



# Final Subdivision Application Checklist

Note: Unless directed otherwise by the City, all applications and associated plats, plans and documents must be submitted to the City Planner.

THIS IS A BASIC LIST ONLY  
SEE CITY ORDINANCES FOR COMPLETE REQUIREMENTS  
(Additional items may also be required)

- Application completed; including names and addresses of applicant, surveyor, engineer, owner(s), affidavit of owner(s) and applicant; all signed and notarized.
- Six paper copies of plat (include ONE 11 by 17 reduction, the rest 24 by 36). A digital copy in a format acceptable to the city engineer is also required. Plat requirements: See city for plat specifications if unknown. Actual mylar copy to be provided after approval by City and once all corrections required have been made.
- Construction drawings. Six copies (include ONE 11 by 17 reduction, the rest 24 by 36) of a complete set of profiles and design data, that meet the requirements of the city, for all streets and utilities to be constructed, must be submitted with the plat.
- Applicant is required to submit drawings/plans to and obtain approvals or specific requirements from Pineview Water, Bona Vista Water (if in their service area), Rocky Mountain Power, Questar Gas, Quest, Comcast and North View Fire Department.  
**Requirements of outside agencies must be submitted to the city.** See the city for construction specifications if unknown.
- Geologic Hazards Study and/or Geo-technical report/soils report, depending on project location.
- Detailed project engineers initial estimate of construction costs.
- Proof of completed arrangements for delivery of secondary water.
- Title report not more than 30 days old.
- Tax clearance from Weber County indicating all taxes, any penalties, or interest have been paid
- Development agreements, CCR's and any other appropriate agreement or document as required by the city for the specific project. Three copies of all agreements required. Final signatures to be obtained after City approval.
- Improvement Guarantee agreement (to be submitted after approval of construction drawings and estimates by city engineer. Three copies required. Final signatures to be obtained after City approval.
- Payment of fees.

# Affidavit

## Property Owner

I (we) \_\_\_\_\_ (please print) certify that I(we) am(are) the Owners(s) of record of the property identified in this application and the statements, drawings, and other exhibits contained herein are in all respects true and correct to the best of my(our) knowledge.

Property Owner(s) \_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn to me on \_\_\_\_\_ (date)

Notary \_\_\_\_\_

(Residing in: \_\_\_\_\_)

My commission expires \_\_\_\_\_ (date)

## Agent Authorization

I(we) \_\_\_\_\_ (please print), the owner(s) of the real property identified in this application, do authorize as my (our) agents(s) \_\_\_\_\_ (please print) to represent me(us) and appear on my(our) behalf before any administrative or legislative body concerning this application and to act in all respects as our agent in matters pertaining to the this application.

Property Owner(s) \_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn to me on \_\_\_\_\_ (date)

Notary \_\_\_\_\_

(Residing in: \_\_\_\_\_)

My commission expires \_\_\_\_\_ (date)