

**APPLICATION FOR A PLAIN CITY**  
**LOT LINE ADJUSTMENT AND CONSOLIDATION OF PARCELS**

Date Submitted \_\_\_\_\_ Lot Line Adjustment \_\_\_\_\_ Consolidation of Parcels \_\_\_\_\_  
Property Owner Name \_\_\_\_\_ Email: \_\_\_\_\_  
Address \_\_\_\_\_ Plain City, UT  
Phone \_\_\_\_\_ Parcel No(s). \_\_\_\_\_  
No. of Existing Parcels \_\_\_\_\_ No. of proposed parcels \_\_\_\_\_  
Existing Zone \_\_\_\_\_

**Please answer the following questions:**

The lot line creates a new lot. Yes No

The affected property owners adjoining the lot line consent to the lot line adjustment. Yes No

The lot line creates a remnant parcel that did not previously exist. Yes No

The lot line creates a violation of zoning codes. Yes No

Surveyor's Name \_\_\_\_\_ Address \_\_\_\_\_ Ph \_\_\_\_\_

Engineer's Name \_\_\_\_\_ Address \_\_\_\_\_ Ph \_\_\_\_\_

Please describe any agreements, rights-of-way, easements etc that could affect this property:

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE IF REQUIRED:**

**All Engineer, Legal, and Planner Fees are the responsibility of the Person or Entity applying for the Lot Line or Consolidation process.**

**The new legal description shall not create a new parcel, remnant parcel or violate existing zoning ordinances.**

**The above information is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
Date Signature

Office Use Only

Lot Line Adjustment Fee: \_\_\_\_\_ Consolidation of Parcel Fee: \_\_\_\_\_

Number of Copies Submitted: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date Paid \_\_\_\_\_

Planning Commission Approval Date: \_\_\_\_\_

**AFFIDAVIT**

**PROPERTY OWNER**

STATE OF UTAH        )  
                                  ) ss  
COUNTY OF WEBER )

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I have received written instructions regarding the process for which I am applying and the Plain City Planning staff have indicated they are available to assist me in making this application.

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

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

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

\_\_\_\_\_  
(Notary)  
Residing in Weber County, Utah

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

**NOTE: This packet is not a substitute for the Plain City Zoning and Subdivision Ordinance or the Plain City Public Works Standards and Specifications. Both of these documents are required for development in Plain City and are available on the city website at [www.plaincityutah.org](http://www.plaincityutah.org)**

**A LOT LINE ADJUSTMENT CAN ONLY BE APPROVED IF:**

1. No new lot results from the lot line adjustment.
2. The affected property owners adjoining the lot line consent to the lot line adjustment.
3. The lot line adjustment does not result in remnant parcels that did not previously exist.
4. The lot line adjustment does not result in a violation of the applicable zoning codes.
5. A subdivision amendment is not required.

For any change in a map of an approved or recorded plat, if such change affects any street layout shown on such map, area reserved thereon for public use, or any lot line, or if it affects any map or plan legally reached prior to the adoption of any regulations controlling subdivision, such parcel shall be approved the planning commission and city council by the same procedures, rules and regulations as for a subdivision.

**PLAIN CITY  
LOT LINE ADJUSTMENT CHECKLIST**

The following checklist is a summary of the requirements for approval of a lot line adjustment for Plain City. Detailed requirements are described in Plain City Code, Subdivision Ordinance Title 11 (11-2-12). In case of a discrepancy, the detailed ordinance requirements will govern. Incomplete submittals will not be reviewed or forwarded to the Planning Commission.

**PLEASE SUBMIT THE FOLLOWING TO THE CITY OFFICE AT LEAST THIRTY DAYS PRIOR TO THE PLANNING COMMISSION MEETING:**

1. Completed application signed by all affected property owners.
2. Legal description of each parcel involved in the lot line adjustment.
3. Copies of deeds reflecting the new property boundaries.
4. One (1) 11”X17” drawing to scale of the existing plat and one (1) 11”X17” drawing to scale of the proposed plat. All plats shall show all structures on the property, fence lines, easements, driveways, and streets, and include a measurement scale.
5. All applicable fees paid in full.

**NOTE: After review of the Planning Commission, other items MAY be required for submittal. Including but not limited to:**

1. Seven (7) twenty-four by thirty-six (24" X 36") copies of an engineered plat drawn to scale and one (1) eleven by seventeen (11" X 17") reduced copy of the drawn to scale plat. All drawings shall be of such quality and resolution that all detail in the drawing is readily discernable.
2. One electronic copy in required format.

**If such plat is required the Plat shall contain the following:**

Features: The plat shall contain the following:

- a. The location of property with respect to surrounding property and streets, the names of all adjoining property owners of record, or the names of adjoining developments and the names of adjoining streets.
- b. The location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.
- c. The location of existing streets, easements, water bodies, streams and other pertinent features such as wetlands, buildings, parks, cemeteries, drainage ditches, irrigation ditches, fences, bridges, etc., as determined by the planning commission.
- d. The location, width and details of all existing and proposed streets, curbs, gutters, sidewalks, easements, alleys, other public ways and easements and proposed street rights of way and building setback lines.
- e. The locations, dimensions and areas of all proposed or existing lots, illustrating their relationship to surrounding properties.
- f. The name and address of the owner or owners of land to be re-subdivided, lot line adjusted or consolidated, and the name, address and phone number of the land surveyor or engineer.
- g. The date of the plat, approximate true north direction, scale and title of the subdivision.
- h. Plat shall contain the following notations:
  1. Explanation of drainage easements, if any.
  2. Explanation of irrigation easements, if any.
  3. Explanation of site easements, if any.
  4. Explanation of reservations, if any.

## LOT LINE ADJUSTMENT REVIEW PROCESS

### TIMING AND SCHEDULING

As a matter of information important to this process, the Plain City Planning Commission currently meets on the second and fourth Thursday of the month at 7:00 p.m. A place on the agenda for this meeting is linked to submittal requirements described in this document.

The Plain City office is located at 4160 West 2200 North. Office hours are Monday through Thursday, 8 am to 5 pm and Fridays 8 am to noon. The phone number is 801-731-4908 and the fax number is 801-731-8619.

It is not unusual in most communities for the Lot Line Adjustment Review process to take several months. The same may also be true for Plain City, depending upon the challenges association with the proposed lot line adjustment and the number of entities involved in the review and approval process. The best way to keep the schedule to a minimum is to provide complete submittals in accordance with application and submittal milestones. Those milestones are described in detail in the paragraph below and are summarized here for your convenience.

**NOTE: The Lot Line Adjustment Review and approval is done by the Commission unless there is an appeal to the City Council.**

### Lot Line Adjustment

- ❖ Complete plat submittal – at least 30 days prior to the Planning Commission meeting on the second Thursday of the month. (Note: This will result in the applicant being added to the Planning Commission’s agenda. The Planning Commission may limit the number of items on an upcoming agenda. This is done on a first come, first serve basis.)
- ❖ If the commission feels it is in the best interest of the City to have surveyed engineered plats submitted, they will also be required to be into the City Office 30 days prior to being on a commission agenda, therefore delaying the approval process.
- ❖ Upon approval and after receiving a letter from the City the lot line can be recorded at the County Recorder’s Office with a deed reflecting the new parcel boundaries. The new legal description shall not create a new parcel, remnant parcel or violate existing zoning ordinances.

**A CONSOLIDATION OF PARCELS CAN ONLY BE APPROVED IF-**

1. The lots are contiguous.
2. Does not create a remnant parcel.
3. Does not violate existing zoning ordinances.
4. A subdivision amendment is not required.

**NOTE: Once a consolidation of parcels is approved and recorded it can not be divided again without meeting all of the applicable subdividing and zoning requirements.**

**NOTE: Agricultural operations are exempt from this requirement.**

**PLAIN CITY  
CONSOLIDATION OF PARCELS CHECKLIST**

The following checklist is a summary of the requirements for approval of a consolidation of parcels for Plain City. Detailed requirements are described in Plain City Code, Subdivision Ordinance. In case of a discrepancy, the detailed ordinance requirements will govern. Incomplete submittals will not be reviewed or forwarded to the Planning Commission.

**PLEASE SUBMIT THE FOLLOWING TO THE CITY OFFICE AT LEAST THIRTY DAYS PRIOR TO THE PLANNING COMMISSION MEETING:**

- \_\_\_1. Completed application signed by all affected property owners.
- \_\_\_2. Legal description of each parcel involved in the lot line adjustment.
- \_\_\_3. Copies of deeds reflecting the new property boundaries.
- \_\_\_4. One (1) 11”X17” drawing to scale of the existing plat and one (1) 11”X17” drawing to scale of the proposed plat. All plats shall show all structures on the property, fence lines, easements, driveways, and streets, and include a measurement scale.
- \_\_\_5. All applicable fees paid in full.

**Note: After review of the Planning Commission, other items may be required for submittal. Not limited to but could include one (1) 11”X17” surveyed engineered plat full scale drawing with a measurement scale; to be accompanied by an electronic copy in required format.**

## CONSOLIDATION OR PARCELS REVIEW PROCESS

### TIMING AND SCHEDULING

It is not unusual in most communities for the Consolidation of Parcels Review process to take several months. The same may also be true for Plain City, depending upon the challenges associated with the proposed consolidation of parcels and the number of entities involved in the review and approval process. The best way to keep the schedule to a minimum is to provide complete submittals in accordance with application and submittal milestones. Those milestones are described in detail in the paragraph below and are summarized here for your convenience.

**NOTE: The Consolidation of Parcels Review and approval is done by the Commission unless there is an appeal to the City Council.**

### Consolidation of Parcels

- ❖ Complete plat submittal – at least 30 days prior to the Planning Commission meeting on the second Thursday of the month. (Note: This will result in the applicant being added to the Planning Commission’s agenda. The Planning Commission may limit the number of items on an upcoming agenda. This is done on a first come, first serve basis.)
- ❖ If the commission feels it is in the best interest of the City to have surveyed engineered plats submitted, they will also be required to be into the City Office 30 days prior to being on a commission agenda, therefore delaying the approval process.
- ❖ Upon approval and after receiving a letter from the City the consolidation of parcels can be recorded at the County Recorder’s Office with a deed reflecting the new parcel boundaries. The new legal description shall not create a remnant parcel or violate existing zoning ordinances.