

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)