



# Application for Setback Adjustment

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • [www.alpinecity.org](http://www.alpinecity.org)

Only setbacks within the Business Commercial zone OR a recorded Planned Residential Development (PRD) may be adjusted per city code (see DC 3.07.050.2 & 3.09.060). All other setback requests must go through the variance process. During the review process, the Development Review Committee (DRC), the Planning Commission, and the City Council may request reasonable additional information from the applicant and may ask other advisors to review the application.

Prior to submitting an application, the applicant(s) must meet with the DRC to review the proposed lot line adjustment. The application will not be accepted unless all materials are complete and submitted and the fee is paid in accordance with the Alpine City Consolidated Fee Schedule. A complete application must be submitted at least 14 days prior to the next regularly scheduled Planning Commission Meeting in order to be on the agenda for said meeting.

## APPLICANT INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

AFFECTED PROPERTIES				
Serial number	Property Address	Property Owner	Acreage of parcel prior to adjustment	Acreage of parcel after adjustment

Is any of the property located in an approved, recorded planned residential development?

☐ No (Proceed to Section A)

☐ Yes PRD Subdivision Name (include plat) \_\_\_\_\_ Lot number(s) \_\_\_\_\_  
(Proceed to Section B)

## SECTION A: PROPERTY WITHIN THE BUSINESS COMMERCIAL ZONE

If all of the property included in a proposed setback adjustment is not located in an approved, recorded planned residential development, setbacks may be adjusted as permitted by Development Code 3.07.050.2. Applicant(s) shall submit the following materials to the City Planner for DRC review:

- ☐ Envelopes, addressed and stamped, of all properties within 500' of the property in which a setback request is being made
- ☐ Three (3) copies of legal descriptions of the properties
- ☐ Three (3) 11x17 size copies drawn to scale showing the properties before-and-after the adjustment
- ☐ This completed application, and payment of the associated fee in accordance with the current fee schedule
- ☐ If the setback request affects any easements that are located on any of the affected properties, applicant(s) must notify the appropriate entity and obtain approval and submit documentation of approval to the City.



## SECTION B: PROPERTY WITHIN A RECORDED PLANNED RESIDENTIAL DEVELOPMENT

If any property included in a proposed setback adjustment is located within a recorded planned residential development, the boundary line adjustment must be done by plat amendment and will require the notification and approval of all applicable utilities. In addition to the provisions below, the plat amendment shall comply with Utah State Code. Property must be surveyed by a surveyor licensed to do such work in the State of Utah. Applicant(s) shall submit the following materials to the City Planner for DRC review:

- ☐ Envelopes, addressed and stamped, of all properties within 500' of the property in which a setback request is being made
- ☐ Three (3) D (22x34) size copies of the plat amendment
- ☐ Three (3) 11x17 copies of the plat amendment
- ☐ An electronic copy of all required plans in a format specified by staff (AutoCAD)
- ☐ This completed application, and payment of the associated fee in accordance with the current fee schedule

### RECORDING:

Applicant(s) shall submit the following materials to the City Recorder prior to recording:

- ☐ D (22x34) size mylar copy of the amended plat or property to be recorded
- ☐ Title report
- ☐ Tax clearance letter
- ☐ Payment for the recording fee

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

#### FOR CITY USE ONLY

- ☐ Plat Amendment(s)
- ☐ Legal Description

**Setback Adjustment Fee (\$75.00)**

**Plat Amendment (\$250.00)**

Date Fee Paid / Payment Type \_\_\_\_\_ Receipt # \_\_\_\_\_

DRC recommendation/approval \_\_\_\_\_ PC recommendation \_\_\_\_\_ CC approval \_\_\_\_\_

