in writing or through other means, to verify any information contained in the Application.

5. Contact with Property Owner(s) is not Interference. Contact by the City as outlined in "4." above is and shall not be considered interference with the Applicant's business dealings.

6. Incorrect or Untrue Information Voids this Application. If any information provided as part of the Application is untrue or incorrect, at the option of the City (i) this Application shall be considered void *ab initio*, (ii) the City shall have no obligation to process the Application, (iii) any commitments allegedly made by the City or flowing from the Application, including also the alleged grant of any development rights by the City, shall be considered void *ab initio* and unenforceable, and (iv) the Applicant shall indemnify and hold the City harmless for any costs or claims resulting from false or incorrect representations (A) of or from the Applicant, and/or (B) of or from the Property Owner(s), the Consultant, and/or the Supporting Parties of which the Applicant has or had knowledge.

7. Notice to the City of a Changed Event. The Applicant has an affirmative duty to (i) notify the City in writing of a Changed Event, (ii) fully inform the City of the nature and details of a Changed Event, and (iii) provide such notice and information within two (2) business days of a Changed Event. A Changed Event is any action or occurrence, (i) that occurs subsequent to the date the Applicant executes this Application form, and (ii) which alters the legal relationship of the Applicant and the Property Owner(s) to an extent that either (A) the Applicant no longer has authorization from the Property Owner(s) to pursue the Application, or (B) results in any representation or information in this Application or the Property Owner's Affidavit to be, in whole or in part, untrue, incorrect, or inaccurate.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Completed Notary Block for Applicant's signature must be attached to this Application form)*

**OFFICE USE ONLY**

MUNIS #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

ODA \_\_\_\_\_ Planner: \_\_\_\_\_ Engineer: \_\_\_\_\_ Fire: \_\_\_\_\_

Notary Block for Applicant's Signature

STATE OF UTAH                    )  
  : ss.  
County of Salt Lake            )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before the undersigned notary public in and for the said state, personally appeared \_\_\_\_\_ [name of person], known or identified to me to be a/the \_\_\_\_\_ [position of responsibility] of \_\_\_\_\_ [name of company or entity], and the person who executed the foregoing instrument and acknowledged to me that said company or entity executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

\_\_\_\_\_  
Notary Public for Utah

# **PROPERTY OWNER AFFIDAVIT**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } ss

I, \_\_\_\_\_, being duly sworn, by my signature represent, affirm and attest as follows:

1. Definitions. The following definitions apply in this Affidavit:
- a. “Application”: Application includes (i) the document entitled *West Jordan City Development Services Application* (“Application Form”), (ii) this Property Owner Affidavit (“Affidavit”) and any other Property Owner Affidavit(s), and (iii) all information (whether written or verbal) provided by the Applicant, by the Consultant, by the Property Owner(s), or by any other person or entity engaged by the Applicant or the Property Owner(s) in furtherance of the Application (“Supporting Parties”).
  - b. “Applicant”: The individual and/or entity named as such on the Application Form.
  - c. “Property Owner”: Holder of any legal title to the Property.
  - d. “Property”: That parcel identified as sidwell/parcel# \_\_\_\_\_,  
located at approximately \_\_\_\_\_.  
(approximate street address)

2. Property Owner. To the best of my knowledge (**check one**):

☐ I am the SOLE Property Owner.

-Or-

☐ There is/are (an) additional Property Owner(s), whose name(s) follow:

*(include additional pages with names if necessary)*

3. Reviewed the Application. I have reviewed the Application Form dated \_\_\_\_\_,  
submitted to the West Jordan City by \_\_\_\_\_,  
*(name of Applicant as appears on the signature line of the Application form)*  
for the project entitled, “\_\_\_\_\_”  
*(name of Project as appears on the Application form)*  
which Application requests approval by the City of West Jordan for the following:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Agreement                  | <input type="checkbox"/> Site Plan           | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Conditional Use Permit     | <input type="checkbox"/> Site Plan Amended   | <input type="checkbox"/> Zone Change          |
| <input type="checkbox"/> Design Review Committee    | <input type="checkbox"/> Subdivision Major   | <input type="checkbox"/> Planned Community    |
| <input type="checkbox"/> Development Plan           | <input type="checkbox"/> Subdivision Minor   |   |
| <input type="checkbox"/> General Land Use Amendment | <input type="checkbox"/> Subdivision Amended |   |
| <input type="checkbox"/> <b>Other:</b>              |  |   |

4. Information is True and Correct. The information contained in this Affidavit and the Application form, is true and correct. The Property Owner will use its best effort to ensure all contents of this Affidavit and the Application form are accurate and current.
5. Property Owner's Consent to the Application. The Property Owner (i) has reviewed and expressly approves the contents of the Application Form, and (ii) consents to the Applicant pursuing approval of the Application.
6. City's Right to Contact Property Owner. The City has the right and may contact the Property Owner directly, in writing or through other means, to verify any information contained in the Application.
7. Contact with Property Owner is not Interference. Contact by the City as outlined in "6." above is and shall not be considered interference with the Property Owner's business dealings with the Applicant.
8. Incorrect or Untrue Information Voids the Application. If any information provided as part of the Application or this Affidavit is untrue or incorrect, at the option of the City (i) the Application shall be considered void *ab initio*, (ii) the City shall have no obligation to process the Application, (iii) any commitments allegedly made by the City or flowing from the Application, including also the alleged grant of any development rights by the City, shall be considered void *ab initio* and unenforceable, and (iv) the Property Owner shall indemnify and hold the City harmless for any costs or claims from the Property Owner resulting from false or incorrect representations (A) of or from the Property Owner, and/or (B) resulting from the Application being voided.
8. Notice to the City of a Changed Event. The Property Owner has an affirmative duty to (i) notify the City in writing of a Changed Event, (ii) fully inform the City of the nature and details of a Changed Event, and (iii) provide such notice and information within two (2) business days of a Changed Event. A Changed Event is any action or occurrence, (i) that occurs subsequent to the date the Applicant executed the Application Form, and (ii) which alters the legal relationship of the Applicant and the Property Owner to an extent that either (A) the Applicant no longer has authorization from the Property Owner to pursue the Application in whole or in part, or (B) results in any representation or information of which the Property Owner is aware or becomes aware in the Application or this Affidavit to be, in whole or in part, untrue, incorrect, or inaccurate.

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

\_\_\_\_\_  
(Property Owner Signature)

\_\_\_\_\_  
(Printed Name)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Notary)

Residing in \_\_\_\_\_,  
(County) (State)

My commission expires: \_\_\_\_\_



## LOT LINE ADJUSTMENT PROCESS

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### 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 available on the City's web site [www.westjordan.utah.gov](http://www.westjordan.utah.gov).

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.

### APPLICATION

The process may be initiated by submitting the application to the development department along with items listed on the lot line adjustment checklist. No application will be accepted until a determination has been made that the application is complete.

### CITY REVIEW

The first review may take approximately 4 weeks based on the complexity of the project and number of projects in for review. Subsequent review will be completed in 2 weeks.

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

### 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.

Copy of Deed to the City – The applicant provides a copy of the recorded deed to the development department to complete the project file.

#### **SURVEY RECORDATION**

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





# LOT LINE ADJUSTMENT SUBMITTAL CHECKLIST

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT \_\_\_\_\_

## CITY OF WEST JORDAN MUNICIPAL CODE 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.                              |

## GENERAL INFORMATION

| 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"/> | 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 60 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"/> | Digital copy in PDF format   |

## 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.   |

## 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 |

*The Zoning Administrator may forward any lot line adjustment to the Planning Commission for a full public hearing review.*



## **LOT LINE ADJUSTMENT DEVELOPMENT APPLICATION FEES**

**8000 South Redwood Road  
(801) 569-5182**

**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.**

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### ***LOT LINE ADJUSTMENT***

|                              |                              |
|------------------------------|------------------------------|
| _____ Lot Line Adjustment    | \$1,240                      |
| _____ Supplemental Review    | \$85 Hourly Charge           |
| _____ Engineering Review Fee | \$1,000 (includes 2 reviews) |