

SECTION 9.0

LOT LINE ADJUSTMENT PROCESS

9.1 GENERAL

The changing of a subdivision plat by a lot line adjustment is processed according to the Utah Code and West Jordan Municipal Code. A checklist for this process is included in the Development Process Manual located on the City's web site *www.wjordan.com*.

Lot line adjustments may be approved by the Zoning Administrator and City Engineer provided that:

Utah Code Requirements:

- (a) No new dwelling lot or housing unit results from the lot line adjustment;
- (b) The adjoining property owners consent to the lot line adjustment;
- (c) The lot line adjustment does not result in remnant land that did not previously exist;
- (d) The adjustment does not result in violation of applicable zoning requirements.”
- (e) The adjustment does not result in a violation of the International Building Code.
- (f) The lot line adjustment does not affect any street right-of-way.

West Jordan Municipal Code Requirements:

- (a) No property or part of a property needed to meet the width, yard, area, coverage, parking, frontage, or other requirements for a building lot may be transferred, sold, bequeathed or leased apart from such lot unless other space so complying is provided;
- (b) No land shall be sold which will result in a lot being created for building purposes that does not comply with the requirements of the Zoning Ordinance;
- (c) The lot line adjustment will not affect any street right-of-way;
- (d) The lot line adjustment will not create any new lots;

No property, or part of a property needed to meet with yard area, coverage, parking, frontage, or other requirements for a building lot may be transferred by use of a lot line adjustment unless other space is provided to maintain the legal status of the lot.

Contact city staff to determine if the project meets the requirements for a lot line adjustment.

9.2 SCHEDULE A PRE-APPLICATION CONFERENCE

The applicant can contact the development department staff to schedule a pre-application conference. Pre-application meetings are held weekly as needed.

The purposes of the pre-application conference are:

1. To better facilitate the development process by establishing initial contacts between city staff and the applicant.
2. Provide an opportunity for the applicant to present the project to city staff and receive comments from them.
3. Provide an opportunity for the applicant to ask questions regarding city requirements in order to eliminate unnecessary delays to the proposed project.

If the applicant is familiar with the city's processes and requirements, they may skip this step and go directly to preparation of the preliminary site plan.

9.3 LOT LINE ADJUSTMENT APPLICATION SUBMITTAL

The process may be initiated by submitting the application to the development department along with items listed on the lot line adjustment checklist.

The community development staff will check to make sure the application is complete. No application will be accepted until a determination has been made that the application is complete.

9.4 CITY REVIEW OF LOT LINE ADJUSTMENT

The first review may take between 2 to 3 weeks based on the complexity of the project and number of projects in for review. Subsequent review will be completed in 1 week.

Once the lot line adjustment is complete staff can approve the lot line adjustment to be recorded

9.5 DEED AND RECORD RECORDATION

Satisfactory completion and approval of the drawings and legal descriptions will allow the applicant to proceed with the following

- A. Deed Recordation – The applicant takes the approved deeds to the Salt Lake County Recorder's office for recording.
- B. Copy of Deed to the City – The applicant provides a copy of the recorded deed to the development department to complete the project file.

9.6 SURVEY RECORDATION

After the recordation of the deeds, the Office of Development Assistance will contact the Applicant to set up an appointment to meet at the Salt Lake County Surveyor's office to record the prepared survey.
