



LOT LINE ADJUSTMENT

1	Property Owners & Bountiful City	Property Owners meet with City Planner to discuss their Lot Line Adjustment.
2	Property Owners	LOT LINE ADJUSTMENT APPLICATION* (Attachment 1) Property Owners sign application and submit property survey to Bountiful City. Application must contain <u>all</u> property owners' signatures and be properly notarized.
3	Bountiful City Staff	Set up Agenda - Send out copies of agenda to invite property owners to the meeting.
4	Administrative Committee & Property Owners	Administrative Committee meets with property owners to approve Lot Line Adjustments.
5	Bountiful City Staff	Prepare NOTICE OF APPROVAL - with parcel description attachments. (This gives the County permission to record the deeds.)
6	Administrative Committee Chairman	Sign and notarize NOTICE OF APPROVAL .
7	Property Owners	Prepare and sign Deeds. (PLEASE NOTE: Property Owners are responsible for preparing Deeds.)
8	Property Owners	Record NOTICE OF APPROVAL and Deeds at Davis County Recorders' Office.** Provide Bountiful City with copy of recorded NOTICE OF APPROVAL .
9	Bountiful City Staff	Maintain copy of recorded NOTICE OF APPROVAL in Property Owner's file at City Hall.

PHONE NUMBERS
Bountiful City Planning 298-6190
Davis County Recorders Office Davis County Memorial Courthouse 28 East State Street Farmington, Utah 451-3225

LOT LINE COSTS		
* Fee with Administrative Committee	6016	\$50.00
<i>Forms of Payment are Cash, Check or Credit Card (except Am Ex and payable to Bountiful City)</i>		
** Recording fees are \$10.00 for the first page and \$2.00 each additional page. <i>(Cash or Check only - Payable to Davis County Recorders Office)</i>		



Submittal Date: _____

LOT LINE ADJUSTMENT APPLICATION

Property #1

Address _____
Owner(s) _____
Phone _____ Email _____

Property #2

Address _____
Owner(s) _____
Phone _____ Email _____

1. Items that shall be included with any Lot Line Adjustment Application:

- A Bountiful City Lot Line Adjustment Application completed in detail and notarized. The application must be signed and notarized by each property owner(s) or authorized agent(s).
- Payment of Filing Fee: \$50 Administrative Committee
- A survey by a licensed Utah Surveyor - one (1) PDF file* of the proposed site plan; one (1) Word file* with description of parcel to be conveyed; and two (2) 24 x 36 of the proposed site plan drawn at 1:10 scale or as required by the City Planner or City Engineer. A site plan shall include:
 1. A north arrow, the scale of the drawing, and the date of the drawing.
 2. Street names and addresses.
 3. All existing easements, rights-of-way, and any other restrictions on the use of the property.
 4. Existing buildings and other significant features within 50' of the boundaries to be adjusted.
 5. Legal description of existing property boundaries and the area to be adjusted.
 6. When required by the City Planner or City Engineer, a survey including contours of the land at intervals of two feet (2') or better.

*Please email these documents to Planning Department Administrative Assistant.

2. Processing Procedure:

- a. The application will first be submitted to the Bountiful Planning Staff for review.
- b. If the application is complete, it will be placed on the first available agenda for consideration by the Administrative Committee.

3. Property #1: Owner(s) Authorization and Affidavit

The undersigned, being duly sworn, depose that I am (we are) the owners(s) or authorized agent(s) of the owner(s) of the property involved in this application and that the statements contained herein or by attachment are, to the best of my (our) knowledge, true and correct.

Print Name

Signature

State of Utah)

ss

County of Davis)

The foregoing instrument was acknowledged before me this ___ day of _____, 20__.

Notary Public

My commission expires:

Print Name

Signature

State of Utah)

ss

County of Davis)

The foregoing instrument was acknowledged before me this ___ day of _____, 20__.

Notary Public

My commission expires:

4. Property #2: Owner(s) Authorization and Affidavit

The undersigned, being duly sworn, depose that I am (we are) the owners(s) or authorized agent(s) of the owner(s) of the property involved in this application and that the statements contained herein or by attachment are, to the best of my (our) knowledge, true and correct.

Print Name

Signature

State of Utah)
County of Davis) ss

The foregoing instrument was acknowledged before me this ___ day of _____, 20__.

Notary Public

My commission expires:

Print Name

Signature

State of Utah)
County of Davis) ss

The foregoing instrument was acknowledged before me this ___ day of _____, 20__.

Notary Public

My commission expires: