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

## **LOT LINE ADJUSTMENT INFORMATION**

### **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. Providing the required information will result in a complete application and the timely completion of the project. Not providing the required information will result in an incomplete application and the return of the application and submitted documents.

To be a complete application, the following is required:

- The project complies with the established zoning (including any overlay zone) of the property.
- All items listed on the checklist have been submitted, all items required by West Jordan City Code have been submitted, and all items required by any development agreement and/or development plan have been complied with.
- All application fees have been paid.

This document is a guide for projects. Additional information may be required depending upon the nature of the project. The assigned planner/project manager will provide additional information when it becomes available.

### **CONTENTS**

The following documents are provided.

- City of West Jordan Application
- Application Affidavit
- Property Owner Affidavit
- Lot Line Adjustment Process
- Lot Line Adjustment Checklist
- Required Application Fees
- List of All Required Fees for the Project

### **SUBMITTAL MEETING**

An application submittal meeting is required to check the application submittal for completeness. Please contact the assigned planner/project manager to schedule an application 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.



## LOT LINE ADJUSTMENT PROCESS

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### 1. GENERAL

#### 14-3-4: LOT LINE ADJUSTMENTS:

**A. Requirements for Approval:** Lot line adjustments may be approved by the zoning administrator; provided, that:

1. At least one or more of the properties is a lot in a recorded subdivision;
2. 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;
3. 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 city's land use regulations;
4. The lot line adjustment will not affect any street right of way;
5. The lot line adjustment will not create any new lots; and
6. The lot line adjustment otherwise complies with all other requirements of law, including Utah Code Subsections 10-9a-523(2) and 10-9a-608(5) or related or successor provisions.

**B. Application Requirements:** Applications for lot line adjustments shall be submitted to the community development department and shall include the following:

1. A completed application form and checklist, including a statement of indemnification to the city and certification of compliance with all the requirements of this section, signed and filed jointly by all the owners of the two or more affected lots or parcels;
2. Payment of a fee, as established by the city council in the consolidated fee schedule;
3. An electronic PDF copy of a survey, prepared by a licensed land surveyor, illustrating all relevant information described in the lot line adjustment application form and checklist; and
4. An agreement or deed, in a form acceptable to the city, between and signed by all the record owners of the adjoining lots consenting to relocation of the property boundary line. (2001 Code § 87-3-104; amd. 2009 Code; Ord. 19-51, 12-11-2019, Effective at 12 noon on January 6, 2020)

**C. Zoning Administrator Approval and Recording of Notice of Approval:** The following requirements apply:

1. The zoning administrator shall consult with other appropriate city staff and shall review the lot line adjustment application;
2. The zoning administrator shall approve a lot line adjustment application if the exchange of title will not result in a violation of any land use regulation;
3. If a lot line adjustment application is approved, the city shall record a notice of lot line adjustment approval in the office of the county recorder which:
  - a. Is approved by the zoning administrator; and
  - b. Recites the legal descriptions of both the original properties and the properties resulting from the exchange of title; and
4. A notice of lot line adjustment approval recorded under this Subsection C does not act as a conveyance of title to real property.

**D. Recording of Documents to Convey Title Between Property Owners:** If the lot line adjustment application is approved by the zoning administrator in accordance with Subsection C, the owners of record of adjoining properties may:

1. Record the approved survey at the county offices; and
2. Exchange title to the portions of the properties identified in the approved survey and approved lot line adjustment, by recording, at the county recorder's office, the appropriate agreement or deed.

## **2. APPLICANT'S INITIAL CONTACT WITH CITY STAFF ABOUT PROJECT**

Contact the Planning Division by telephone or by a meeting at the Community Development Department offices. If you are not familiar with City processes and requirements, city staff will briefly discuss the process and requirements with you.

## **3. PRE-APPLICATION MEETING**

A pre-application meeting is required for all projects. Pre-application meetings are held weekly. The pre-application form can be downloaded at <https://www.westjordan.utah.gov/wp-content/uploads/2024/05/New-pre-application-form-fill-version-may-2024.pdf>

The purpose of a pre-application meeting is:

1. To better facilitate the development process by establishing initial contacts between City staff and the applicant.
2. To provide an opportunity for the applicant to present the project to city staff and receive comments from them.
3. To provide an opportunity for the applicant to ask questions regarding city requirements to eliminate unnecessary delays.

## **4. APPLICATION**

The lot line adjustment process is initiated by submitting a complete application as described on page one of this packet. Incomplete applications will not be accepted.

## **5. CITY REVIEW**

Review times are as follows:

Application Completeness Review	Maximum 2 – business days
First Review	Maximum 20 – business days
Second Review	Maximum 20 – business days

*Business Day Means - Monday through Friday, except the legal declared state or federal public holidays.*

## **6. STAFF ACTION**

City staff will notify the applicant that the application is approved, and the recording documents can be created.

## **7. DEED AND RECORD RECORDATION**

If the lot line adjustment application is approved by the zoning administrator in accordance with Subsection 14-3-4 C, the owners of record of adjoining properties may:

1. Record the approved survey at the county offices; and/or
2. Exchange title to the portions of the properties identified in the approved survey and approved lot line adjustment, by recording, at the county recorder's office, the appropriate agreement or deed.



## LOT LINE ADJUSTMENT SUBMITTAL CHECKLIST

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

PROJECT \_\_\_\_\_

### GENERAL INFORMATION

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application.
<input type="checkbox"/>	<input type="checkbox"/>	Completed Owner Affidavit.
<input type="checkbox"/>	<input type="checkbox"/>	Payment of the application fee, as established by the city council in the consolidated fee schedule. (An invoice will be sent).
<input type="checkbox"/>	<input type="checkbox"/>	An agreement or deed, in a form acceptable to the city, between and signed by all the record owners of the adjoining lots consenting to relocation of the property boundary line.
<input type="checkbox"/>	<input type="checkbox"/>	Title report no older than 60 days.
<input type="checkbox"/>	<input type="checkbox"/>	A statement of indemnification to the city and certification of compliance with all the requirements of this section, signed and filed jointly by all the owners of the two or more affected lots or parcels.
<input type="checkbox"/>	<input type="checkbox"/>	An electronic PDF copy of the survey, prepared by a licensed land surveyor, illustrating all relevant information described in the lot line adjustment application form and checklist.

### SURVEY AND LEGAL DESCRIPTIONS

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	The survey shall be accurately drawn to scale, no smaller than 1"=100'.
<input type="checkbox"/>	<input type="checkbox"/>	The survey 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, showing all property line dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	Exact location of all existing buildings on both lots dimensioning all setbacks from proposed property lines.
<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.
<input type="checkbox"/>	<input type="checkbox"/>	Signature block for the Zoning Administrator.
<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 all existing easements along all lot lines i.e., water, sewer, storm drain or Public Utility Easements (P.U.E)
<input type="checkbox"/>	<input type="checkbox"/>	Copies of the legal descriptions and deeds to be executed between property owners.

**LOT LINE ADJUSTMENT**

**CERTIFICATE OF COMPLIANCE AND STATEMENT OF INDEMNIFICATION**

We, the undersigned owners (“we”, “us”, or “Owners”) of the affected lots or parcels in the referenced relocation of the property boundary line (“Lot Line Adjustment”), hereby certify that we are all in compliance with all the requirements of West Jordan City Code (“WJCC”) Section 14-3-4 and other applicable provisions of the WJCC, as well as the requirements detailed on this Checklist (“Owner Duties”).

We all also commit to sign and record (with the County Recorder’s Office) an agreement or deed, in a form acceptable to the City of West Jordan (“City”), regarding the Lot Line Adjustment, which conveys title between us as the Owners.

Finally, we all agree to indemnify and hold harmless the City, and its employees, officers, contractors, agents, and affiliated parties, regarding all actions and failures to act, by us or our employees, officers, contractors, agents, assignees, and affiliated parties, related to the Owner Duties, which cause damage in any way to the City.

_____ Owner	_____ Date
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_____ Owner	_____ Date
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_____ Owner	_____ Date
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Privacy Notice:  
The personal data being collected is included in a public record as defined under Utah Code 63G-2-301 and may be available to the public as provided in Utah Code 63G-2-201. Prior to making a record available to the public, the City of West Jordan redacts private, protected, or controlled information as defined in Utah Code 63G-2-302, 304, and 305. For more information, please contact the City’s Data Privacy Officer, Tangee Sloan – [tangee.sloan@westjordan.utah.gov](mailto:tangee.sloan@westjordan.utah.gov)