



### **Lot Line Adjustment Permit Checklist**

We encourage you to contact Niall Connolly, our Principal Planner, at [nconnolly@springdale.utah.gov](mailto:nconnolly@springdale.utah.gov) or (435) 522-4130 before making an application.

Our Community Development Department has created this checklist to make the application process for a Lot Line Adjustment Permit as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at [ksagers@springdale.utah.gov](mailto:ksagers@springdale.utah.gov) or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

### **Application Process**

Application for a lot line adjustment permit is made online through the Town's permit application portal. You can access the lot line adjustment permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

#### **Property Owner Contact Information**

Property owner's first and last name, telephone number, contact email, and mailing address.

#### **Point of Contact Information**

This is the applicant's information, including first and last name, telephone number, and contact email. The contact email listed will be the email we will use to communicate with.

#### **Site Information**

Site Address

Subdivision Information (if applicable)

Lot # (if applicable)

Parcel #

Zone (if you're unsure, review the [GIS Map](#) or call the office)

### **Attachments**

**Scaled drawing showing the proposed lot line adjustment**

**Legal description of the proposed lot line adjustment prepared by a licensed surveyor**

**If the lot line adjustment affects any public utility easements, attach a disclaimer of easement verification form; signed by each affected utility necessary to vacate a public utility easement**