



CLEARFIELD CITY PARCEL LINE ADJUSTEMENT CHECKLIST

Community Development Department, 55 South State Street, (801) 525-2780

PROJECT NAME: _____ **DATE:** _____

APPLICANT: _____ **CURRENT ZONING:** _____

DESCRIPTION OF REQUEST: _____

REQUIRED INFORMATION:

This checklist is intended to assist the applicant in preparation and submittal of a complete application. Certain items may not be applicable and may be waived by the Planning and Zoning Administrator. If you have questions regarding any of the application materials or how to obtain them, please contact the Planning and Zoning Administrator at (801) 525-2784 or (801) 525-2718.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED UNTIL COMPLETE.

1. APPLICATION MATERIALS:

- ☐ Completed Land Use Development Application (Online)
- ☐ Property Owner(s) Affidavit Acknowledging the Consent of Each Party for the Proposed Adjustment Between the Parcels.
- ☐ Property Survey(s) with all Existing Improvements to the Parcels Including Easements Located on the Parcels.
- ☐ A Legal Description of the Proposed Parcel Line and of each Parcel after the Parcel Line is Changed.
- ☐ A Site Plan or Exhibit Serving as a Visual Depiction of the Parcel Line Adjustment. (Drawn to scale with dimensions)
- ☐ Any Necessary Improvement Plans, Agreements, or Additional Materials Needed for Review as Determined by the Community Development Director, City Engineer, or Designees.

2. RECORDING:

The parcel line adjustment shall be accompanied by the following:

- ☐ The Written Notice of Approval of the Parcel Line Adjustment by Clearfield City that Recites the Legal Descriptions of Both the Original Parcels and the Parcel(s) Resulting from the adjustment.
- ☐ The Approved Site Plan or Exhibit Depicting the New Parcel Boundaries and Adjacent Properties if Deemed Necessary. (8.5x11)
- ☐ A Legal Description of each Parcel after the Parcel Line is changed.
- ☐ Any Other Documents Deemed Necessary as Part of the Parcel Line Adjustment Approval.