



Community Development

Boundary Adjustment Conveyance Checklist

All Boundary Adjustment Conveyance Applications must meet the applicable requirements of local, state and federal law.

Deadline for applications is the last Tuesday of each month – completed with payment received. All applications must be reviewed at the Joint Utility Department Staff Meeting. No application will move forward until approved at Staff level.

Before any Boundary Adjustment Conveyance applications can be considered the applicant shall provide the following (*incomplete applications will be rejected*):

1. Name and signature of each party.
2. Name and address of each party (for tax assessment purposes).
3. Existing Legal Description of each property before the adjustment.
4. New Legal Description of each resulting parcel after the adjustment.
5. Conveyance language exchanging title to each property to each respective party.
6. Notarial acknowledgment for each party's signature.
7. Graphical exhibit of all properties affected by the adjustment, depicting:
 - a. Former boundary location
 - b. New boundary location
 - c. Size, shape and dimensions of each adjusted property, and
8. Reference to a record of survey defined in Section 17-23-17, if conducted

Survey Requirements

- a. Survey prepared by a licensed professional land surveyor.
- b. Survey identifies the specific properties being adjusted.
- c. Survey depicts existing and adjusted boundaries
- d. Survey complies with 17-23-17 (Utah Survey Standards) including;
 - i. Existing dwellings, outbuildings, improvements, and physical features.
 - ii. Existing easements, rights of way, conditions, or restrictions, recorded or apparent.
 - iii. Other existing or proposed improvements that impact land use regulations.
9. Proof of ownership (must match the title report).
10. A narrative or explanation of the grounds for requesting the alteration.
11. Mailing labels for all properties within 500' of proposed boundary adjustment.
12. Applicable fee's paid to Washington County Community Development Department.



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After all necessary documents and required information has been submitted, the Community Development Department shall review the application for completeness. Once reviewed and accepted, the applicant will meet with the Joint Utility Development Staff in their monthly meeting held on the 1st Tuesday of each month at 9:30 a.m. in the Community Development Conference Room. **The application will not proceed to the Joint Utility Development Staff until the Community Development Staff has reviewed and accepted the application for completeness.

If approved at the Joint Utility Development Staff Meeting, the Boundary Adjustment Conveyance application will be added to the Planning Commission Agenda for the following month, if no additional information is needed. The Planning Commission meets on the 2nd Tuesday of each month at 1:30 in the Commission Chambers. The Planning Commission is the Land Use Authority for this application.



Boundary Adjustment Conveyance Application

All Boundary Adjustment Conveyance Applications must meet the applicable requirements of local, state and federal law.

Property Owner / Applicant: _____ Phone: _____

Address: _____ Email: _____

Representing Firm (if applicable): _____ Phone: _____

Address: _____ Email: _____

Explanation of reason for request (may attach additional sheets, if necessary):

Subdivision: _____ Parcel(s) ID: _____

Property Address(s): _____

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Office Use Only:

Boundary Adjustment Fee – Date Paid: _____ Amount Paid: _____ Cash / Check / CC

Receipt # _____ Received By: _____ Reviewed for Completeness: _____



Land Use Application

*received prior to acceptance by the Community Development Department.
All incomplete applications will be rejected.*

Application Type:

<input type="radio"/> Conditional Use Permit <input type="radio"/> Site Plan <input type="radio"/> Variance <input type="radio"/> Boundary Adjustment <input type="radio"/> Road Dedication	<input type="radio"/> Zone Change <input type="radio"/> Amended Plat <input type="radio"/> Preliminary Plat <input type="radio"/> Final Plat <input type="radio"/> Other: _____
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Project Name and Description: _____

Reason for Request: _____

Address or Approximate Location: _____

Subdivision Name (if applicable): _____

Parcel(s) ID: _____

Area in Acres: _____ Existing Zone: _____ Existing Use: _____

Proposed Zone (if applicable): _____ Proposed Use: _____

Washington County is a governmental entity that is subject to the Government Records Access Management Act (GRAMA). Information you provide on an application or form (printed or online) is subject to GRAMA and may be available to the public if required by law. Some of the information on the documents may be redacted if it is classified as private, protected, or controlled. You may view Washington County's privacy policy by typing the following URL address in your browser:

www.washco.utah.gov/services-resources/privacy-policy

I certify that I am signing this application form as an owner of record to the property included in this application. I certify that the information and exhibits submitted are true and correct to the best of my knowledge. I understand that all materials required by Washington County must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that I am consenting to allowing the County Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

All Landowners are required to sign this application. If additional space is needed, attach additional sheet signed and dated by the applicants.

Signature: _____ Date: _____

Signature: _____ Date: _____