



CITY OF WINDSOR HEIGHTS, IA

LOT LINE ADJUSTMENT APPLICATION

PLANNING & ZONING

PROPERTY OWNER 1 INFORMATION		
Owner:	Phone:	
Mailing Address:		
City:	State:	Zip Code:
Email Address:		
PROPERTY OWNER 2 INFORMATION		
Owner:	Phone:	
Mailing Address:		
City:	State:	Zip Code:
Email Address:		
SURVEYOR/CIVIL ENGINEER INFORMATION		
Surveyor:	Company:	
Email Address:	Phone:	
PROPERTY 1 INFORMATION		
Site Address:	City:	
Current Legal Description:		
Parcel ID:	Lot Size (ac):	
Subdivision:	Lot Number:	
PROPERTY 2 INFORMATION		
Site Address:	City:	
Current Legal Description:		
Parcel ID:	Lot Size (ac):	
Subdivision:	Lot Number:	
ADDITIONAL REQUIREMENTS		
<p>The undersigned is/are the owner(s) of the described property on this application, located in the incorporated area of Windsor Heights, Iowa, assuring that the information provided herein is true and correct. I hereby give my consent for Windsor Heights Planning & Zoning to conduct a site visit and photograph the subject property.</p> <p>Included with this application is: (1) a copy of the plat of survey, including the plat of survey number, describing the area(s) to be conveyed between adjacent property owners (2) a signed conveyance document with the signatures of all parties and property owners as required by Polk County (3) any proposed or required easement agreement(s) (4) an accompanying "sketch plan" that demonstrates the new properties and all site and structure requirements for the zoning district in which the parcels of land are located can be maintained, e.g., minimum setbacks, lot area, and width (5) the new</p>		

legal descriptions of both properties, prepared by a licensed land surveyor or civil engineer (6) application filing fee.

Property 1 Owner's Signature:

Date:

Property 2 Owner's Signature:

Date:

FOR OFFICIAL USE ONLY

Date Received:

Case ID:

Current Zoning:

Plat of Survey – A plat of survey shall be made, showing information developed by the survey, for each land survey performed for the purpose of correcting boundaries, correcting descriptions of surveyed land, or for the division of land.

Conveyance Document - A deed, contract, easement, or other document that conveys the right of a described property. This document needs to identify the sellers/buyers (if any change between property owners is being made), description of the property, and what right to that property is being conveyed.

WINDSOR HEIGHTS, IA PLANNING & ZONING

1145 66th Street Suite 1, Windsor Heights, IA 50324 • P: (515) 279-3662 • F: (515) 279-3664