

Simple Boundary Adjustment Checklist

| Applicant | Staff | Checklist |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | | Boundary line adjustment application. |
| <input type="checkbox"/> | | Boundary line adjustment application fee. |
| <input type="checkbox"/> | | A conveyance document meeting requirements in State Code 57-1-45.5 showing the following. |
| <input type="checkbox"/> | | The name and signature of each party to the conveyance document. |
| <input type="checkbox"/> | | The address of each party to the conveyance document for assessment purposes. |
| <input type="checkbox"/> | | A legal description of the parcel or lot owned by each party before the boundary adjustment. |
| <input type="checkbox"/> | | A legal description of the parcel or lot owned by each party after the boundary adjustment. |
| <input type="checkbox"/> | | Sufficient language to convey title from one party to another party, in conformity with the proposed boundary adjustment. |
| <input type="checkbox"/> | | A visual or graphic of the proposed boundary adjustment and all properties affected by the proposed boundary adjustment depicting the following. |
| <input type="checkbox"/> | | The former boundary location. |
| <input type="checkbox"/> | | The new boundary location. |
| <input type="checkbox"/> | | The size, shape and dimensions of each adjusted parcel or lot. |
| <input type="checkbox"/> | | If a survey was completed, a record of survey map shall be submitted to the Utah County Surveyors Office meeting all requirements in State Code 57-1-45.5(3)(b). |
| <input type="checkbox"/> | <input type="checkbox"/> | Verification from the County Engineer that the proposed boundary adjustment does not affect any applicable public works requirements including public rights-of-way, county utility easements, any other easements, or public property. |
| <input type="checkbox"/> | <input type="checkbox"/> | Verification from County Health Department that the proposed boundary adjustment does not affect applicable health department requirements including onsite wastewater system. |
| | <input type="checkbox"/> | Notice of Consent (To be created by staff at the end of the review) |

Full Boundary Adjustment Checklist

| Applicant | Staff | Checklist |
|--------------------------|-------|--|
| <input type="checkbox"/> | | Boundary line adjustment application. |
| <input type="checkbox"/> | | Boundary line adjustment application fee. |
| <input type="checkbox"/> | | A conveyance document meeting requirements in State Code 57-1-45.5 showing the following. |
| <input type="checkbox"/> | | The name and signature of each party to the conveyance document. |
| <input type="checkbox"/> | | The address of each party to the conveyance document for assessment purposes. |
| <input type="checkbox"/> | | A legal description of the parcel or lot owned by each party before the boundary adjustment. |
| <input type="checkbox"/> | | A legal description of the parcel or lot owned by each party after the boundary adjustment. |
| <input type="checkbox"/> | | Sufficient language to convey title from one party to another party, in conformity with the proposed boundary adjustment. |
| <input type="checkbox"/> | | A visual or graphic of the proposed boundary adjustment and all properties affected by the proposed boundary adjustment depicting the following. |
| <input type="checkbox"/> | | The former boundary location. |
| <input type="checkbox"/> | | The new boundary location. |
| <input type="checkbox"/> | | The size, shape and dimensions of each adjusted parcel or lot. |

| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | | A reference to the record of survey map that was submitted to the Utah County Surveyors Office. |
| <input type="checkbox"/> | | If a survey was completed, a record of survey map shall be submitted to the Utah County Surveyors Office meeting all requirements in State Code 57-1-45.5(3)(b). |
| <input type="checkbox"/> | | If a utility easement is affected, written statement from the utility service provider of the easement that addressed the proposed boundary adjustment and identify any recommendations relative to the proposal. |
| <input type="checkbox"/> | <input type="checkbox"/> | Approval from the County Engineer that the proposed boundary adjustment conforms to public works standards and requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Approval from the County Health Department that the proposed boundary adjustment conforms to all applicable County Health standards and requirements. |
| | <input type="checkbox"/> | Notice of Consent (To be created by staff at the end of the review) |