



PLEASANT VIEW CITY APPLICATION FOR MINOR SUBDIVISION

SUBDIVISION NAME: _____ LOCATION: _____

ACREAGE: _____ NUMBER OF LOTS _____ ZONE: _____

PARCEL ID NUMBERS: _____

PROPERTY OWNER(S): (attach additional pages if needed)

NAME: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

APPLICANT/RESPONSIBLE PARTY:

NAME: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

BILLING ACCOUNT CONTACT: _____ EMAIL: _____

ADDRESS: _____ PHONE: _____

SURVEYOR:

NAME: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

ENGINEER:

NAME: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

The information on this form is true and accurate to the best of my knowledge. **I understand it is my responsibility to pay Pleasant View City for all professional and any other fees associated with this application** as stated in section 17.02.100 of the subdivision ordinance.

Application will not be accepted unless all appropriate documents are attached. See check list documents required.

Signature of Applicant/Agent

Signature of City Rep.

For City Use

DATE SUBMITTED: _____ TAKEN BY: _____

FEES (DUE AT TIME OF APPLICATION)

Deposit for Engineering:	\$300.00 per lot	#Lots _____	Date Paid _____	Amt. _____
Subdivision Fee:	\$200.00		Date Paid _____	Amt. _____
Per Lot Fee:	\$75.00	#Lots _____	Date Paid _____	Amt. _____
Noticing Fee:	\$200.00		Date Paid _____	Amt. _____
Accounts Receivable Deposit	\$2,500.00		Date Paid _____	Amt. _____

Form Date: September 2020

Total Paid _____

Minor 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 17.10.030

_____ 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. *If greater than 8MB, please send by Dropbox or similar.*

- Plans consist of
 - 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).

_____ Initial **Statement:** the applicant's intention and plans for the project.

_____ Initial **Will Serve Letters** – *related with specific phase and number of lots on letters.*

- Pineview
- Central Weber Sewer District
- Bona Vista - *if applicable*
- Rocky Mountain Power
- Dominion Energy
- Cable

_____ Initial **UDOT Approval:** If road access is from state highway (2700 North or Highway 89), proof of preliminary access permit application to UDOT.

_____ Initial **Stamped envelopes:** 500ft of the radius of the property that is going to be developed. If needing the list of the addresses please contact Jill at the City. *Noticing fee is for newspaper fees and website fees.*

_____ Initial **Payment of fees –**

- *Deposit for Engineering: Deposit will be held until after guarantee period and final has been approved. After approval this amount could be refunded.*
- *Noticing Fee: Fee for newspaper and website noticing.*
- *Accounts Receivable deposit: Deposit will need to be maintained at \$1,000.00 or more to go toward any charges that may arise for the subdivision. For example: engineers, attorneys, further noticing etc. Stated in section 17.02.100 of the subdivision ordinance.*

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

Minor Subdivision Application Review and Approval Process

1. Minor Subdivision Application filed with City Planner. The City Planner Determines application completeness.
 - a. Complete Application:
 - i. Application filled out in full along with the affidavit (*Original signatures*)
 - ii. Plans both brought in along with electronic file sent to jhunt@pleasantviewcity.com
 - iii. Letter of Intent
 - iv. Will Serve Letters/Permits from all appropriate entities.
 - v. Stamped Envelopes
 - vi. Fees Paid
2. Development Review Committee (DRC) provides preliminary technical review of the Subdivision Application for compliance with all applicable ordinances, requirements, and the General Plan.
3. Once the plans have been revised to meet any requirements of the DRC, the City Planner schedules a meeting with the Planning Commission and provides notices as required. The approval must be given a minimum of 14 days before the next Planning Commission meeting to be on the agenda. *By using the envelopes the applicant has provided along with application.*
4. The Planning Commission conducts a public hearing and considers the Subdivision Application and all information received. The Planning Commission approves, approves with conditions, or denies the Minor Subdivision Application.
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 DRC review and approval and receipt of city signatures and recording.
6. The Minor Subdivision Application approval by the city is effective for one year during which time the Subdivision Plat and appropriate documents are recorded with the Weber County Recorder by the City Planner.