

PROCEDURE FOR BOUNDARY LINE ADJUSTMENT

Reference

Logan Municipal Code: Chapter 17.48

Introduction

Boundary line adjustments occur when two or more lots are combined or when a portion of one lot is added to another lot. The following are administrative procedures to facilitate boundary line adjustments.

Procedure

1. The attached application is to be filled out, signed by all property owners, and returned to the City Engineer with a fee of **\$100.00.**
2. Attach a drawing showing the old boundary lines and the new boundary lines. This does not need to be done by an engineer or surveyor, but needs to show the following:
 - A. All existing and proposed property lines,
 - B. All existing and new dimensions,
 - C. Location with dimensions from property lines of all existing building and structures,
 - D. All easements and rights-of-way,
 - E. Any other required information.
3. Attach a plat map of all properties involved (obtain from Cache County Recorder's office).
4. Attach a legal description of all properties involved (to be prepared by a *professional).
Please see sample Boundary Line Adjustment for accurate layout of this document.
5. A review process will be conducted by the City Engineer.
6. Upon completion, the City Engineer will render one of the following decisions:
 - A. Approval
 - B. Conditional Approval
 - C. Denial
7. Upon approval, the City Engineer or delegated staff will record the professionally prepared legal descriptions and if required, the plat or drawing.
8. If the decision is a conditional approval, all conditions must be met prior to submitting the deeds to the City Engineer. The applicant will then follow the procedures in number 7 above.
9. If the decision is denial, the applicant may choose to appeal the decision. This appeal is directed to the Board of Appeals (§17.53 of the Land Development Code).

**Professional consists of a licensed surveyor, professional engineer, title company or attorney.*

Contact Numbers:

Bill Young, City Engineer 716-9160

Brooke Christiansen, Secretary716-9153



APPLICATION FOR BOUNDARY LINE ADJUSTMENT

290 North 100 West Logan, Utah 84321
PH: (435) 716-9153 Fax: (435) 716-9101
www.loganutah.org

| | | |
|----------------|--------------|--|
| Date Received: | Received By: | |
|----------------|--------------|--|

Applicant Name: _____

Address: _____ Phone: _____

Property Information Affected By Boundary Line Adjustment:

| | |
|-----------------------|-----------------------|
| Property Owner: _____ | Property Owner: _____ |
| Address: _____ | Address: _____ |
| Tax ID #: _____ | Tax ID #: _____ |
| Signature: _____ | Signature: _____ |

(Attach additional sheet if additional property/signatures required)

Please describe in detail what you would like to take place with the property(s):

Attached:

- Full Size County Plat Map
- Legal Description(s)
- Drawing(s) of existing and proposed Boundary Line(s)

| | | |
|---|----------------|-------|
| [Approved] [Conditionally Approved] [Denied]: | City Engineer: | Date: |
|---|----------------|-------|

Comments: _____
