



**TOWN OF LEEDS**  
 218 North Main Street,  
 PO Box 460879,  
 Leeds, UT 84746-0879  
 Phone: 435-879-2447 Fax: 435-879-6905

<b>FILING FEE:</b>	
<b>\$250.00 NON-REFUNDABLE</b>	
Date _____	Ck # _____
Rec'd by _____	

## **LOT LINE (BOUNDARY) ADJUSTMENT - INSTRUCTIONS**

Lot Line (or Boundary Line) Adjustments between adjacent properties may be executed upon the recordation of an appropriate deed(s) IF:

- no new dwelling lot or housing unit results from the lot line adjustment
  - the adjoining property owners consent to the lot line adjustment
  - the lot line adjustment does not result in remnant land that did not previously exist
- AND
- the adjustment does not result in violation of applicable zoning requirements.

Each lot line adjustment request is limited to the adjustment of property line boundaries between only two adjacent properties. Additional properties require separate lot line adjustment requests.

Obtain the Lot Line Application Form from the Leeds Town Clerk/Recorder at Town Hall.

Obtain a Preliminary Title Report from Washington County that lists all property owners of the subject parcels, no longer than 60 days or up to 120 days, provided the report is updated and acknowledged by title company.

Draw up the appropriate deeds, legal descriptions and exhibits including the Existing and Proposed Lot Boundaries that reflect the proposed lot line adjustment.

**Note:**

The deeds are NOT to be recorded until the Town Planner or Engineer executes an approval stamp on each document.

If any new easements are required along the proposed boundary between the two properties, the required procedures for dedicating easements shall be followed and the new easements shall be recorded prior to lot line adjustment approval.

If any existing easements are proposed to be vacated because they will be affected by the proposed lot line agreement, the required procedures for vacating easements shall be followed and an additional fee may be required. The property owners may elect to leave the existing easements along the proposed boundary.

Submit a completed application and the required fee, Preliminary Title Report, the appropriate deeds, legal descriptions and exhibits to the Leeds Town/Clerk Recorder, attention to Planning/Engineering.

Upon approval of the lot line adjustment, the appropriate deeds may be recorded in the County Recorder's Office by arrangement of the property owners or their representatives.

**TOWN OF LEEDS  
LOT LINE (BOUNDARY) ADJUSTMENT -  
APPLICATION**

1. Applicant / Owner Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Existing Zone: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Tax Parcel ID Number: \_\_\_\_\_

2. Applicant / Owner Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Existing Zone: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Tax Parcel ID Number: \_\_\_\_\_

Subdivision, if any: \_\_\_\_\_

Engineer Firm and Contact Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail: \_\_\_\_\_

Please include with the application:

- \$250.00 filing fee - non-refundable
- Two copies: 24" x 36" of the plat drawing showing existing lots and proposed boundary adjustments. These must each include the legal descriptions with details of the adjustment for the parcels involved, placement of hydrants, utility pedestals, water and septic services and existing structures.
- Electronic copies (pdf):
  - Plat drawing (capable of being printed on 11"x17" paper)
  - Title Report dated within two weeks from the date of Planning Review Meeting
  - The legal description of existing property Boundary Lines
  - The legal description of proposed adjustment to property Boundary Lines

File completed application with the Town of Leeds, 218 N. Main St, Leeds, UT, 84746 or deliver to Leeds Clerk/Recorder at Town Hall, hours 9:00 am – 2:00 pm. Mon - Thur.  
Electronic copies can be emailed to [clerk@leedstown.org](mailto:clerk@leedstown.org) .

Signature of Owner 1 \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner 2 \_\_\_\_\_ Date \_\_\_\_\_