



Application for a Lot/Parcel Boundary

Adjustment/Consolidation

A boundary line adjustment or a lot/parcel line adjustment is the process that is used to transfer land between two adjacent separate lots/parcels. A boundary line adjustment allows legal transfer of ownership and minor relocation of property boundaries between two recorded parcels. The process can be used to combine adjoining parcels into one parcel, alter or correct the boundary between adjoining parcels, or reconfigure the shape of parcels. This boundary line adjustment process is not used to create new lots or parcels. **THIS APPLICATION IS NOT APPLICABLE FOR LOTS REQUIRING SUBDIVISION AMENDMENTS AS CONTAINED IN A LEGAL SUBDIVISION.**

Overview

An individual interested in adjusting a boundary line must fill out the Lot Line Adjustment / Consolidation Application and pay a minimal fee of \$100.00. In order to have a lot line adjustment approved an application must be reviewed by the Community and Economic Development Planning Division and Engineering Division (if necessary other departments may need to review the application) to determine compliance with applicable regulations. Property owners from all affected properties must approve of the Boundary Line Adjustment Application. If all standards and regulations are met the Community and Economic Development Planning Division will approve the application and allow the applicant to record the adjustment with Salt Lake County Recorder's office. Applicants must return a copy of the recorded document to the Community and Economic Development Division for filing and updating City maps.

Application Fee (non-refundable):

- Lot/Parcel Line Adjustment fee: \$100.00

Application Process:

Step 1. Contact the Planning Division: Meet informally with a member of the planning staff to discuss your proposal and review the issues, procedures and fees associated with the application.

Step 2. Submit Application: For all lot/parcel boundary adjustment applications, please submit the following information, ensuring each item is either checked off or marked 'NA' if not applicable. For each 'plan' submitted, include at least one (1) 11x17 copy (or larger if requested by staff) and a digital PDF.

Required for all applications:

- 1. Complete Application.
- 2. Completed Title Report(s).
- 3. A narrative describing the proposed project in detail including current and proposed conditions.
- 4. Payment of application fee.
- 5. Exhibit/Site Plan/Survey. The document should include the following information:
 - a. Date, scale, and north arrow.
 - b. Square footage and acreage of current and proposed lots/parcels.
 - c. All building footprints.
 - d. Current property lines of all affected property, including setbacks for all main and accessory structures.

- e. Proposed property lines of all affected property, including setbacks for all main and accessory structures.
- f. Separate, full legal descriptions of each lot/parcel both existing and after the adjustment.
- g. Include any water ways (ditches,etc) that may be on or adjacent to the property.

6. Please initial the following requirements, indicating that you have read and acknowledge the following:

- a. Each lot/parcel meets all applicable zoning requirements and regulations.
- b. All property owners impacted by the adjustment have signed the application and will sign the notice of approval.
- c. The proposed adjustment shall not impact any street right-of-way.
- d. The proposed adjustment shall not create any new parcels.

The application has been filled out in its entirety and all supporting documentation has been provided.

All plans submitted with the application will not be returned to the applicant and are the property of Murray City.

Step 3. Murray City Department Review: Once the information is received by the Community & Economic Development Office, a Notice of Approval will be drafted for the property owners to sign and have notarized.

Upon completion of this document, the document must then be recorded at the Salt Lake County Recorder's Office followed by recording the "Deeds" transferring the properties.

Please note, the Deeds are not drafted or completed by the Community & Economic Development office and is the responsibility of the property owners to have completed.

A copy of the recorded documents must be given to the Murray City Community & Economic Development Division in order for this process to have been deemed complete.

Please submit all documentation to: planning@murray.utah.gov

Appeal of Decision:

The City, an applicant, or an adversely affected party may appeal a final written decision made by the Planning Commission or staff to the Hearing Officer. Appeals must be in writing and received by the Planning Division within ten (10) calendar days of the Commission's written decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing.

LOT/PARCEL BOUNDARY ADJUSTMENT APPLICATION

Property Owner #1 Information

Name: _____

Property Address: _____ City: _____ State: _____ ZIP: _____

Parcel Identification (Sidwell) Number: _____

Phone #: _____ Fax #: _____ Email Address: _____

Authorized Signature: _____ Date: _____

Property Owner #2 Information

Name: _____

Property Address: _____ City: _____ State: _____ ZIP: _____

Parcel Identification (Sidwell) Number: _____

Phone #: _____ Fax #: _____ Email Address: _____

Authorized Signature: _____ Date: _____

Property Owner #3 Information

Name: _____

Property Address: _____ City: _____ State: _____ ZIP: _____

Parcel Identification (Sidwell) Number: _____

Phone #: _____ Fax #: _____ Email Address: _____

Authorized Signature: _____ Date: _____

For Office Use Only

Project Number: _____ Date Accepted: _____

Planner Assigned: _____