



# 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 IN CODE 17.08.020

\_\_\_\_\_ Initial **Application:** completed; including names and addresses of applicant, surveyor, engineer, owner(s), affidavit of owners and applicant; all signed and notarized.

\_\_\_\_\_ Initial **Large Plans:** four (4) copies of plans that are 22" x 34" including a plat map

\_\_\_\_\_ Initial **Small Plans:** one (1) copy of plans that is to 11" x 17" to scale including a plat map

\_\_\_\_\_ Initial **Digital Plans:** version of the plans and plat map in pdf format, send it to [jhunt@pleasantviewcity.com](mailto:jhunt@pleasantviewcity.com). *If greater than 8MB, please send by Dropbox or similar.*

- Plans consist of
  - Final Plans, which have been approved by City Engineer, 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.

\_\_\_\_\_ Initial **Agreement or Letter:** It is required to either have an escrow agreement signed by developer and bank along with estimates that have been approved by the city or a signed letter from Ben Slater approving to enter into conditional acceptance.

\_\_\_\_\_ Initial **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)

Notary Seal

## **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)

Notary Seal

## **Final Subdivision Application Review and Approval Process**

1. Final Subdivision Application filed with City Planner. The City Planner determines application completeness.
  - a. Complete application:
  - b. Application filled out completely along with Affidavit (*original signatures*)
  - c. Plans both brought in along with electronic sent to [jhunt@pleasantviewcity.com](mailto:jhunt@pleasantviewcity.com)
  - d. Escrow agreement signed by the bank
  - e. Fee paid
2. Development Review Committee (DRC) provides final technical review of the Final Subdivision Application in compliance with the Preliminary Application Conditions required by the City Council and with all applicable ordinances, standards and requirements.
3. Once the DRC has approved all plans and documents, the City Planner schedules a meeting with the City Council. Approval shall be no less than five (5) days before the City Council.
4. Final Subdivision Plat goes before the City Council for approval.
5. Once approval is received, the applicant submits a final Mylar plat and all approved relevant documents in final form, complete with appropriate signatures and acknowledgements for receipt of city signatures and recording.
6. The Final Subdivision Application approval by the city is effective for one year during which time the Final Subdivision Plat and appropriate documents are recorded with the Weber County Recorder by the City Planner.