



Land Use Authority

76 North Main Street

Kanab, Utah 84741

Phone (435) 644-4966

planning@kane.utah.gov

Procedures 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 Line Adjustment is an agenda item. Electronic appearance is acceptable if prior arrangements are made
2. Fee: \$700 (includes mailer to surrounding property owners) for plat review.
3. Adhesive address labels for the notification letter for property owners within 500 ft. of proposed Lot Line Adjustment must be typed and ready to place on envelopes. The letter will be prepared by Land Use Authority.
4. Submit in writing the reason a Lot Line Adjustment is requested.
5. Provide the legal description of the lots to be changed.
 - a. Auto CAD.DWG file or GIS SHAPE 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. (KCLUO 9-21E-4)
6. Submit a lot line amendment plat. (2) 24x36 and (3) 11x17
7. Provide a tax statement showing taxes are current.
8. Submit a signed Lien Holder Statement and Lenders' Consent and Dedication.
9. Provide Title Report and Deeds.

Taxes will not be affected until the year following the project (plat) being recorded.

***Application must be received in office 21 days prior to the scheduled Land Use Authority Meeting.**

***Fee is non-refundable after engineer's review**

LOT LINE ADJUSTMENT - DRAWING REQUIREMENTS

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



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Application for Lot Line Adjustment Application Fee \$700.00

***In the event additional engineering costs are accrued by the County related to a specific project, the project applicant will be responsible for all additional engineering fees. (KCLUO 9-1-14)**

Property Owner's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Location and Legal Description of Subdivision Plat:

Reason for Lot Line Adjustment: _____

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

Signature of Owner / Trustee

Date

Signature of Owner / Trustee

Date

***Incomplete applications will be returned.**

Land Use Authority Action:

Approve

Deny

Planning Commission Chairman

Date

Commission Approval: _____

LIEN HOLDER STATEMENT

Property Owner's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Parcel #: _____

Check one:

- The above parcel is owned free and clear.**

- The above stated parcel is financed or a lien exists.** *Please complete the information below AND complete Lender's Consent and Dedication form.

LIEN HOLDER/LENDER: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I hereby declare that the information given above is true to the best of my knowledge.

Signature of Owner/Trustee

Signature of Owner/Trustee

LENDER'S CONSENT AND DEDICATION

LENDER'S ACKNOWLEDGMENT

_____, hereby consents to the recordation of the
subdivision plat of _____, Parcel #: _____.

The property described on said subdivision plat of _____
& affected by this Consent to record & Dedication is situated in Kane County, Utah, described as
follows:

Lender's Signature

NOTARY STATEMENT

On this ____ day of _____, 20____, personally appeared before me,
(Name) _____, the signer of the within instrument, who duly
acknowledged before me that he/she is the (Title) _____ of (Financial Institution)
_____, the corporation that executed the above
instrument & was signed in behalf of said corporation by authority of its by-laws, and
acknowledged to me that said corporation executed the same.

Notary Public

My Commission Expires: _____
Notary Public residing at City: _____ State: _____ County: _____