

Preliminary 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 owners and applicant; all signed and notarized.
- Six copies of plans (include ONE 11 by 17 the rest 24 by 36). A digital in a format acceptable to the City Engineer is required.
- Plan map(s) (plat) of the project that includes a north point, scale and date; a vicinity plan; contours; boundary lines of the proposed project; proposed utilities; location and dimensions of all existing or platted streets; important features such as rail lines, water bodies or courses, wetlands, exceptional topography, and buildings within and immediately adjacent to the project; all existing utilities within or adjacent to the project (with sizes); locations and dimensions of all proposed streets, easements, lots, open spaces and other features, with appropriate labeling.
- Vicinity plans must include a representation of the proposed development with blocks and streets and their relationship to existing streets and utilities; all existing streets, public facilities such as schools or parks, and any commercial or industrial areas within one mile of the project area; all undeveloped areas within the general area of the proposed development and proposed future street systems for that area.
- Contours shall have no greater than ten foot intervals. The plan shall include or have attached a slope calculation per city ordinances. If over the maximum of 15%, additional plans and information are required (see city for specifics).
- Statement of applicant as to intention and plans for the project.
- Evidence of availability of necessary services (utilities).
- Proof of availability of secondary water.
- If road access is from state highway (2700 North or Highway 89), proof of preliminary access permit application to UDOT.
- 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)