



## Land Use Authority

180 West 300 North  
Kanab, Utah 84741  
Phone (435) 644-4966  
Or 435-644-4901  
Fax (435) 644-4963  
[planning@kane.utah.gov](mailto:planning@kane.utah.gov)

### Procedure for a Lot Line Adjustment

The following requirements shall be met in order to secure a Lot Line Adjustment from the Kane County Planning Commission.

1. Applicant must be the title owner of said property or have Power of Attorney to act on behalf of the owner. \*It is highly recommended that the applicant or their authorized agent be present at the Land Use meeting that the Lot/Parcel Line Adjustment is an agenda item. Electronic appearance is acceptable if prior arrangements are made.
2. Pay the required \$400.00 fee + \$10 per lot notification within 500' of proposed lot. Should engineer review time exceed six (6) hours, additional hours will be billed at current rate and are due and payable prior to document filing.
3. Submit in writing the reason a Lot Line Adjustment is requested.
4. Provide the legal description of the lots to be changed.
  - a. Auto CAD.DWG file or GIS SHPE file, submitted by surveyor;
  - b. File to contain all parcel lines and reference monuments;
  - c. Data file to be GEO referenced to Utah State Plane South Grid Coordinate System or ground Coordinate System including ground scale factor. (Kane County Land Use Ordinance page 21-21, 3).
5. Submit a lot line amendment plat (see attached)
6. Provide statement from Treasurer's Office showing taxes are current.
7. Lien holder statement
8. Title Report and Deeds must be provided.
9. Application must be submitted to the Land Use Administrator no less than 21 days prior to the monthly Land Use meeting held on the second Wednesday of every month.

\*Revised 01/2014

Fee: \_\_\_\_\_  
Paid: \_\_\_\_\_

### Request for Lot Line Adjustment

Property Owner's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ E-Mail: \_\_\_\_\_

#### Location and Legal Description

\_\_\_\_\_  
\_\_\_\_\_

#### Reason for Parcel/Lot Line Adjustment Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (We) certify that the proposed plat will conform to the Kane County Subdivision Ordinance and that no changes will be made without prior approval.

Signature of Owner: \_\_\_\_\_

## **LOT/ PARCEL LINE ADJUSTMENT PLAT REQUIREMENTS**

1. Boundary bearing and distances data outside boundary
2. Lot/Parcel numbers.
3. Curve data: radius, angle, tangent, length
4. All streets to be named
5. Bearing and distances of all streets
6. Adjacent streets shown and dimensioned
7. Adjacent fences shown
8. All easements to be labeled and dimensioned. All easements to be abandoned.
9. All land with boundaries to be accounted for
10. All dimensions to be to 0.01' and 0'000'00
11. Name of subdivision
12. North arrow
13. Basis of bearing
14. Name and address of owners of record
15. Total acreage of new lot or parcel
16. Legal description of new lot or parcel
17. Township, range, section and quarter section
18. Graphic scale
19. Required monuments
20. County Surveyor's signature block
21. County Attorney's signature block
22. Land Use Authority's signature block
23. County Commission's signature block
24. Signature(s) of owner(s) (notarized) block
25. County Recorder's recording block
26. Lender's signature block (or "Consent to Plat" form)
27. Surveyor's Certificate

\*Please submit (2) 24" by 36", plat maps and (13) 11"by 17" plat maps along with your application.

## Lien Holder Statement

Property Owner's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell or other Phone: \_\_\_\_\_

Location and Legal Description of Subdivision Plat:

\_\_\_\_\_  
The above described lots are Owned by the above; free and Clear.

\_\_\_\_\_  
Signature of Owner / Trustee: Signature of Owner / Trustee:

**Or:**

The above described lots are encumbered by a Lien / Mortgage.

Lien Holder information:

Name of Person / Bank: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Owner / Trustee: Signature of Owner / Trustee

# LENDER'S CONSENT AND DEDICATION

\_\_\_\_\_, hereby consents to the recordation of the subdivision plat of

Parcel ID: \_\_\_\_\_

The property described on said subdivision plat of \_\_\_\_\_

& affected by this Consent to record & Dedication is situated in Kane County, Utah, described as follows:

IN WITNESS I/we have hereunto set my/our hand(s) this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

## LENDER'S ACKNOWLEDGMENT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, PERSONALLY APPEARED BEFORE ME.

\_\_\_\_\_,  
THE SIGNER(S) OF THE WITHIN INSTRUMENT, WHO DULY ACKNOWLEDGE TO ME THAT he/she is the  
(President/V.P. Manager etc..) of \_\_\_\_\_, the corporation that executed the above  
instrument & was signed in behalf of said corporation by authority of its by-laws, and said  
\_\_\_\_\_ acknowledged to me that said corporation executed the same.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_ Notary Public residing at: \_\_\_\_\_