



## CHECKLIST AND REVIEW PROCEDURE FOR LOT OF RECORD DETERMINATION

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- **CRITERIA FOR APPROVAL**

- **Snyderville Basin “Lot of Record” definition:**

*“Any parcel of real property (lot) identified on a subdivision plat approved by Summit County and recorded in the office of the Summit County Recorder is a lot of record. Any parcel/lot described in a deed, sales contract, or survey that was recorded in the office of the Summit County Recorder before August 1, 1977 is a lot of record. Any parcel/lot described in a deed, sales contract, or survey that was recorded in the office of the Summit County Recorder between August 1, 1977 and January 14, 1993 which complied with the zoning requirements in effect at the time of its creation is a lot of record. There are parcels/lots within Snyderville Basin, that, while their existence may be recorded in the office of the Summit County Recorder, were not lawfully created in accordance with the laws of Summit County as described herein. Summit County will not issue building permits for such parcels/lots.*

In other words, any parcel that was created prior to August 1, 1977 is recognized as a “lot of record”, no matter what the size of the parcel. Additionally, any parcel created between August 1, 1977 and January 14, 1993 which contained ½ acre or more is recognized as a “lot of record”.

- **Eastern Summit County “Lot of Record” definition:**

*“Any parcel of real property (lot) identified on a subdivision plat approved by Summit County and recorded in the office of the Summit County Recorder is a lot of record. Any parcel/lot described in a deed, sales contract, or survey that was recorded in the office of the Summit County Recorder before August 1, 1977 is a lot of record. Any parcel/lot described in a deed, sales contract, or survey that was recorded in the office of the Summit County Recorder between August 1, 1977 and June 30, 1992 which complied with the zoning requirements in effect at the time of its creation is a lot of record. There are parcels/lots within Snyderville Basin, that, while their existence may be recorded in the office of the Summit County Recorder, were not lawfully created in accordance with the laws of Summit County as described herein. Summit County will not issue building permits for such parcels/lots.*

In other words, any parcel that was created prior to August 1, 1977 is recognized as a “lot of record”, no matter what the size of the parcel. Additionally, any parcel created between August 1, 1977 and June 30, 1992 that met the zoning in affect at the time of its creation is recognized as a “lot of record”.

- **SUBMISSION REQUIREMENTS**

- *Application form:* Completed and signed by the property owner(s).

- ***Approval of the property owner(s) if different from the applicant:*** The property owner(s) must sign the back of the application form, or submit a letter indicating their ownership and authorization for the submittal of the application.
- ***Fee:*** \$50.00 / parcel
- ***Current ownership plat map with the parcel(s) in question highlighted*** (available from the Summit County Records Office).
- ***ADDITIONAL INFORMATION MAY BE REQUIRED.***

- **REVIEW PROCEDURE**

1. The planner will review the application and determine if the parcel(s) in question complies with the definition of a “lot of record”.
2. A letter will be sent from the planner to the applicant confirming the decision based upon the planner’s research.



Community Development Department  
P.O. Box 128  
60 North Main Street  
Coalville, Utah 84017  
Phone: 435-615-3124  
Fax: 435-615-3046  
www.summitcounty.org

## LOT OF RECORD APPLICATION FORM

### Owner(s) of Record:

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

### Authorized Representative to Whom All Correspondence is to be Sent:

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

### Project Information:

Parcel #: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Address: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Do you currently have constructions plans turned in for Building Permit review? YES (plan check #) \_\_\_\_\_ NO

### Parcel Description (acreage, history, etc.):

\_\_\_\_\_  
\_\_\_\_\_

### FOR OFFICE USE ONLY

\$50.00 / parcel

*Snyderville Basin*

*Eastern Summit County*

DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**OWNER(S) ACKNOWLEDGEMENT**

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid.

**PLEASE NOTE REGARDING FEES**; the payment of fees and /or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

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I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_