



Development Services Department

Building | GIS | Planning & Zoning

Application: Simple Boundary Adjustment

Date Received:	By:	Receipt #:	Amount:	Check #:

1. The items indicated in the attached checklist must accompany this application.
2. Incomplete applications are not accepted.
3. The application fee is not refundable.
4. Your greenbelt taxation status and value of your property may change by proceeding with this application. Please contact the County Assessor's Office for more information.
5. Any information submitted with this application becomes public record and is posted online.

Simple Boundary Adjustment Information

Parcel/Tax ID number(s): _____

Approximate Address: _____

Zone: _____ Total Acreage: _____

Agent Contact Information

Agent Name: _____ Email: _____

Phone: _____ Mailing Address: _____

Property Owner Contact Information

1st Property Owner Name: _____ Email: _____

Phone: _____ Mailing Address: _____

2nd Property Owner Name: _____ Email: _____

Phone: _____ Mailing Address: _____

☐ If there are multiple owners; an additional page has been provided that includes this information.

Review Process

- 1) Staff will review the application with the applicant to ensure that the information submitted is sufficient to completely review the simple boundary adjustment.
- 2) Upon review and per State Law (§17-27a-522(3)), the land use authority shall consent to a proposed simple boundary adjustment if the land use authority verifies that the proposed simple boundary adjustment:
 - Includes a conveyance document that complies with Section 57-1-45.5 of the Utah State Code; and
 - Describes all lots or parcels affected by the proposed boundary adjustment; and
 - The proposed simple boundary adjustment **does not**:
 - Affect a public right-of-way, county utility easement, or other public property;
 - Affect an existing easement, onsite wastewater system, or an internal lot restriction; or
 - Result in a lot or parcel out of conformity with the land use regulations.
 - If the land use authority determines that proposed simple boundary adjustment does not meet the requirements above, a full boundary adjustment is required.
- 3) If the proposed simple boundary adjustment meets the state requirements, a Notice of Consent will be provided by the land use authority that makes clear that the land use authority is not responsible for any error related to the boundary adjustment and the County Recorder may record the boundary adjustment.
 - The recording of a boundary adjustment does not constitute a land use approval.
 - Cache County may enforce County ordinances against, or withhold approval of a land use application for, property that is subject to a boundary adjustment if the County determines the resulting lots or parcels are not in compliance with the County's land use regulations in effect on the day on which the boundary adjustment is recorded.

Simple Boundary Adjustment - Application Checklist and Acknowledgment:

A complete application must include the items noted below unless specified otherwise. Further information may be required by staff, other departments and agencies, and/or the authority that reviews the application based on the proposed boundary adjustment.

- 1) ☐ A completed application form and ***non-refundable*** review fees (cash, check, credit card):

Staff/Engineering Review: \$TBD

Fee Amount:

\$_____

- 2) ☐ The name(s) and full mailing address(es) for all owner(s) of the property.
- 3) ☐ ***If*** the owner of record is not the acting agent an agent letter must be included. ***Also***, if the owner of record is an LLC, Corporation, or similar, paperwork identifying the owner(s) must be included.
- 4) ☐ A statement regarding the intent of the proposed simple boundary adjustment and written description of all lots or parcels affected by the proposed boundary adjustment. Graphic depictions can also be included to support the proposed boundary adjustment. (UCA §17-27a-522(2))
- 5) ☐ A conveyance document that complies with UCA §57-1-45.5.

Acknowledgment

I, _____ the undersigned agent and/or owner of the property acknowledge that I have read and understand the information and requirements presented in this application, and that the information I have provided is accurate and complete.

I further acknowledge, per State Law, that a notice of consent from the land use authority makes clear that the land use authority is no responsible for any error related to the boundary adjustment. The recording of a boundary adjustment does not constitute a land use approval. Cache County may enforce County ordinances against, or withhold approval of a land use application for, property that is subject to a boundary adjustment if the County determines the resulting lots or parcels are not in compliance with the County's land use regulations in effect on the day on which the boundary adjustment is recorded.

Signature

Date

Signature

Date