



HIGHLAND CITY

5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

PARCEL BOUNDARY ADJUSTMENT APPLICATION

STAFF USE ONLY

Application Date: ___ / ___ / ___ Application Number: _____ Fee Owed: \$200.00
Amount Paid: \$ _____ Received by: _____ Receipt #: _____ Cash/Card/Check
Staff Review Date: _____ Application: Approved/Denied By: _____
Staff Comments: _____

PROJECT INFORMATION

Name: _____
Address: _____
Acreage/Property Size: _____

APPLICANT INFORMATION

Name: _____
Mailing Address: _____
Phone #: _____ Fax #: _____
Email Address: _____

Owner Information

Owner Name: _____
Owner Address: _____
Owner Phone #: _____ Owner Email Address: _____
Owner's Signature: _____



PROPERTY OWNERS AFFIDAVIT

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon personal knowledge.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, owner(s) of the real property located at _____, in Highland City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the able described real property.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



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PARCEL BOUNDARY ADJUSTMENT REQUIREMENTS

The following information and items are required for processing. An application will not be accepted without the following.

TO BE COMPLETED BY STAFF		DELIVERABLES
YES	NO	
		1. Completed and Signed Planning Application.
		2. Applicant's and owner's original signatures on Planning Application.
		3. Review Fee: \$200.00.
		4. Submit a "Notice of Approval" packet (see attached forms) which shall include the following;
		a. The original legal descriptions of the parcels involved in the property line adjustment on a separate 8 1/2"x11" sheet (2 copies).
		b. New legal descriptions of the parcels involved in the property line adjustment on a separate 8 1/2"x11" sheet as they will exist after the property line adjustment has taken place (2 copies). Include new square footage.
		c. The "Notice Of Approval" document must be signed and acknowledged by all parties involved.
		6. Submit a new deed with legal descriptions showing each of the properties in their final configurations once approved and which can be recorded at Utah County Recorder's office.
		7. Please provide a separate title report (preliminary report) for each piece of property.
		8. Submit a completed Utility Notification form.

*The applicant should be aware that there may be requests to provide additional materials for staff.

Signature: _____

Printed Name: _____

Date: _____

Phone Number: _____

If you have any questions regarding items on this checklist or the process, please contact the Community Development Department at 801-772-4506.

**Recordation
Information:**

**NOTICE OF APPROVAL
PARCEL BOUNDARY ADJUSTMENT**

An exchange of title in accordance with Chapter 5, Subdivisions, Highland City Development Code, herein referred to as a "Property Line Adjustment/Altering A Public Utility Easement", is hereby considered for approval for adjacent parcels of land which are currently described as follows:

Parcel One

Existing Property Description:

Parcel Number and Legal Description:

Property Size:

New Property Description:

Parcel # and Legal Description:

Property Size:

PROPERTY OWNER APPROVAL (Parcel One)

I, (We), the undersigned owner(s) of the herein described property, identified by Parcel # _____, do hereby declare that I (we) do approve of the property line adjustment described above, this _____ day of _____, 20____.

Signature

Signature

Printed Name

Printed Name

STATE OF _____)

ss

COUNTY OF _____)

On the _____ day of _____, 20____, personally appeared before me

_____, the signer(s) of the foregoing document, and he/she acknowledged that he/she signed it.

Notary Public

**Recordation
Information:**

**NOTICE OF APPROVAL
PARCEL BOUNDARY ADJUSTMENT**

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Parcel Two

Existing Property Description:

Parcel Number and Legal Description:

Property Size:

New Property Description:

Parcel # and Legal Description:

Property Size:

PROPERTY OWNER APPROVAL (Parcel Two)

I, (We), the undersigned owner(s) of the herein described property, identified by Parcel # _____, do hereby declare that I (we) do approve of the property line adjustment described above, this _____ day of _____, 20____.

Signature

Signature

Printed Name

Printed Name

STATE OF _____)
COUNTY OF _____) ss

On the _____ day of _____, 20____, personally appeared before me

_____, the signer(s) of the foregoing document, and he/she acknowledged that he/she signed it.

Notary Public

WHEN RECORDED, MAIL TO:
Property Owner 1
ABC 123
Highland City, Utah 84003

WHEN RECORDED, MAIL TO:
Property Owner 2
ABC 123
Highland City, Utah 84003

Quit Claim Deed

Utah County

Affecting Tax No. 11:111:1111

Doe Family Company, a corporation, organized and existing under the laws of the State of Utah with its principal office at ABC 123, Highland, Utah County, State of Utah, Grantor, hereby QUIT CLAIMS to John Smith and Jane Smith, Trustees of the Smith Family Revocable Trust 02-20-2008, Grantee, at ABC 123, Highland, County of Utah, State of Utah, Zip 84003, for the sum of Ten Dollars, and other good and valuable considerations, the following described tract of land in Utah County, State of Utah, to-wit:

A tract of land situated in the SE $\frac{1}{4}$ of Section 36, T. 4 S., R. 1 E., S.L.B.&M, which parcel is described as follows.

Beginning at the southeast property corner of Lot 2, of the Alpine Country Club Subdivision, Plat 'D' as found on the file and of record at the Utah County Recorder's Office, said point being located South 1121.81 feet and West 740.07 feet from the East $\frac{1}{4}$ corner of Section 36, Township 4 South, Range 1 East, Salt Lake Base and Meridian; Thence North 36°03'23" East 145.00 feet along the easterly line to the northeast corner of said Lot 2; Thence South 87°16'37" East 42.01 feet; Thence South 31°26'24" West 44.86 feet; Thence along the arc of a 130 foot radius curve to the right 67.05 feet; chord bears north 46°12'57" east 66.31 feet; thence South 60°59'30" West 64.07 feet to the point of beginning.

The above described tract of land contains 4365.26 square feet in area or 0.10 acre.

Together with and subject to any and all easements, rights of way and restrictions appearing of record or enforceable in law and equity.

IN WITNESS WHEREOF, said John Doe, President and registered agent of Doe Family Company, a corporation as grantor has caused this instrument to be executed this ____ day of _____, A.D. 20 ____, by its duly authorized officer.

STATE OF UTAH

)

) ss.

COUNTY OF UTAH

)

By _____

John Doe

On the date first above written personally appeared before me, John Doe, who, being by me duly sworn, did say that he is the President and registered agent of Doe Family Company, a Corporation, and that as such an officer, being authorized to do so executed the same.

WITNESS my hand and official stamp the date in this certificate first above written.

Notary Public



HIGHLAND CITY

UTILITY NOTIFICATION FORM

Development Name: _____ Commercial / Residential * Circle One*

Development Address: _____

Development Name: _____ Developer contact: _____

Developer Business Address: _____

Developer Tel / Office# - _____ Cellular#- _____ Fax#- _____

The utility companies listed need to receive plans and necessary information including the vacation and modifying of easements for the above stated development to begin/modify the process for providing their services to this project. Plans will not be approved by the city until this document is completed and returned.

DOMINION ENERGY (GAS)

Please attach the vacation of easement letter from Dominion Energy to the back of this form.

Suggested Contact: **Pauline Caraveo 801-324-3437 pauline.caraveo@dominionenergy.com**
1640 Mountain Spring Road Springville, UT

COMCAST/XFINITY CABLE TELEVISION

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Elysia Valdez 801-401-3017 JointTrench_Utah@comcast.com**
1350 Miller Ave (3130 South) SLC, UT

CENTURY LINK

Please attach the vacation of easement letter from Century Link to the back of this form.

Suggested Contact: **Angela Barber 801-388-8242 nre.easement@centurylink.com**
75 East 100 North Provo, UT

ROCKY MOUNTAIN POWER

Please attach the vacation of easement letter from Rocky Mountain Power to the back of this form.

Suggested Contact: **Brad Kidd 801-756-1273 brad.kidd@rockymountainpower.net**
70 N 200 E American Fork, UT

UDOT / Utah Department of Transportation

Signature is only required if the easement vacation involves a UDOT road (Timpanogos Hwy, Alpine Hwy, or North County Blvd)

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Brandon Hyatt 801-533-2540 bhyatt@utah.gov**

HIGHLAND CITY APPROVAL

I, Nathan Crane, in accordance with Chapter 5, Subdivisions, Highland City Development Code, serving in my capacity as the Highland City Community Development Director, approve the above described plat amendment/property line adjustment for portions of parcels by adjacent property owners of record where:

- (a) no new dwelling lot or housing unit results from the plat amendment/property line adjustment;
- (b) the property line adjustment does not result in remnant land that did not previously exist; and
- (c) the adjustment does not result in violation of applicable Development Code requirements.

Signed this ____ day of _____, 20__.

Nathan Crane, Community Development Director

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____, 20____, personally appeared before me Nathan Crane, Highland City Community Development Director, the signer of the above who being duly subscribed and sworn did acknowledge to me that he executed the same.

Notary Public