



60 West Main Street
Hyrum, Utah 84319
Ph. (435) 245-6033
www.hyrumcity.gov

Boundary Adjustment Application

Name of Property Owner (1): _____ Date: _____

Mailing Address: _____

Telephone: _____ Email: _____

Property Address: _____

Lot Area (sq. ft./acre): _____ Tax ID/Parcel Number: _____

Name of Property Owner (2): _____ Date: _____

Mailing Address: _____

Telephone: _____ Email: _____

Property Address: _____

Lot Area (sq. ft./acre): _____ Tax ID/Parcel Number: _____

(provide additional applications for additional property owners if needed)

Description of Request: _____

Certification: I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Hyrum City may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Hyrum City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner (1) Signature: _____ Date: _____

Property Owner (2) Signature: _____ Date: _____

FOR OFFICE USE ONLY	Fee	Deposit	Due	Total
Boundary Adjustment filing fee	\$0	\$0	Upon Submission	\$0

Boundary Adjustment Information

- A. The owners of record of adjacent parcels that are described by either a metes and bounds description or a recorded plat may exchange title to portions of those parcels and/or make lot line adjustments if the exchange of title or adjustment is approved by the Zoning Administrator or City Recorder in accordance with Subsection (B). The Zoning Administrator/City Recorder may require the approval of a lot line adjustment be forwarded to the Planning Commission if the Zoning Administrator or City Recorder determines the adjustment may have an impact on the health, safety, or general welfare of the surrounding properties, property values, or residents.
- B. All applications for lot line adjustments shall include the following:
 1. A scaled drawing showing the proposed lot line adjustment prepared by a licensed land surveyor. The drawing shall include the location of adjacent streets, the location of each lot affected by the adjustment, lot dimensions and lot sizes of the subject properties before and after the proposed lot line adjustment, building setbacks after proposed adjustment, easements, and any other information deemed necessary by the Zoning Administrator / City Recorder to determine whether the proposed adjustment will result in a violation of applicable zoning requirements. The format shall be in a manner as deemed suitable by the Zoning Administrator/City Engineer.
 2. A legal description of the proposed lot line adjustment.
 3. If the lot line adjustment affects any public utility easements, the applicant shall provide a Disclaimer of Easement Verification Form (provided by the City) signed by each of the affected public utilities necessary to vacate the public utility easement.
- C. The Zoning Administrator / City Recorder 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.
 3. Any affected public utility easements have been vacated or modified as necessary.
- D. If an exchange of title is approved under Subsection (B), a notice of consent shall be recorded by the Zoning Administrator / City Recorder or authorized designee, in the office of the county recorder which:
 1. Is executed by each owner included in the exchange and by the Zoning Administrator / City Recorder, or Planning Commission Chair, whichever is applicable;
 2. Recites the descriptions of both the original parcels and the parcels created by the exchange of title.
- E. A notice of consent recorded under this Subsection 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.

Boundary Adjustments General Process

- Recommend the applicants discuss the application with City Staff before requesting survey of property
- Surveyor reviews Hyrum City Code and Construction Standards Information
- Surveyor prepares new survey exhibit with new parcel descriptions
- Applicant submits new survey and parcel descriptions to City Staff for review
- When approved for review, City Staff will notify Cache County Recorder for notice of consent.
- If the boundary adjustment requires a legislative or judicial action, such action must obtain approval before the boundary adjustment can be completed.

Hyrum City Code and Construction Standards: The following information contained herein is not inclusive. For complete details and specifications, please refer to Hyrum City Code (HCC) and Hyrum City Construction Standards available online at: www.hyrumcity.gov and the following references:

- HCC Title 13 Public Services
- HCC Title 16 Subdivisions
- HCC Title 17 Zoning
- Hyrum City Construction Standards Manual