

Community Development Department
1020 E Pioneer Road, Draper, UT 84020
(801) 576-6399 | Fax (801) 576-6526
www.draperutah.gov
planning@draperutah.gov



Dear Applicant,

This application packet has been developed as a means to assist you, the applicant, in understanding the application procedure and requirements when applying for a Joining Parcels or Parcel Boundary Adjustment. This packet includes the minimum information that you will need to prepare to file a complete submittal so that your application can be processed in a timely manner.

The following materials have been included in this application packet:

- Joining Parcels or Parcel Boundary Adjustment Application Form
- Joining Parcels or Parcel Boundary Adjustment Application Checklist
- Affidavit Forms

Incomplete applications will NOT be accepted, receipted, or processed. In order to adequately process your Joining Parcels or Parcel Boundary Adjustment request, all of the items listed on the Joining Lots or Parcel Boundary Adjustment Application Checklist will be required at the time of submission of your application. Please note that additional information may be requested at the City's discretion.

All application materials are to be submitted in electronic PDF format. Please email application and application materials (or a link to where the application materials can be downloaded from) to planning@draperutah.gov. The submittal materials will be verified and when found to comply with minimum submittal requirements, the applicable application fees will be calculated and invoiced. Please note that pursuant to Utah Code §10-9a-509(1)(c) land use applications are not deemed complete until the application is submitted in a form that complies with the requirements of applicable ordinances and all applicable application fees have been paid.

Once your application is accurately submitted with all required documents and required fees paid, the initial review of your application will begin. Reviewing agencies have two weeks for review on initial application submittals, and two weeks for every submittal thereafter. Once your application is approved you will be able to record the quitclaim deed or boundary line agreement with the respective County Recorder's Office.

Should you have any further questions regarding the application materials, process, or laws and ordinances governing Joining Parcels or Parcel Boundary Adjustment, please feel free to contact the Planning Division at (801) 576-6399 or planning@draperutah.gov. The Draper City Municipal Code and Consolidated Fee Schedule can be accessed at <http://www.draperutah.gov>. Thank you for your interest in Draper City, and we look forward to working with you.

Sincerely,

Draper City

**JOINING PARCELS OR PARCEL BOUNDARY ADJUSTMENT
APPLICATION FORM**



Project Information

Project Name:

Project Address:

Parcel Number(s):

Project Description:

Present use of the subject property:

Main Point of Contact

Main Point of Contact Name:

Mailing Address:

City:

State:

Zip:

Cell Phone:

Email:

Applicant / Agent

Applicant(s) Name:

Mailing Address:

City:

State:

Zip:

Cell Phone:

Email:

Property Owner(s)

Property Owner(s) Name:

Mailing Address:

City:

State:

Zip:

Cell Phone:

Email:

**JOINING PARCELS OR PARCEL BOUNDARY ADJUSTMENT
APPLICATION FORM**



Surveyor

Surveyor Name:

Mailing Address:

City:	State:	Zip:
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Cell Phone:	Email:
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Engineer

Engineer Name:

Mailing Address:

City:	State:	Zip:
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Cell Phone:	Email:
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Notice: The applicant must submit copies of the joining parcels or parcel boundary adjustment plans to be reviewed by the City in accordance with the terms of the Draper City Municipal Code. Once a set of checklist items are submitted, they are subject to compliance reviews by the various city departments and may be returned to the applicant for revision if the plans are found to be inconsistent with the requirements of the City Code. All submitted joining parcels or parcel boundary adjustment proposals shall be reviewed in accordance with §17-9-060 of the Draper City Code. Submission of joining parcels or parcel boundary adjustment proposal in no way guarantees approval within a certain timeframe. It is strongly advised that all items be submitted well in advance of all deadlines.

*** The application you are submitting may become a public record as defined by the Utah State Government Records Access and Management Act (GRAMA). Draper City will comply with all applicable provisions of this law, which may include the disclosure of the information you have provided in this application.**

FOR OFFICE USE ONLY			
Received By:	Date Received:	Date Fees Paid:	Application Number(s):
Project Name/Parent File:	Land Use:	Zone:	

**JOINING PARCELS OR PARCEL BOUNDARY ADJUSTMENT
APPLICATION CHECKLIST**



***Incomplete applications will not be accepted or held.
All required items shall be submitted.***

Notice: A parcel is an un-subdivided piece of land and is eligible for boundary adjustment outside of the subdivision process. Any property that is located within a subdivision is considered a lot and not subject to the parcel boundary adjustment process. All submitted joining parcels or parcel boundary adjustment shall be reviewed in accordance with §17-9-060 of the Draper City Municipal Code and all other applicable codes. Application submission in no way guarantees placement of the application on any particular agenda of any City reviewing body. It is strongly advised that all checklist items be submitted and fees be paid well in advance of any anticipated deadlines.

Staff Review	Applicant Review	ITEM	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Application Form	
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee	Joining Parcels or Parcel Boundary Adjustment - \$200.00
<input type="checkbox"/>	<input type="checkbox"/>	One (1) PDF Copy	Boundary Line Agreement that complies with Utah Code Annotated 10-9a-524(2), as amended.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) PDF Copy	<ul style="list-style-type: none"> • Record of Survey showing the following: • Existing and proposed property lines; • Existing and proposed parcel size; • All easements on the property; • All structures on the property and setbacks from existing and proposed property lines.
<input type="checkbox"/>	<input type="checkbox"/>	Affidavit(s)	Affidavits, signed and notarized, from all affected property owners.

**JOINING PARCEL OR PARCEL BOUNDARY ADJUSTMENT
APPLICATION AFFIDAVIT**



PROPERTY OWNER

STATE OF UTAH }
 } ss
COUNTY OF SALT LAKE }

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I (we) also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying. I (we) further declare:

- While city staff may offer suggestions regarding my application, I (we) understand I (we) am (are) responsible to ensure the application complies with the Draper City Municipal Code and all other applicable state and federal laws;
- I (we) acknowledge City staff cannot bind the City and the decision-making body with jurisdiction has the sole authority to review and approve my (our) application; and
- I (we) am (are) free to retain advisors of my (our) own choosing to assist me (us) with all aspects of my (our) application.

Optional:

I (we) authorize as my (our) agent(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as my (our) agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20____.

(Notary)
Residing in Salt Lake County, Utah

My commission expires: _____