



Lot Line Adjustment Review Process

A lot line adjustment is an administrative decision made by City staff. The process begins once the completed land use application and filing fee are submitted. A development review committee (DRC) meeting may be set up with the City Engineer, City Planner, and other interested agencies.

SUBMITTAL REQUIREMENTS

- Completed Land Use Application Form:** signed and notarized
- Document verifying proof of ownership:** the current property owner must be the applicant, but may designate an authorized agent to act in his behalf. Please submit a proof of ownership, which should include a Warranty Deed, Trust Deed, or a Quit Claim Deed.
- 2 Site Plans:**
The site plan can be drawn at an appropriate size of paper 24" x 36", at a scale which suitability fits the paper (a scale is recommended at; 1" = 20', 1" = 30', etc.).
Please submit one reduced 8 ½" x 11" site plan and an electronic file (sent by email to planning@herriman.org)
- Legal Description of the Property**

APPLICATION FEES

- Lot Line Adjustment Fee is \$150**

PLANNING STAFF REVIEW

Planning Staff will review the proposed lot line adjustment to determine all Zoning Ordinances are met. Staff will then forward their recommendation along with the application to the engineering department for review.

ENGINEERING REVIEW

After receiving approval by the Planning Staff, the application will be reviewed by the City Engineer. Engineering will review the submittal to determine if the lot line adjustment may be done by deed, or if a plat will be required. The engineering review may take up to 15 days for review and red lines; there may be several reviews with red lines during this process.

If a plat is not required the adjustment will be done by having new legal descriptions drawn up for each lot and new deeds recorded. The City Engineer will review the new legal descriptions. The applicant is then responsible for having the new deeds recorded.

MYLAR PLAT

The City Engineer may require a mylar plat for the lot line adjustment. If required, the City Engineer will approve the final plat and will submit the plat to the City Attorney and City Council for approval.

The mylar plat should reflect all the conditions required by the Planning Staff and City Engineer. The plat must be signed by all appropriate agencies and utility companies.

Note: The applicant shall also submit a computer file of the plat. The file must be compatible with the City's GIS mapping system.

The final plat shall require:

- Qwest Communications certificate of survey.
- Rocky Mountain Power Company certificate of survey.
- Questar certificate of survey.
- A registered land surveyor's certificate of survey.
- The owner's certificate of dedication.
- A notary public's acknowledgment.
- The Planning Commission's certificate of approval.
- The County Health Department's certificate of approval.
- The City Engineer certificate of approval.
- The City Attorney's certificate of approval.
- The City Council's certificate of approval.
- A one-and-one-half by five-inch space in the lower right-hand corner of the drawing for the county recorder's use.

A copy of a sample plat is available on the Herriman City website, www.herriman.org.

Once the plat has been reviewed by the City Engineer, and received all the necessary signatures, it is the applicant's responsibility to have the plat recorded with the Salt Lake County Recorder's Office.