



Lot Line Adjustment Checklist

All Lot Line Adjustment 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 Lot Line Adjustment applications can be considered the applicant shall provide the following (*incomplete applications will be rejected*):

1. Fully completed lot line adjustment application forms, plans, and exhibits.
2. All applicable fees.
3. Verify that each proposed lot line adjustment will meet the zoning requirements. (If not, refer to the zone change application and checklist.)
4. Proof of ownership (must match the title report).
5. Proposed survey plat drawn by a licensed professional engineer or land surveyor.
6. A narrative or explanation of the grounds for requesting the alteration.
7. Signatures of all landowners involved.

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 Lot Line Adjustment 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.



Lot Line Adjustment Application

All Lot Line Adjustments 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: _____

Owner Signature: _____ Date: _____

Office Use Only:

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

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



Land Use Application

Application deadline is the last Tuesday of each month. Application must be complete, and payment 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"/> Lot Line 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: _____ |
|---|---|

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: _____

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 allow 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.

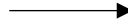
All Landowners are required to sign this application. If additional space is needed, attach additional sheet signed and dated by the applicants.

Signature: _____ Date: _____

Signature: _____ Date: _____

Submit application and necessary documents to Community Development (CDD) for review.

- Complete submittal of applications with original signatures, & applicable fees.



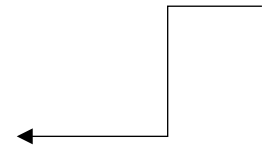
Plans routed to Staff Members Participating in Joint Utility Development (JUD)

- JUD Meeting is held the 1st Tuesday of each month @ 9:30 am.
- Plans reviewed by: County Staff, Health Department, Water Conservancy, and SSD.
- Comments are discussed at JUD



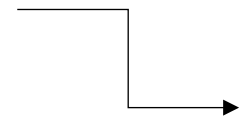
JUD Meeting

- If comments are significant, the applicant will need to address them before they can proceed to the next step.
- **For all projects**, if comments aren't significant, application may proceed to PC.



Planning Commission (PC) Meeting

- **Planning Commission meetings are held the 2nd Tuesday of each month @ 1:30 pm.**
- If PC is the decision making body and it is approved, a resolution will be issued.
- If PC is the recommending body, a memorandum will be issued with the recommendation to the County Commission.



County Commission (CC)

- **County Commission Meetings are held the 1st and 3rd Tuesday of each month @ 4:00 pm.**
- If CC is the decision making body and it is approved, an ordinance or resolution will be issued.

| Application Types | CDD | JUD | PC | CC |
|--|-----|-----|----|----|
| Temporary Use Permit | D | | | |
| Conditional Use <i>A Notice on property is required</i> | | R | D | |
| Zone Change <i>A Public Hearing is required</i> | | R | R | D |
| Lot Line Adjustment | | R | D | |
| Amended Plat <i>A Public Hearing is required</i> | | R | D | |
| Preliminary Plat | | R | D | |
| Final Plat | | R | D | * |
| Planned Development <i>A Public Hearing is required</i> | | R | R | D |
| Site Plan | | R | D | |
| <p>R – Required Review/ Comments Rendered</p> <p>D – Required Review/ Decision Making Body</p> <p>* – Approved on CC Consent Calendar</p> | | | | |

**** Refer to the specific application for instructions on how to submit applications, fees, drawings, and documents.**
ALL PUBLIC HEARINGS ARE HELD IN THE PLANNING COMMISSION MEETINGS