

Subdivision Application for 1-2 Family Residential Uses

INSTRUCTIONS:

Submit this completed checklist and all supporting documents to the Land Use Specialist, Tammy Folkman (tammyf@plainscityutah.gov). Pay applicable fees. Before applying, you may schedule a pre-application meeting with City staff to review a concept plan and/or other elements of your application.

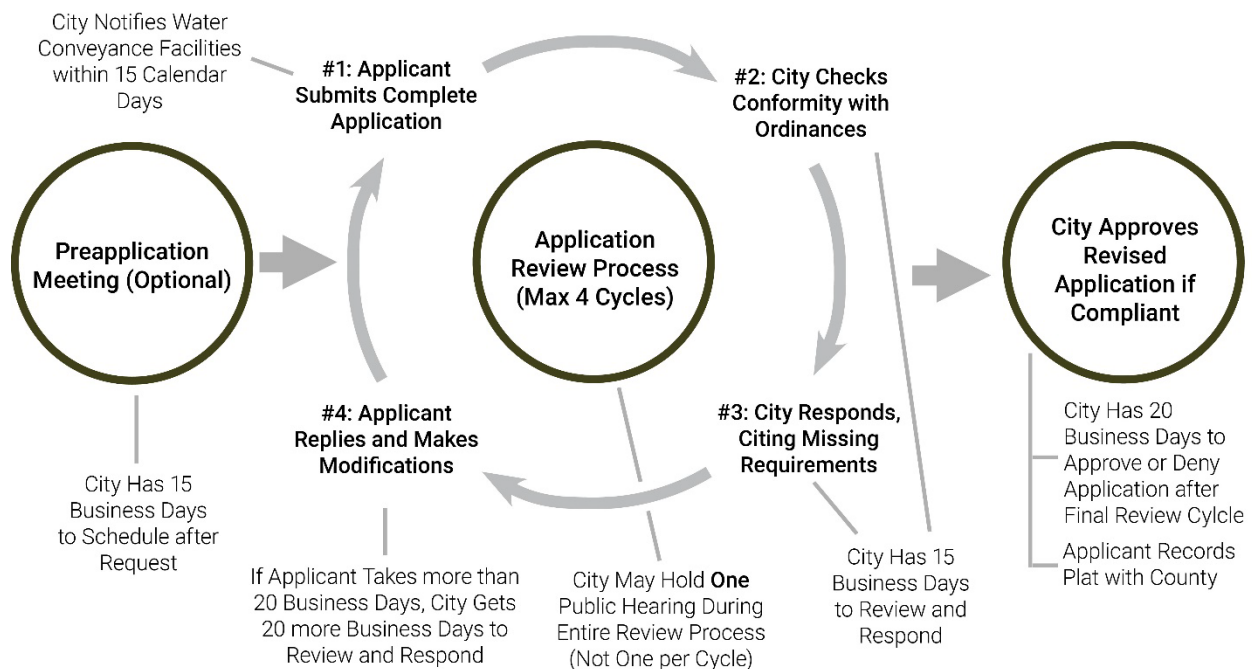
WHAT TO EXPECT:

City staff will review your application and determine whether it is complete, if not you will be notified. If your application is complete, or if the city decides to waive the incomplete requirements, the Planning Commission and City staff will review and respond to your application within 15 business days. You may be required to revise your application to conform to City development standards or to better protect the health and safety of Plain City residents.

The application process for 1-2 family residential subdivisions is governed by [chapter 11-8](#) of the City's municipal ordinances. The flowchart below summarizes this process.



SUBDIVISION APPLICATION REVIEW PROCESS FOR 1-2 FAMILY RESIDENTIAL USE



[Application begins on next page.]

----- GENERAL INFORMATION -----

Name of Proposed Subdivision: _____

Address _____

County Tax Parcel(s) Number: _____

Current Zoning of Property: _____ Number of Lots: _____

Plain City Filing Fees: _____

Plain City Engineering Fees: _____



THIS BOX IS FOR OFFICIAL USE ONLY:

Date Received: _____

Receipt #: _____

Amount Paid: _____

Final Approval: _____

----- CONTACT INFORMATION -----

Applicant Information Name: _____ Phone: _____ Email: _____	Property Owner #1 Information Name: _____ Phone: _____ Email: _____
Property Owner #2 Information (If Applicable) Name: _____ Phone: _____ Email: _____	Name of Intended Escrow Holder Name: _____ Phone: _____ Email: _____

Surveyor's Name _____ Email _____ Phone# _____ Engineer's Name _____ Email _____ Phone# _____

If the property to be subdivided has more than two owners, attach supplemental information for remaining owners.

----- FINAL DOCUMENT CHECKLIST -----

- 1 _____ **An approved land use application** that describes how the property will be used after it is subdivided. This land use application must include an approved conditional use permit, an approved variance, or citations to specific municipal ordinances that permit the intended use.
- 2 _____ **A plat**, drawn to scale, in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The plat must include:
 - a _____ The proposed name and general location of the subdivision, in bold letters at the top of the plat. The proposed subdivision name must be distinct from any subdivision name on a plat recorded in the County Recorder's office.
 - b _____ The boundaries, course, numbering, and dimensions of all proposed parcels. All lots should be consecutively numbered.

- c _____ The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale.
- d _____ The names and addresses of all adjoining property owners of record, or the names of adjoining developments and the names of adjoining streets.
- e _____ The address and phone number of the land surveyor and/or engineer who prepared the plat.
- f _____ Sufficient data acceptable to the City Engineer to readily determine the location, bearing and length of all lines on the plat, and to reproduce such lines upon the ground, and the location of all proposed monuments, including contours at appropriate intervals.
- g _____ Whether any parcel is intended to be used as a street or for any other public use.
- h _____ The names, numbers, widths, lengths, bearings, and curve data on centerlines for all proposed streets, alleys, and easements (if applicable). All proposed streets shall be numbered and named in accordance with the City's adopted addressing system.
- i _____ The location of existing streets, easements, water bodies, streams, and other pertinent features such as wetlands, buildings, parks, cemeteries, drainage ditches, irrigation ditches, fences, and bridges.
- j _____ The location and width of existing and proposed streets, curbs, gutters, sidewalks, easements, alleys, other public ways and easements and proposed street rights-of-way and building setback lines.
- k _____ Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.
- l _____ Any known and unrecorded water conveyance facility located, entirely or partially, within the plat.
- m _____ Location and size of all proposed water, secondary water, sanitary sewer, storm sewer, irrigation or drainage ditch piping or other subsurface improvements, including detailed provisions for collecting and discharging surface water drainage.
- n _____ Whether any parcel is reserved or proposed for dedication for a public purpose.
- o _____ The location and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose thereof and conditions, if any, of the dedication or reservation.
- 3 _____ **An improvement plan**, created in accordance with applicable portions of City municipal code §11-3-5 and chapters 11-5 and 11-4, for all public improvements proposed by the applicant or required by City ordinances.
- 4 _____ **Proof of approval** by the culinary water authority, the sanitary sewer authority, the local health department, the local fire department, and the local public safety answering point.
- 5 _____ As applicable, **formal, irrevocable offers for dedication to the public of streets, City uses, utilities, parks, easements, or other spaces**.
- 6 _____ If the plat is to be part of a community association, **signed and binding documents conveying to the association all common areas**.
- 7 _____ **Certifications**, including:
 - a _____ An affidavit from the applicant certifying that the submitted information is true and accurate (EXAMPLE ON PAGE 5).
 - b _____ The signature of each owner of record of land described on the plat, signifying their dedication and approval of the plat (EXAMPLE ON PAGE 6).
 - c _____ Certification that the surveyor who prepared the plat:
 - i _____ Holds a license in accordance with Utah Code 58-22; and
 - ii _____ Either
 - (1) _____ Has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or
 - (2) _____ Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and
 - iii _____ Has placed monuments as represented on the plat.

- 8 _____ **Copies**, including:
- a _____ One printed copy of **Mylar** Plat for signing and recording (*once final approval given*)
 - b _____ Seven (7) 11" x 17" printed copies of **Plat** for the City's use in the review process.
 - c _____ One (1) 11" x 17" printed copy of **aerial maps**: **one** map showing a close up of the proposed subdivision (with legend included) and the **second** map showing the area approximately 1,000 feet around the boundaries of the subdivision in all directions.
 - d _____ Digital copies of the plat and areal maps. Digital copies of **ALL** plans in PDF format.
- 9 _____ **Payment of the subdivision application fee and any other application-processing fees described in the City's fee schedule.**

PLAIN CITY

DEVELOPMENT REVIEW AND SUBDIVISION INSPECTION FEE SCHEDULE

A. SERVICE (REVIEW) FEES

- | | |
|-----------------------|---|
| 1. Subdivision Filing | \$200.00 plus \$50.00 per lot |
| 2. Engineering | \$200.00 per lot |
| | Developer will be responsible for all engineering fees above those paid at filing. |
| 3. Planner Fees | Developer is responsible for all planner review fees (over one hour) incurred on behalf of the subdivision. |
| 4. Legal Fees | Developer is responsible for all legal review fees (over one hour) incurred on behalf of the subdivision. |

All submittals will be assessed a review fee on an hourly basis at the non-negotiable hourly rate of the City Engineer. Review costs can be kept to a minimum if the engineer for the developer is thorough in the original plat and plan preparation, is thoroughly familiar with the subdivision ordinance and associated checklist, and is responsive to the review comments. All review costs associated with each subdivision shall be paid in full prior to final approval by the governing body. **All engineering fees associated with each subdivision are the developer's responsibility to pay in full.**

Date

Signature

B. USER FEES:

- | | |
|---|----------------------------|
| 1. General Plan Amendment Request | \$200.00 |
| 2. Rezone Request | \$200.00 |
| 3. Conditional Use Permit | \$200.00 |
| 4. Request to Appear Before
Appeal Board | \$400.00 |
| 5. Request for Annexation | \$1000.00 |
| 6. Copies | \$0.25 per copy (8 ½ X 11) |

General plan and zoning maps are online at www.plaincityutah.gov

APPLICANT'S AFFIDAVIT – SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

I, _____ (applicant/agent name), 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. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Plain City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Plain City Subdivision Ordinance and that items and checklists contained in this application are basic and to the minimum requirements only and that other requirements may be imposed to ensure compliance with municipal ordinances and approved standards and specifications. Additionally, I agree to pay all fees associated with this application, as set by the currently adopted Plain City Consolidated Fee Schedule.

Signed:

Applicant/Agent

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal:

PROPERTY OWNER'S CONSENT & DEDICATION – SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

We certify under penalty of perjury that we are the sole owners of the property proposed to be subdivided and that we have thoroughly reviewed the final subdivision application. We hereby consent to this final subdivision application and, contingent on city approval of the final application, we irrevocably dedicate all portions of the property to the public that are so indicated in this application (including streets, City uses, utilities, parks, easements, or other spaces). We further consent to agents of the City entering onto the subject property for the purpose of making any inspections required by this application or related improvements.

Signed:

Property Owner #1

Date

Property Owner #2 (if applicable)

Date

Property Owner #3 (if applicable)

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal: