



# Subdivision - Property Line Adjustment Application

t.801/423-2300 | f.801/423-1443 | web [www.elkridgecity.org](http://www.elkridgecity.org)

**This application and the Final Plat Check List will be returned to the applicant if either are submitted incomplete.**

## PROPERTIES AND OWNERS INFORMATION

### PROPERTY 1 LOCATION

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

Tax ID: \_\_\_\_\_

### PROPERTY 2 LOCATOIN

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

Tax ID: \_\_\_\_\_

### OWNER PROPERTY 1 INFORMATION

Name: \_\_\_\_\_

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

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

Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

### OWNER PROPERTY 2 INFORMATION

Name: \_\_\_\_\_

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

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

Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

### SIGNATURES

Owner 1: \_\_\_\_\_

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

Owner 2: \_\_\_\_\_

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

## TITLE COMPANY AND LAND SURVEYOR/ENGINEER FIRM INFORMATION

### TITLE COMPANY

Contact: \_\_\_\_\_

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

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

Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

### LAND SURVEYOR OR ENGINEERING FIRM

Firm: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Cell: \_\_\_\_\_

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

Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

email: \_\_\_\_\_

## SUBMITTAL INFORMATION (filled in by staff)

Received by: \_\_\_\_\_

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

Fee amount paid: \_\_\_\_\_

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

Complete application and check list verified by: \_\_\_\_\_

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



# Property Line Adjustment Checklist

t.801/423-2300 | f.801/423-1443 | email [staff@elkridgecity.org](mailto:staff@elkridgecity.org) | web [www.elkridgecity.org](http://www.elkridgecity.org)

Use this as a check list to make sure all required items are submitted

**This form and application will be returned to the applicant if submitted incomplete.**

## A. SUBMISSION REQUIREMENTS

Applicant checks black box (or writes NA) to acknowledge item is complete

Staff checks red box to acknowledge item is complete

### 1. SUBMISSION REQUIREMENTS

- Completed Property Line Adjustment Application form
- List of surrounding properties/addresses within 300 feet.
- 5 copies 24" x 36" of all necessary plans (1/8" in height or larger lettering)
- 2 copies 11" x 17" of all necessary plans
- PDF of all submittals on CD/DVD
- CAD digital files (AutoCAD or DFX format) on CD/DVD
- Lot Line Adjustment application fee (see city fee schedule)
- All plans drawn by a licensed surveyor and/or engineer
- Letters from Questar, Qwest, Comcast, SESD on concurrence of new Public Utility Easements

### 2. ALL PLAN SHEETS BASE DATA

All plan sheets shall include:

- Title block, including the following:
  - Name of subdivision plat
  - Name, address, telephone number of engineer/surveyor, and wet stamp
  - Name, address, and telephone number of subject property owner(s)
  - Location of plat (Elk Ridge, Utah County, Utah)
  - Original drawing date and each subsequent revision date
- Subdivision plat drawing, drawn to scale of 1" = 40', 1" = 50' or 1" = 60'
- Vicinity map of the subdivision with its distinguishable location within the city
- North arrow

### 3. CURRENT CONDITIONS PLAN

- Current Lot layout - showing the following:
  - Lots and lot numbers
  - Lot sizes in square feet
  - Utah County Parcel Numbers
  - Legal description of each lot
  - Building envelopes
  - Roads and trails
  - Open space areas
  - Drainage areas and easements
  - Public Utility easements

### 3. LOT LINE ADJUSTMENT PLAN

- Proposed Lot layout - showing the following:
  - Lots and lot numbers
  - Lot sizes in square feet
  - Legal description of each lot
  - Building envelopes
  - Roads and trails
  - Open space areas
  - Drainage areas and easements
  - Public Utility easements

### 3. LOT LINE ADJUSTMENT FINAL PLAT

- The right title block shall include the following:
  - "Surveyor's Certificate of Survey" with signature line and date
  - "Boundary Description"
  - "Owners' Dedication" with lines for owners' signatures, lines for owners' printed name, date line, and place for notary to sign date
  - "Planning Commission's Certificate of Approval" with signature lines for Planning Commission Chair, Planning Commission Secretary, and date line
  - "City Council's Certificate of Approval" with signature lines for 5 city council members, the city recorder, and date line
  - "South Utah Valley Electric Service District Certificate of Approval" with signature line and date line
  - Area at bottom for each the Surveyor's, Public Notary, City Recorder, and County Surveyor's seals
- A one-and-one half by five-inch space in the lower right-hand corner of the plat for the county recorder
- Other details as deemed necessary
- The following is needed at the city council meeting for final approval:
  - Final plat printed on mylar
  - The margin box shall use a heavy line with a left margin of at least 1 1/2 inches and the remaining margins at least 1 inch
  - Permanent, waterproof ink shall be used

# City of Elk Ridge Property Line Adjustment Checklist

## APPLICANT SUBMITS PLANS TO CITY – NEXT STEPS

- Staff reviews submittal items for completeness.
- Incomplete submittals shall be returned to the applicant.
- Submission of amended subdivision plans does not guarantee placement on any agenda for review by any reviewing body. Application must be found complete to be forwarded.
- Once plans are submitted, staff will have two weeks to review for completeness. If found complete, a Technical Review Committee (TRC) meeting will be scheduled. If incomplete, the applicant will be asked to resubmit the plan(s) with the appropriate changes.
- TRC usually meets Thursday or Friday mornings.
- The TRC committee will review with the applicant the plans merits and red line any needed changes. Depending on corrections/changes, more than one TRC could be required. TRC redlines must be corrected and found complete prior to scheduling planning commission meeting.
- Once accepted by the TRC, a public hearing will be scheduled for the plan on the next available planning commission meeting. The city will notice for this hearing all property owners within the affected subdivision.
- Planning commission meetings are held the 2<sup>nd</sup> Thursday of each month. Submittals to the planning commission must be turned in 2 weeks prior to a meeting.
- The planning commission will review the plan to see if it adheres to the development code. The commission can approve the plan, approve with conditions or changes, table the plan for additional changes or information, or deny it with findings based on code.
- If not tabled, the commission shall make a recommendation to the city council for their final action on the plat.
- City council meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month.
- Project representative is required to attend TRC, planning commission and city council meetings or item will be tabled.
- With final approval by the city council, applicant must bond for improvements prior to recording with county.
- There is a \$30 plus \$1 per lot fee charged by the county for recording. Make check payable to the Utah County Recorder and submit to city for final plat recording. The city will submit to the county the final amended plat and your submittal check for recording.

## CONTACTS

- **City Office**  
p.801/423-2300 f.801/423-1443  
email [staff@elkridgecity.org](mailto:staff@elkridgecity.org) | web [www.elkridgecity.org](http://www.elkridgecity.org)
- **Public Works – Cody Black**  
p.801/423-2300 | email [cody@elkridgecity.org](mailto:cody@elkridgecity.org)
- **Planning Commission Assistant - Marissa Bassir**  
p.801/423-2300 | email [marissa@elkridgecity.org](mailto:marissa@elkridgecity.org)
- **Recorder - Jan Davis**  
p.801/423-2300 | [recorder@elkridgecity.org](mailto:recorder@elkridgecity.org)
- **Payson Post Office**  
801/465-0564
- **South Utah County Electric Service District**  
801-465-8020 | website [www.sesdofutah.com](http://www.sesdofutah.com)