



SUBDIVISION: SIMPLE OR FULL BOUNDARY ADJUSTMENT APPLICATION PACKET

Thank you for your interest in submitting a simple or full boundary adjustment subdivision application. The following packet is designed to provide general information to applicants and to help guide you through this application process.

For questions regarding any of the information listed in this packet, or to set up a pre-application meeting, please contact us at cvtown@gmail.com or give us a call at **(435) 893-9178**.

GENERAL REQUIREMENTS	Reference: 16.3.10
<ol style="list-style-type: none"> 1. The Land Use Authority as outlined in Section 16.3.1 of the Town’s Code shall be authorized to render decisions regarding simple and full boundary adjustments within the Town. 2. A property owner or a property owner’s designated agent may propose a simple or full boundary adjustment as provided in Section 16.3.10 of the Town’s Code. 	
SIMPLE OR FULL BOUNDARY ADJUSTMENT REQUIREMENTS	Reference: 16.3.10
Simple Boundary Adjustment	
<p>A simple boundary adjustment shall include a conveyance document that complies with §57-1-45.5 of Utah State Code (as amended) and shall describe all lots or parcels affected by the proposed boundary adjustment.</p>	
<input type="checkbox"/>	<p>Application Required. When subject to review by the Land Use Authority outlined in Section 16.3.1, applicant(s) shall submit a complete application including the fee as required in the County’s Fee Schedule to the Town together with the number and size of plans indicated on this application form.</p>
<input type="checkbox"/>	<p>Conveyance Document. One (1) 8 ½” x 11” hard copy and one (1) electronic PDF. As required by §57-1-45.5 of Utah State Code (as amended) shall include:</p> <ol style="list-style-type: none"> 1. The name and signature of each party to the conveyance document. 2. The address of each party to the conveyance document for assessment purposes. 3. A legal description of the parcel or lot owned by each party before the boundary adjustment. 4. A legal description of the parcel or lot owned by each party after the boundary adjustment. 5. Sufficient language to convey title from one party to another, in conformity with the proposed boundary adjustment.
<input type="checkbox"/>	<p>Conveyance Document Exhibit. One (1) 8 ½” x 11” hard copy and one (1) electronic PDF. As required by §57-1-45.5 of Utah State Code (as amended) shall include as an exhibit, in a legible and recordable format:</p> <ol style="list-style-type: none"> 1. A visual or graphic of the proposed boundary adjustment and all properties affected by the proposed boundary adjustment, depicting: <ol style="list-style-type: none"> a. The former boundary location. b. The new boundary location. c. The size, shape, and dimensions of each adjusted parcel or lot. 2. If the property owners have conducted a survey, a reference to the record of the survey map, as defined in §17-73-504 of Utah State Code (as amended), showing: <ol style="list-style-type: none"> a. Existing dwellings, outbuildings, improvements, and other physical features. b. Existing easements, rights-of-ways, conditions, or restrictions recorded or apparent. c. The former boundary location. d. The new boundary location.

	<p>e. The size, shape, and dimensions of each adjusted lot or adjusted parcel.</p> <p>f. Other existing or proposed improvements that impact or are subject to land use regulations.</p>
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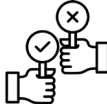

Full Boundary Adjustment

NOTE: The application for full boundary adjustment shall include the same requirements as noted above for a Simple Boundary Adjustment with the following additional information:

<input type="checkbox"/>	Application Required. When subject to review by the Land Use Authority outlined in Section 16.3.1, applicant(s) shall submit a complete application including the fee as required in the County’s Fee Schedule to the Town together with the number and size of plans indicated on this application form.
<input type="checkbox"/>	Conveyance Document. One (1) 8 ½” x 11” hard copy and one (1) electronic PDF. As noted above for Simple Boundary Adjustment and as required by §57-1-45.5 of Utah State Code (as amended).
<input type="checkbox"/>	Conveyance Document Exhibit. One (1) 8 ½” x 11” hard copy and one (1) electronic PDF. As noted above for Simple Boundary Adjustment and as required by §57-1-45.5 of Utah State Code (as amended).
<input type="checkbox"/>	Amended Subdivision Plat. If deemed necessary by the Land Use Authority, a proposed plat amendment corresponding with the proposed full boundary adjustment, prepared in accordance with this title and §10-20-811 of Utah State Code (as amended). (i.e., If the conveyance document addresses a boundary adjustment that requires an amendment to a subdivision plat under §17-79-806 of Utah State Code (as amended), the application shall also contain the amendment to the subdivision plat.)

NOTES

1. The submission of an incomplete application to the Town will be cause for processing delay.
2. Poorly drawn or illegible plans shall be sufficient cause for rejection. The lack of any information required by Title 16 - Subdivisions of the Town’s Code or as outlined in §10-20-906 of Utah State Code (as amended) shall be cause for the Town’s determination of an incomplete submittal and shall prohibit the Land Use Authority from considering any material, items, or other information related to the application. The Town shall notify the applicant of the required information lacking from the application in writing.
3. A boundary adjustment shall be effective from the day on which the boundary adjustment was consented to by the Land Use Authority and is recorded by the County Recorder along with the relevant conveyance document.
4. The recording of a boundary adjustment shall not constitute a land use approval by the Land Use Authority.
5. The Town may enforce its ordinances against, or withhold approval of a land use application for property that is subject to a boundary adjustment if the Town determines that the resulting lots or parcels are not in compliance with the Town’s land use regulations in effect on the day on which the boundary adjustment is recorded.

REVIEW PROCESS		Reference: 16.4.12	
 <p>APPLICATION RECEIVED / DETERMINATION OF COMPLETE APPLICATION Application is pre-screened by Town to ensure submittal requirements are met and fees are paid. Note: <i>If deemed incomplete, a list of missing information to submit will be provided to the applicant.</i></p>	 <p>REVIEW BY REVIEWING BODY Application is sent to Reviewing Body outlined in Section 16.3.1 for review. Note: <i>Applicant will receive a written copy of comments.</i></p>	 <p>APPLICATION MODIFICATIONS If required, applicant makes modifications to application based on comments issued by Reviewing / Recommending Bodies. Revised materials are submitted to the Town.</p>	 <p>REVIEW BY RECOMMENDING BODY Review comments from the Reviewing Body are reviewed with submitted application by Recommending Body outlined in Section 16.3.1. Note: <i>Applicant will receive a written copy of comments.</i></p>
 <p>APPLICATION MODIFICATIONS If required, applicant makes modifications to application based on comments issued by Reviewing / Recommending Bodies. Revised materials are submitted to the Town.</p>	 <p>REVIEW OF MODIFICATIONS If modifications were required, modifications will be reviewed by Town to ensure all applicable review comments have been addressed before application moves forward to Land Use Authority.</p>	 <p>REVIEW/DECISION BY LAND USE AUTHORITY Application is sent to the relevant Land Use Authority outlined in Section 16.3.1 for consideration and decision.</p>	 <p>RECORDATION Applicant is required to pay all fees required for recordation.</p>
APPEAL OF DECISIONS			
Any person aggrieved by a decision of the Land Use Authority may appeal the decision to the Appeal Authority as outlined in Section 16.3.1 of the Town’s Code.			
CONSULTATION			
If you have questions regarding the Town’s subdivision process or its regulations, please contact the Town at cvtown@gmail.com or give us a call at (435) 893-9178 .			

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SUBDIVISION: SIMPLE OR FULL BOUNDARY ADJUSTMENT APPLICATION

IMPORTANT INFORMATION



CONSULTATION

Available prior to submission.
For questions, e-mail us at:
cvtown@gmail.com



SUBMISSION

Submit complete application
to the Town at:
**50 W Center St, Central
Valley, UT 84754**



REQUIRED FEES

\$50.00 Per Lot **PLUS** Actual
Costs Of Professional Reviews
(i.e., Legal, Planning,
Engineering)

APPLICANT INFORMATION

Project/Plat Name:

Address Of Subject Property:

Name Of Applicant(s):

Phone:

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Mailing Address:

E-Mail Address:

Applicant's Interest In Subject Property:

*(Note: * Requires Owner's Consent)*

If Other, Please Describe:

Owner Engineer* Contractor* Other*

**Zoning District Of Subject
Property:**

OFFICE USE

Received By:

Date Received:

Type Of Plat:

Simple Boundary Adjustment

Full Boundary Adjustment

Review/Approval Date:

Notes:

DISCLAIMER: PLEASE NOTE THAT ADDITIONAL INFORMATION MAY BE REQUIRED BY TOWN STAFF TO ENSURE ADEQUATE INFORMATION FOR STAFF ANALYSIS. ALL INFORMATION REQUIRED FOR STAFF ANALYSIS WILL BE COPIED AND MADE PUBLIC, INCLUDING PROFESSIONAL ARCHITECTURAL OR ENGINEERED DRAWINGS FOR THE PURPOSE OF PUBLIC REVIEW BY ANY INTERESTED PARTIES.

ACKNOWLEDGEMENT OF APPLICANT'S RESPONSIBILITY

1. This is to certify that I am making an application for the described action by the Town and that I am responsible for complying with all Town requirements with regard to this request. This application will be processed under the name provided below.
2. By signing this application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided to the Town are considered public records and may be made available to the public.
3. I understand that my application will not be processed until the application is deemed complete by the Zoning Administrator. I acknowledge that a complete application includes all of the required submittal requirements and that the provided documents must comply with all applicable requirements for the specific action being requested.
4. I understand that a staff report will be made available for my review prior to any public hearings or public meetings. This report will be on file and available at the Town's Offices and will be e-mailed to me once it has been finalized.

Name Of Applicant:	E-Mail Address:
Signature:	Date:

LEGAL PROPERTY OWNER'S CONSENT

Note: *If the applicant is not the legal owner of the subject property, written consent from the property owner must be provided. Properties with a single fee title owner may show consent by filling out the information below or by providing an affidavit.*

Affirmation Of Sufficient Interest: I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name Of Legal Property Owner:	Legal Description/Parcel Number:
Mailing Address:	E-Mail Address:
Signature:	Date:

1. If a corporation is fee titleholder, attach a copy of the resolution of the Board of Directors authorizing the action.
2. If a joint venture or partnership is the fee titleholder, attach a copy of the agreement authorizing action on behalf of the joint venture or partnership.
3. If a Home Owner's Association is the applicant, then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to submittal and a statement of the outcome provided to the Town along with the statement that the vote meets the requirements set forth in the CC&Rs.

DISCLAIMER: BE ADVISED THAT KNOWINGLY MAKING A FALSE, WRITTEN STATEMENT TO A GOVERNMENT ENTITY IS A CRIME UNDER UTAH STATE CODE CHAPTER 76-8, PART 5 (AS AMENDED). THE TOWN WILL REFER FOR PROSECUTION ANY KNOWINGLY FALSE REPRESENTATIONS MADE PERTAINING TO THE APPLICANT'S INTEREST IN THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION.