To Applicants for a Lot Line Adjustment

The following documents are required by the City of Jackson before your application for a Lot Line Adjustment (LLA) will be processed.

1. A letter of application signed by the owner(s) of the parcels involved.
   Example: (In letter format, provide date, name, address and phone number at top of letter)
   To: Jackson Engineering Department, City Hall
   Subject: A Proposed Lot Line Adjustment for [name(s) of applicant(s)].
   Dear City Official:
   I (We) the owner(s) of those certain parcels of land located within the City of Jackson with the county assigned assessor parcel numbers (APN XX-XXX-XXX and APN XX-XXX-XXX), do hereby agree and consent to the proposed lot line adjustment as submitted to the City on ______ Date ______.

   Signature Owner No. 1 __________ Signature Owner No. 2 (If different) ______

2. Two copies of an 18”x 26” plat titled “Application for Lot Line Adjustment” and one reduced 8½”x 11”, clearly drawn to scale, showing:
   a. Existing lot lines
   b. Proposed lot lines
   c. Existing structures, access drives, utilities, and other relevant features on the parcels involved with property line setback distances shown
   d. Existing and proposed easements, including those proposed for abandonment
   e. Topography may be required
   f. Development plan may be required


4. A letter from fiduciary interests, (other involved owner(s) in Trust) if any, acknowledging and agreeing to the proposed LLA.

5. Payment of the $500.00 deposit. Additional processing fees and reassessment costs, if they apply, may be charged before recordation.

6. Note: If said properties exist within an assessment district they will be subject to a reapportionment of assessments and subject to reapportionment fees according to the Application for Assessment Apportionment.

Note: For City Council approval, the surveyor or engineer of work is to deliver a copy of the Lot Line Adjustment plat to City Hall for checking. After the City Council reviews and approves said plat, the City Clerk shall then deliver the original mylar to the County for further processing.
Application Reimbursement Agreement

I (we) acknowledge and agree that the application deposit paid herewith may not be adequate to fully reimburse the City of Jackson (“City”) for costs incurred in connection with processing the permit/entitlement described below (“Project”). I (we), the Applicant(s)/Property Owner(s) acknowledge that the City will invoice for additional costs incurred in connection with the processing of the Project. The deposit collected will be applied to the final invoice associated with processing the Project. Any outstanding invoices are considered to be the responsibility of the Applicant(s) and Property Owner(s). Furthermore, I (we) acknowledge that the City contracts with third parties, including, but not limited to, City Planner, City Engineer, and City Attorney, to process the Project. In doing so, the Applicant(s)/Property Owner(s) will be responsible for costs incurred by the third party contractor. Signing below is acknowledgement of the above, including responsibility to pay all costs incurred with processing the application described below. The prevailing party in any litigation regarding a breach of this agreement may recover its attorneys’ fees and costs.

In addition, the Applicant(s)/Property Owner(s) acknowledge and understand that this agreement does not guarantee approval of their Project. The City retains full and complete discretion to process, approve, modify or deny the Project as provided by applicable law. Moreover, if City approves the Project, the Applicant(s)/Property Owner(s) shall indemnify, defend and hold harmless, the City, its officers, employees, agents and assigns from and against any and all claims, demands, liability, judgments, awards, interest, attorney fees, costs and expenses of whatsoever kind or nature, at any time arising, in connection with any legal challenges or appeals associated with such approval. The Applicant(s)/Property Owner(s)’ liability for indemnity under this agreement shall apply regardless of fault, to any acts or omissions, or negligent conduct, whether active or passive, on the part of City, its officers, employees, agents or assigns. The Applicant(s)/Property Owner(s) shall, at its expense and using counsel approved by City, defend any action, suit or proceeding arising hereunder and shall reimburse and pay City for loss, cost, damage or expense (including the cost of its attorneys) suffered by City hereunder.

Project Name: ____________________________________

Application Type/Number:_________________________________________________

Fee Type and Deposit Amount Paid:_________________________________________
_____________________________________________________________________

Applicant(s)/Property Owner(s) Billing Address: ______________________________
_____________________________________________________________________

Applicant/Property Owner Signature __________________________ Date __________

Applicant/Property Owner Signature __________________________ Date __________