



VINEYARD CITY
125 S Main Street, Vineyard, UT 84059
Phone: (801) 226-1929 | Fax: (801) 226-1928

Insignificant Land Disposal Application

Encroachment & Small Parcel Disposal Request

PRIMARY APPLICANT & LAND INFORMATION

APPLICATION DATE

CURRENT ZONING

APPLICANT NAME

PHONE NUMBER

EMAIL ADDRESS

MAILING ADDRESS

GENERAL LOCATION / ADDRESS OF ENCROACHMENT

TOTAL AREA OF ENCROACHMENT *(sq. footage & acreage)*

CO-APPLICANTS & JOINING ADJACENT PROPERTY OWNERS

Complete this section if other neighboring property owners are joining or are impacted by this application request.

FULL NAME — 1

PROPERTY ADDRESS

PARCEL NUMBER (APN)

FULL NAME — 2

PROPERTY ADDRESS

PARCEL NUMBER (APN)

FULL NAME — 3

PROPERTY ADDRESS

PARCEL NUMBER (APN)

REQUIRED APPLICATION MATERIALS & EXHIBITS

In order to expedite the process of review, the following materials must be finalized and submitted in their entirety. Any items that fail to be included with this application could delay the process of review and the entire application may be returned to the applicant as incomplete.

- **FILING FEE.** \$150 administrative processing fee as established by the Vineyard City Consolidated Fee Schedule. \$75 is refundable if the application is rejected.
- **DESCRIPTION OF ISSUE & QUALIFICATION STATEMENT.** A written statement detailing the nature of the encroachment issue and outlining exactly why the subject property qualifies for relief under the Vineyard City Insignificant Land Disposal Policy.

- **SITE SKETCH & PHOTOGRAPHS.** Clear physical photographs of the encroachment site along with a detailed visual sketch showing the layout of the property lines, structures, and affected city-owned land.
- **SURVEY PLAT & EXHIBIT MAP.** A professional legal description and certified survey plat map highlighting the exact boundaries of the land requested.

FOR OFFICE USE ONLY	
APPLICATION RECEIVED BY	DATE
AMOUNT PAID	RECEIPT NUMBER
PAYMENT METHOD ☐ Cash ☐ Check ☐ Credit / Debit Card	POLICY CRITERIA VERIFICATION <i>(3 of the 4 conditions must be met)</i> ☐ Under 300 Square Feet ☐ Valued Under \$20,000 ☐ Unbuildable / No Municipal Utility Purpose ☐ Encroachment Occurred Prior to January 1, 2020
CITY COUNCIL / ADMINISTRATIVE ACTION / LAND PURCHASE PRICE DETERMINATION	

COST RESPONSIBILITY ACKNOWLEDGMENT & CERTIFICATION

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. I also certify that I am the owner or authorized representative of the adjoining real property.

Additional Costs Acknowledgment: I explicitly acknowledge and agree that the submission or potential approval of this application does not exempt me from related project expenses. I agree that **all additional costs** — including but not limited to cost of the land being purchased, surveying costs, costs of preparing a quitclaim deed, costs of preparing a legal description and exhibit map, county recording fees, and retaining a title company — shall be borne entirely and paid by the applicant.

Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Vineyard City may rescind any approval or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, or City Council of Vineyard City to enter the subject property to make any necessary physical inspections thereof.

PRIMARY APPLICANT SIGNATURE	DATE
CO-APPLICANT SIGNATURE (IF APPLICABLE)	DATE
CO-APPLICANT SIGNATURE (IF APPLICABLE)	DATE
CO-APPLICANT SIGNATURE (IF APPLICABLE)	DATE