



Uintah County Building, Planning and Zoning Application for a Lot Line Adjustment

16.36.040. Exchange of Title for Portions of Parcels by Adjacent Property Owners of Record.

A. The owners of record of adjacent parcels described by either a metes and bounds description or a recorded plat may exchange title to portions of those parcels if the exchange of title is approved by the zoning administrator in accordance with Subsection (B).

B. The zoning administrator shall approve an exchange of title under Subsection (A) if:

1. No new dwelling lot or housing unit will result from the exchange of title; and
2. The exchange of title will not result in a violation of applicable zoning requirements.

ADJ# _____	Fee: \$50.00 APP \$20.00 SURV per sheet	DATE PAID: _____	Receipt # _____
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Property Information and Location

(All lines applicable to this site must be filled in.)

Lot 1: Address _____ GPS: _____

Zone: _____ Parcel # _____

Lot 2: Address _____ GPS: _____

Zone: _____ Parcel # _____

Property Owner(s) Information Lot 1

Names on deed: _____

Mailing Address: _____

City/County: _____ State: _____ Zip: _____

Office/home phone: _____ Fax phone: _____

A copy of the deed, offer or tax notice MUST be included to demonstrate ownership

Property Owner(s) Information Lot 2

Names on deed: _____

Mailing Address: _____

City/County: _____ State: _____ Zip: _____

Office/home phone: _____ Fax phone: _____

A copy of the deed, offer or tax notice MUST be included to demonstrate ownership

Agent for the Property Owner(s)

(if applicable)

Name: _____

Address: _____

City/County: _____ State: _____ Zip: _____

Office/home phone: _____ Fax phone: _____

An agent authorization form properly signed and notarized MUST be included with this application

Engineer/Surveyor

Name: _____ Company: _____

Address: _____

County: _____ City: _____ State: _____ Zip: _____

Office/home phone: _____ Fax phone: _____

E-mail address: _____ Professional license #: _____

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C. If an exchange of title is approved under Subsection (B), a plat or notice of approval shall be recorded by the zoning administrator in the office of the county recorder which:

1. Is executed by each owner included in the exchange and by the zoning administrator;
2. Contains an **acknowledgment** for each party executing the notice in accordance with the provisions of USC Title 57, Chapter 2a, Recognition of Acknowledgments Act; and
3. Recites the **descriptions of both the original parcels and the parcels created** by the exchange of title.

D. A notice of approval recorded under Subsection (C) does not act as a conveyance of title to real property and is not required for the recording of a document purporting to convey title to real property.

A lot line adjustment submittal shall include:

1. A completed application form and required fee
2. One 24" X 36" Mylar print of the plat, to be signed (& notarized) by owners of **both** properties, Uintah County Treasurer and Uintah County Planning Director
3. An 8½" X 11" or 11" X 17" copy of the plat for planning office
4. **Proof of ownership** demonstrated by a title search, deed, property information screen, or other verifiable means (current parcel map or tax notice) for **each** parcel
5. A notarized agent authorization form when the property owners are being represented by others
6. Any other material or information required by the County Planner, Planning Commission, County Commission or other effected entity.

I (We) hereby submit this as a legal and complete application on: _____

Signature of owner(s) or agent(s):

Owner(s) of 1st Parcel _____

Owner(s) of 2nd Parcel _____

Lot Line Adjustment Surveyor Plat requirements

Poorly drawn or illegible plats will be deemed as an incomplete application

The boundaries of each lot or parcel exempted by this part shall be graphically illustrated on a record of survey plat drawn and stamped by a licensed surveyor, and shall not be done by deed alone. The plat shall be recorded with the Uintah County Surveyor. The survey plat shall contain the following:

1. If a plat is revised, a copy of the old plat shall be provided to the County Planner for comparison purposes.
2. The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line. When the plat is bounded by an irregular shoreline or a body of water, the bearings and distances of a closing meander traverse should be given and a notation made that the plat includes all land to the water's edge or otherwise.
3. For all curves in the plat, sufficient data shall be given to enable the re-establishment of the curves on the ground. The curve data shall include the radius, central angle, tangent, and arc length.
4. Lengths shall be shown to hundredths of a foot. Angles and bearings shall be shown to seconds of arc.
5. Bearings and dimensions shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.
6. All blocks and lots within each block shall be consecutively numbered. Addresses shall be issued by the Zoning Administrator or his designees and shall be shown on the plat with the corresponding lot number.
7. All public lands and streets shall be clearly identified.
8. All lands within the boundaries of the [amended property lines] shall be accounted for, either as lots, walkways, streets, or as excepted parcels.
9. Parcels not contiguous shall not be included in one plat; neither shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat, provided that all owners join in the certification and acknowledgments.
10. The information on the plat shall include:
 - a) the name of the [applicant], true north arrow and basis thereof, and date;
 - b) name, address, and notary & **signature blocks** for **all owners** of record; there should be a written **acknowledgment**, not a dedication
 - c) the acreage of each lot carried to 3 decimal places;
 - d) township, range, section and quarter section if a portion;
 - e) graphic scale;
 - f) ties to a minimum of two section corners with bearings and distances;
 - g) survey monuments;
 - h) all fire hydrants
 - i) **approval signature block for the Uintah County Treasurer**
 - j) **approval signature block for the Uintah County Planner**
 - k) **descriptions of both the original parcels and the parcels created** by the adjustment.
11. When generated on a computer, the plat shall also be submitted on a computer disk to be entered into the County data base.