



MAYOR
 Randy C. Lewis
CITY COUNCIL
 Kendalyn Harris
 Richard Higginson
 Beth Holbrook
 John M. Knight
 John Pitt
CITY MANAGER
 Gary R. Hill

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 Records' 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 Records Office
 Davis County Memorial Courthouse
 28 East State Street
 Farmington, Utah
 451-3225

LOT LINE COSTS

* Conditional Use Permit with Administrative Committee	6016	\$50.00
* Conditional Use Permit with Planning Commission Mtg	6016	\$100.00

(Cash, Credit Card or Check - Payable to Bountiful City)

**** Recording fees are \$10.00 for the first page and \$2.00 each additional page.**

(Cash or Check only - Payable to Davis County Records Office)



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 /\$200 Planning Commission
- ☐ 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 one (1) 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)

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: