



# ***Lot Line Adjustment***

**Application Packet**

***\* for lots within a recorded plat \****

*City of  
St. George*

Development Services Department  
175 East 200 North  
St. George, UT 84770  
(435) 627-4120 Fax (435) 627-4133



Dear Applicant,

This packet has been prepared to help in preparing and completing the application and to meet the full requirements of the Lot Line Adjustment approval process (for lots within a recorded subdivision). The items included in this packet have been prepared to allow the submittal to be processed and reviewed in the timeliest manner possible. The items included are...

- Application
- Attorney's Checklist
- Surveyor's Checklist

Incomplete applications will not be accepted.

The procedure for this Lot Line Adjustment is as follows...

- Prepare a Record of Survey Plat showing only the lots affected. If one or more of the lots affected are not in a grouping of each other but located within the same subdivision then a separate Record of Survey Plat will be required for each grouping of lots
- Only the owners of the lots that are affected need to sign this application
- The deeds exchanging property between lots will need to be prepared separately and be reviewed at the same time as the Record of Survey Plat by the city prior to the deeds being recorded
- In order to have the Tax ID numbers be the same on the corrected parcel, remnant or overlapped parcels will not be allowed
- If a PUE is involved with the Lot Line Adjustment, fill out and submit the Property Abandonment Packet along with this packet ([www.sgcity.org/ds/newdevforms.php](http://www.sgcity.org/ds/newdevforms.php))
- The Lot Line Adjustment will be placed on Planning Commission and City Council Agenda's as consent items after city staff has approved the deed and ROS.
- Prior to recording deeds at the county, the city will stamp deeds (approved for recording) and the Record of Survey Plat will need to be filed with the County Surveyor

Should you have any questions regarding this packet, any processes, or laws and ordinances governing the subdivision platting process please feel free to call the Development Services Department or visit [www.sgcity.org](http://www.sgcity.org) for further assistance.

Thank you for your interest in the City of St. George.

Sincerely,

Development Services Department  
City of St. George  
175 East 200 North  
St. George, UT 84770  
(435) 627-4120

**APPLICATION FOR LLA (LOT LINE ADJUSTMENT)  
CITY OF ST. GEORGE, UTAH**

Filing fee: \$200.00 (if P.U.E. is not affected)  
\$300.00 (if P.U.E. needs to be abandoned)

**Subdivision Name:** \_\_\_\_\_  
**Lot Number's:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO THE PLANNING COMMISSION**

The undersigned applicant is Owner (1) of the following legally described property (tax id number): \_\_\_\_\_

To be included with this application:

- Filing Fee (see above):     \$200.00     \$300.00
- JUC application packet
- Four (4) paper copies of the Record of Survey Plat prepared by and signed by P.L.S.
- One (1) original copy of all documents that need to be recorded at the county (deeds, easement abandonments, cities acceptance of new easements, exhibits, etc...)
- Title Report (not older than 90 days)
- Attorney LLA submittal sheet
- Surveyors LLA checklist (completed and signed by P.L.S.)
- Letter from land owner(s) explaining the Lot Line Adjustment & signed by all parties.

Owner (1) Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Owner (2) Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

The applicant must fully intend to proceed in good faith with the requested change as proposed in full compliance with the subdivision ordinance of the City of St. George.

\_\_\_\_\_  
Signature Owner (1) Date

\_\_\_\_\_  
Signature Owner (2) Date

Engineering/Surveying firm name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**LLA (LOT LINE ADJUSTMENT) PROCEDURE**  
**CITY OF ST. GEORGE**  
**ATTORNEY'S CHECKLIST**

*This checklist is required for all LLA proposals between two adjacent lot owners, regardless of whether they are located in a recorded subdivision. All requirements must be satisfied to meet both State and City legal requirements before approval by the City can be issued. Final approval of the LLA shall be issued by the St. George City Council in a regularly scheduled meeting.*

**Location:** \_\_\_\_\_  
 (Provide all relevant information – tax ID #, address, plat name, etc.)

**Date Submitted:** \_\_\_\_\_

- | SUBMITTED                | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Title Report (TR) expires after 90 days, update when expired   |
| <input type="checkbox"/> | <input type="checkbox"/> | Record of Survey (ROS) showing the proposed LLA  |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal Description from TR matches Legal Descriptions for the original parcels  |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal Descriptions for the original parcels and the parcels created by the LLA   |
| <input type="checkbox"/> | <input type="checkbox"/> | All taxes, interest and penalties owing on land have been paid   |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof that all SID assessments have been paid to City  |
| <input type="checkbox"/> | <input type="checkbox"/> | All easements and other possible conflicts that are listed in TR are resolved (if easements are listed on the TR they must be shown on the record of survey or provide a separate memo or exhibit to explain why the easement does not interfere with the LLA) |
| <input type="checkbox"/> | <input type="checkbox"/> | Easements that run along the proposed LLA must be abandoned and a new easement must be created and approved.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Both lot owners must sign and have notarized the LLA Notice of Approval  |
| <input type="checkbox"/> | <input type="checkbox"/> | Both lot owners must sign and execute a warranty deed or quitclaim deed reflecting the approved change. Deeds shall be recorded simultaneously with the LLA Notice of Approval   |

**Public Street/Easement/Right-of-Way Vacation/Abandonment or Creation Procedures**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Petition to vacate some or all of a public street, right-of-way, or easement  |
| <input type="checkbox"/> | <input type="checkbox"/> | Petition shall include the name and address of each owner of property that is adjacent to or accessed exclusively by or within 300 feet of the public street, right-of-way, or easement |
| <input type="checkbox"/> | <input type="checkbox"/> | Signature of each owner on the petition who consents to the vacation  |
| <input type="checkbox"/> | <input type="checkbox"/> | Public hearing shall be held by City Council  |
| <input type="checkbox"/> | <input type="checkbox"/> | Recordable plat reflecting the vacation of the public street, right-of-way, or easement   |
| <input type="checkbox"/> | <input type="checkbox"/> | Execute a document to record the new utility easement which will run along the new property line.   |



# Lot Line Adjustment Checklist

File No.: \_\_\_\_\_

This form is to be completed for the Lot Line Adjustment process. Submit at Plat & Plan Submittal Meeting.

Plat Title: \_\_\_\_\_

Date: \_\_\_\_\_

PLS CITY

- Has the P.L.S. signing the plat checked the boundary closure and reviewed ALL the checklist items?
- Submit a 24x36 paper copy of the **ORIGINAL** Final Plat as recorded at the county
- Submit a paper copy of your Record of Survey (ROS) Plat that is to be recorded at the County's Recorder's Office in the Repository
- Show Property Tax ID Number(s) on all documents to be recorded
- If easements lines are also being moved with the lot line adjustment(s) then fill out and submit the Property Abandonment Packet ([www.sgcity.org/ds/newdevforms.php](http://www.sgcity.org/ds/newdevforms.php))
- Show only the lots affected in the LLA. (If the lots are not continuous then prepare a separate Record of Survey Plat for those other lots)
- Narrative (explain why changes are being made to the lot(s) and include any existing easements, or new easements created in your explanation)
- Legible text size and orientation (minimum 1/8 inch).
- 100 year Flood Plain Boundary and Erosion Hazard Boundary. (lines and notes required)
- Lot or unit numbers shown without duplication
- Lot and block dimensions
- North Arrow
- Scale
- Boundary closure (0.01 or less) - Closure = \_\_\_\_\_ Bearing = \_\_\_\_\_
- Area accuracy (1/1000 of area) - Area = \_\_\_\_\_ Acres = \_\_\_\_\_
- Boundary description check and PERTINENT BOUNDS calls incorporated into legal
- Boundary description matched delineated boundary of platted lots

Professional Land Surveyor: \_\_\_\_\_ Date: \_\_\_\_\_