



CITY OF LOGAN

255 North Main • Logan Utah 84321 • 435-716-9152 • 435-716-9001

PROCEDURE FOR BOUNDARY LINE ADJUSTMENT

Reference

Logan Municipal Code: Chapter 17.48 (attached)

Introduction

Boundary line adjustments occur when two or more lots are combined or when a portion of one lot is added to another lot. The following are administrative procedures to facilitate boundary line adjustments.

Procedure

1. The attached application is to be filled out, signed by all property owners, and returned to the City Engineer with a fee of **\$100.00**
2. Attach a drawing showing the old boundary lines and the new boundary lines. This does not need to be done by an engineer or surveyor, but needs to show the following:
 - A. All existing and proposed property lines,
 - B. All existing and new dimensions,
 - C. Location with dimensions from property lines of all existing building and structures,
 - D. All easements and rights-of-way,
 - E. Any other required information.
3. Attach a full size plat map of all properties involved (obtain from Cache County Recorder's office).
4. Attach a legal description of all properties involved (obtain from Cache County Recorder's office).
5. Upon completion of the Public Hearing, the City Engineer will render one of the following decisions:
 - A. Approval
 - B. Conditional Approval
 - C. Denial
6. Upon approval, the applicant shall have an appropriate professional prepare and submit a draft of the new deed(s) to the City Engineer. And, if required, a plat or drawing.
7. If the decision is a conditional approval, all conditions must be met prior to submitting the draft deeds to the City Engineer. The applicant will then follow the procedures in number 7 above.
8. If the decision is denial, the applicant may choose to appeal the decision. This appeal is directed to the Board of Appeals (§17.53 of the Land Development Code).

Contact Numbers:

Bill Young, City Engineer 716-9160

Kim Nate, Administrative Secretary 716-9152



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255 North Main · Logan, Utah 84321 · 435-716-9152 · Fax 435-716-9001

APPLICATION FOR BOUNDARY LINE ADJUSTMENT

Date Received and Paid \$100.		Received By:
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Applicant Name: _____

Address: _____ City _____ State _____ Zip _____

Telephone Number: _____

Property Information Affected By Boundary Line Adjustment:

Property Owner: # 1 _____

Address of boundary line adjustment: _____

Tax ID #: _____

Signature: _____

Property Owner: # 2 _____

Address of boundary line adjustment: _____

Tax ID #: _____

Signature: _____

(Attach additional sheet if additional property/signatures required)

Please describe in detail what you would like to take place with the property(s):

Attached:

- Full Size County Plat Map
- Legal Description(s)
- Drawing(s) of Existing and Proposed Boundary Line(s)

[Approved] [Conditionally Approved] [Denied]:	City Engineer:	Date:
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Comments: _____

Chapter 17.48: Boundary Line Adjustments, Vacation, or Amending of a Subdivision Plat Map

§17.48.010. Purpose

Boundary line adjustment, vacation of subdivision lots, or amending subdivision plat maps procedures are intended to provide a streamlined and simplified method of complying with State law while allowing flexibility for property owners to adjust lot lines or combine lots within the limits of this chapter.

§17.48.020. Standing to Apply

Any adjoining property owners who submit an application, proposed map, and proposed legal descriptions for a boundary line adjustment shall have standing to submit a complete application to the City Engineer for the boundary line adjustment, subdivision vacation, or changing a subdivision plat. The City Engineer is empowered to approve, conditionally approve, or deny boundary line adjustments.

§17.48.030. City Engineer Responsibilities

A. Preliminary Review

The City Engineer shall review the application to ensure that it is complete. Before a hearing shall be scheduled, the City Engineer shall be required to substantiate the following:

1. The change in boundary lines does not result in the creation of a new lot or parcel.
2. The proposed change to a lot does not result in the creation of a lot of size or shape that does not conform with City zoning regulations and site development standards. If the proposed change is to a legally existing non-conforming lot, the change may not increase the nonconformity.
3. The proposed change to a lot does not result in changing a conforming structure into a nonconforming structure as a result of setbacks, proximity to other structures, use, landscaping, or any other site development requirement.
4. The petition to change the boundaries include signatures from representatives of each lot or parcel affected by the boundary line adjustment, and any necessary signatures from holders of liens, mortgages, or easements affected by the boundary line adjustment.

B. Distribution and City Review

After completion of the preliminary review, the City Engineer shall circulate a map of the proposed boundary line adjustment to the other City development review departments or departments that may be affected by the proposal for comments and recommended conditions, if any.

C. Failure to Obtain Signatures of Representatives of Owners of Record

If the City Engineer determines that the application does not include signatures from at least one record owner representing each parcel or lot, the City Engineer shall follow the procedures prescribed in Utah law for considering action on the proposed boundary line adjustment in Utah Code §10-9-808.

§17.48.040. Public Hearing Required

The City Engineer shall hold a duly noticed public hearing in conformance with requirements of Utah law. A written staff report as specified in Chapter 17.55 shall not be required.

§17.48.050. Recordation of Approved Boundary Line Adjustment

Following final approval by the City Engineer, the property owner shall submit the executed deeds, any required maps, and other required documentation to the City Engineer along with suitable payment for the cost of recording the legal descriptions with the County Recorder. The City Engineer shall record the deeds.

§17.48.060. Plat Map May Be Required

In conformance with Utah law, if a boundary line adjustment results in the need for dedication of a public right-of-way or other public dedication, a plat shall be required.

§17.48.070. Expiration

Any boundary line adjustment that has not been presented for recordation to the City Engineer within ninety days of the date of City Engineer approval shall be deemed to have expired.