



UNION COUNTY Planning Department

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Planning Director

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PROPERTY LINE ADJUSTMENT LAND USE APPLICATION

Does this need to be processed as a Replat ☐ Yes ☐ No Submission Date: _____

Parcel 1			
Owner Name(s)			
Map & Tax Lot(s)		Account ID(s)	
Property Address or N/A			
Phone Number			
Email Address			
Mailing Address			

Parcel 2			
Owner Name(s)			
Map & Tax Lot(s)		Account ID(s)	
Property Address or N/A			
Phone Number			
Email Address			
Mailing Address			

Do both property owners want to be notified in case of questions or concerns about this application or does one owner want to be the primary contact?

Is your surveyor your agent and authorized to respond to questions and requests for information? ☐ Yes ☐ No

Surveyor contact information	
Name	
Phone Number	
Email Address	

Parcel 1 is currently _____ acres Zone: _____

Parcel 2 is currently _____ acres Zone: _____

Parcel 1 is ☐ transferring _____ acres to Parcel 2 and/or ☐ receiving _____ acres from Parcel 2

Parcel 2 is ☐ transferring _____ acres to Parcel 1 and/or ☐ receiving _____ acres from Parcel 1

Or describe the transfer below if multiple areas are involved:

Required Attachments

- 1) An accurate, scaled map showing both properties, the proposed adjustment to the property line, the area in each property and the area proposed to be transferred, all existing structures, driveways/roads, easements, septic systems, wells, or other improvements, and, for any item within 50 feet of the adjusted line, the distances of these features from proposed property lines. Label all structures. Identify which direction is north. Label the proposed properties as Proposed Parcel 1 and Proposed Parcel 2.
- 2) Current deeds for each parcel.
- 3) A narrative describing how each parcel meets the legal parcel requirements. Include document numbers and dates. You may include a copy of the documents. [Providing this information is for the benefit of the applicants because the planning department cannot approve a property line adjustment if legal parcel status cannot be verified.]
- 4) Any statements of explanatory information to support your request

I hereby certify that I am the legal owner of Parcel 1 and that the information and justification submitted are in all respects true and accurate to the best of my knowledge and belief. I understand that this Property Line Adjustment will not result in a separate parcel and no additional building rights are created. I understand that this land use action may result in a change to my property valuation. I acknowledge that I must abide by all conditions of approval and all applicable state statutes, federal regulations, and Union County regulations in order to get final approval of my Property Line Adjustment.

Landowner

Signature

Printed Name

Date

Landowner

Signature

Printed Name

Date

I hereby certify that I am the legal owner of Parcel 2 and that the information and justification submitted are in all respects true and accurate to the best of my knowledge and belief. I understand that this Property Line Adjustment will not result in a separate parcel and no additional building rights are created. I understand that this land use action may result in a change to my property valuation. I acknowledge that I must abide by all conditions of approval and all applicable state statutes, federal regulations, and Union County regulations in order to get final approval of my Property Line Adjustment.

Landowner

Signature

Printed Name

Date

Landowner

Signature

Printed Name

Date

For Planning Department Purposes Only

Date Considered Complete _____

Payment Receipt Number _____

Application Number _____

For Your Information

If you have a question regarding your property line adjustment, please contact the Planning Department for a preliminary review. But also, please keep in mind that a preliminary review does not guarantee approval. Until the application is submitted, officially reviewed and processed, and approved, there is a possibility that your application may not meet requirements.

Does my application require a replat?

If one or both of the subject parcels gained their current configuration by a partition plat or subdivision plat then this application might need to be processed as a replat. If both subject parcels were created by deed (may include a survey), then a survey or survey sketch will suffice for finalization. A survey is required if either parcel is 10 acres or smaller, a survey sketch can be provided if both parcels are over 10 acres.

Each parcel submitted for a property line adjustment must be a legally created parcel.

This means it was created by deed or through a land sales contract prior to November 8, 1973 or through a property line adjustment or a partition after this date. This date is the effective date of the county's land use regulations. If the parcel was described one way prior to 1973, and then after 1973 the legal description changed the property boundary without there being an approved property line adjustment or partition, then it is likely that your parcel is not a legal parcel.

If you think your parcel may not be legal, please provide your documentation to the Planning Department for review prior to submitting this application.

If you have difficulty finding information, the Planning Department may be able to help you.

Parcel vs. Tax Lot

A parcel may or may not be the same piece of land described as the tax lot. Tax lot numbers are for tax assessments purposes, and they are a convenient way to identify a piece of land. There might be multiple tax lots over one parcel or one tax lot could apply to multiple parcels. It is best to rely upon the legal descriptions of deeds or land sale contracts when identifying what is a parcel.

If granted preliminary approval.

Preliminary approval means that your application meets all requirements for approval but you have certain steps to complete prior to gaining final approval. All applications will have steps to meet before being finalized because that is the nature of this application.

When granted preliminary approval, a new plat/survey/survey sketch and new deeds will be required to finalize the process. There will need to be a deed or deeds conveying ownership of the land area(s) being transferred. There will need to be new deed from owners of old Parcel 1 to owners of new Parcel 1. There will need to be a new deed from owners of old Parcel 2 to owners of new Parcel 2. It is very important that the names of the owners match exactly the names of the owners in the most current deeds. These deeds will also include new legal descriptions, reference to the most current deed, reference to the application number, and a legible copy of a survey or sketch showing the new parcel boundaries and the areas of land that were transferred.