



Development Stage

Check Item/Details

Approved

N/A

Criteria/Comments

Page | 2

**SUBDIVISION LOT LINE ADJUSTMENT  
CHECKLIST  
(Includes Plat B)**

Updated 5/25/2016

SUBDIVISION \_\_\_\_\_ Phase \_\_\_\_\_ Zone \_\_\_\_\_  
Developer \_\_\_\_\_ Engineer \_\_\_\_\_

Development Stage      Check Item/Details      Approved      N/A      Criteria/Comments      Page 1

A. Meet with City Engineer

1. Obtain & Discuss

- A) Approval process \_\_\_\_\_
- B) Checklist \_\_\_\_\_
- C) Application Forms \_\_\_\_\_
- D) Drawing Formats \_\_\_\_\_
- E) Approval Criteria \_\_\_\_\_
  - 1) by City Engineer \_\_\_\_\_
  - 2) by Planning Commission \_\_\_\_\_
- F) No More than 3 lots Affected \_\_\_\_\_
- G) No New Lots \_\_\_\_\_

All in ACAD

Not Protested

Protested

B. Sketch Meeting (1 month before Planning Commission Meeting (1<sup>st</sup> or 3<sup>rd</sup> Thursdays)

1. Required Documents

- A) County Ownership Map with Ownership List
  - 1) North Arrow \_\_\_\_\_
  - 2) Scale \_\_\_\_\_
  - 3) Existing Lot lines outlined in Blue \_\_\_\_\_
  - 4) Proposed Lot lines outlined in Red \_\_\_\_\_
  - 5) Existing Building Footprints \_\_\_\_\_
  - 6) Boarding Streets w/names or  
Numbers \_\_\_\_\_

B) Notice to All Owners within 300 Feet

1) Prepare Notice (see attached form)

Sketch meeting map. \_\_\_\_\_

2) Deliver Notice/Map. \_\_\_\_\_

3) Prepare Certificate of hand delivery  
(see Attached form) \_\_\_\_\_

By Proponent \_\_\_\_\_

By Proponent \_\_\_\_\_

By Proponent \_\_\_\_\_

C) City Engineer Recommendation (Protested) or approval (not protested)

1) Required Documents

a) Record of Survey

1- Proper Scale \_\_\_\_\_

2- Title Block

a- Survey Name \_\_\_\_\_

b- Survey Location \_\_\_\_\_

c- Engineer/Surveyor \_\_\_\_\_

d- Date \_\_\_\_\_

e- Scale \_\_\_\_\_

f- Sheet # \_\_\_\_\_

3- North Arrow \_\_\_\_\_

4- Certificates/Notes

a- Surveyors Certif. \_\_\_\_\_

b- Surveyors Stamp \_\_\_\_\_

c- Legal Descriptions \_\_\_\_\_

1- Boundary \_\_\_\_\_

2- Lots \_\_\_\_\_

d- Survey Narrative \_\_\_\_\_

e- Basis of Bearings \_\_\_\_\_

/Elevations \_\_\_\_\_

f- City Zones \_\_\_\_\_

g- Flood Zones \_\_\_\_\_

h- Soils Area \_\_\_\_\_

i- Legend

1- Survey Monuments \_\_\_\_\_

Include reference to plat being amended

Per FIRM

USGS

Development Stage

Check Item/Details

Approved

N/A

Criteria/Comments

Page | 4

	2- Fire Hydrants _____	_____	_____
	3- Other _____	_____	_____
j-	City Engineer= & Building Official's Certificate _____	_____	_____
k-	Planning Commission _____	_____	_____
l-	Approval Certificates		
	1- City Engineer _____	_____	_____
	2- Building Official _____	_____	_____
	3- Planning Commission Chair Approval Certificate _____	_____	_____
	4- Utilities Approval (When easements are Affected) _____	_____	_____
m)	Vicinity Map _____	_____	_____
n)	Existing Lot Layout		
	1- Lot Lines _____	_____	_____
	2- Lot Numbers _____	_____	_____
	3- Street Lines _____	_____	_____
	4- Street Numbers _____	_____	_____
	5-Easements _____	_____	_____
o)	Proposed Lot Layout		
	1- Lot Lines _____	_____	_____
	2- Line Distance _____	_____	_____
	3- Line Bearings _____	_____	_____
	4- Easements _____	_____	_____
	5- Minimum Lot Frontages _____	_____	_____
	6- Minimum Lot Areas _____	_____	_____
	7- Lot Numbers _____	_____	_____
p)	Legal Description of Adjusted Lots		
	1- Closure _____	_____	_____
	2- Matches Proposed Lot Layout _____	_____	_____

q) Building Division Requirements (where structures exist)

- 1- Structurally Independent \_\_\_\_\_
- 2- Separate Water service \_\_\_\_\_ Show existing & new (where needed)
- 3- Separate Sewer service \_\_\_\_\_ Show existing & new (where needed)
- 4- Required Set Backs \_\_\_\_\_
- 5- Required Parking \_\_\_\_\_
- 6- Fencing \_\_\_\_\_
- 7- Landscaping \_\_\_\_\_
- 8- Curb, Gutter & Sidewalk \_\_\_\_\_

r) Adjacent Owner's Names \_\_\_\_\_

b) Deeds

1- Grantor

- a- Name \_\_\_\_\_
- b- Address \_\_\_\_\_

2- Grantee

- a- Name \_\_\_\_\_
- b- Address \_\_\_\_\_

3- Lot Description

- a- Reference to Plat Being Amended \_\_\_\_\_
- b- Matches Record of Survey \_\_\_\_\_
- c- Closure \_\_\_\_\_

4- Deed Restrictions \_\_\_\_\_

5- Signatures

- a- Grantor \_\_\_\_\_
- b- Grantee \_\_\_\_\_

D) City Engineer Approval (if not protested)

- 1) Collect Checking Fees \_\_\_\_\_
- 2) Sign Record of Survey – City Engineer and Building Official \_\_\_\_\_
- 3) Stamp/Sign Deeds –City Engineer \_\_\_\_\_

And Building Official	_____	_____	_____
4) Applications/Fees	_____	_____	_____
a) Planning Commission App.	_____	_____	_____
b) Planning Commission Fees	_____	_____	<u>For Protested Proposals only</u>
c) Filing fee	_____	_____	_____
d) Public Hearing Notice Costs	_____	_____	_____
e) Plat checking fees	_____	_____	<u>Actual Costs</u>
E) Planning Commission Approval	_____	_____	_____
(If Protested) Planning Commission	_____	_____	_____
Meeting (1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays)	_____	_____	_____
1) Planning Commission Chair Signature	_____	_____	_____
C. Recording of Deeds	_____	_____	<u>By Proponent</u>

NOTES: Performance bond and construction drawings are required if City improvements are required. Normally, improvements are installed as lots are developed.

**CEDAR CITY CORPORATION**  
**HAND DELIVERY**  
**LOT LINE ADJUSTMENT NOTIFICATION CERTIFICATION**

NOTICE BY THE PETITIONER shall be given to all property owners of record within a 300-foot radius from the boundary of the proposal. Said notice shall be sent certified mail by the Petitioner to said property owners, or hand-delivered to the property owners (certificate of hand-delivery to be filed with City Engineer) in accordance with the most current Iron County Assessment Roll.

Address of Property: \_\_\_\_\_

A lot line adjustment is being proposed on a property within 300-feet of your property. The exact location and details of the proposed lot line adjustment are shown on the enclosed drawing(s). (Include 11" X 17" copies of the required record of survey maps). Objections to the proposed lot line adjustment will be received by the City Engineer until 5:00 p.m. on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (specify date). If no objections are

received by the specified

(2 weeks after receiving notifications)

date and time the matter will be approved by the City Engineer without further public process.

If an objection is received by set date the City Engineer will schedule the matter for a public meeting of the Cedar City Planning Commission for their review and possible approval

**CERTIFICATE OF HAND DELIVERY**

_____ (Property Owner's Signature)	_____ (Date)

**Use additional pages as needed.**

**RETURN PROOF OF NOTIFICATION TO THE CITY ENGINEER'S OFFICE.**

**CEDAR CITY CORPORATION**  
**CERTIFIED MAIL**  
**LOT LINE ADJUSTMENT NOTIFICATION CERTIFICATION**

Dear Property Owner:

A lot line adjustment is being proposed on a property within 300-feet of your property. The exact location and details of the proposed lot line adjustment are shown on the enclosed drawing(s). Objections to the proposed lot line adjustment will be received by the City Engineer until 5:00 p.m. on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (specify date). If no objections are received by the specified date and time the matter will be approved by the City Engineer without further public process. If a written objection, signed by the property owner or their representative, is received by the specified date the City Engineer will schedule the matter for a public meeting of the Cedar City Planning Commission for their review and possible approval.

If you wish to file an objection to this proposed lot line adjustment please provide the information requested below along with your signature and date and return this notification to the City Engineer either via

E-mail: [amichal@cedarcity.org](mailto:amichal@cedarcity.org)  
Fax: 435-586-2949  
US Mail: 10 North Main Street  
Cedar City, Utah 84720

If you have any questions regarding this matter please call 435-586-2963.

Sincerely,  
Kit Wareham P.E.  
City Engineer

**(ONLY REQUIRED IF FILING A PROTEST)**

PROPERTY OWNER INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_