

PLAIN CITY

4160 West 2200 North

Plain City UT 84404

(801) 731-4908

Fax (801) 731-8619

AMENDED SUBDIVISION PACKET

**APPLICATION FOR
AMENDMENT TO A SUBDIVISION**

Subdivision Name _____ Zone _____ Date Submitted _____

Address of Subdivision _____ Plain City, UT

No. of Units or Lots being affected by the amendment: _____

Owner Name _____ Full Address _____

Phone # _____ Cell # _____ Fax # _____

Subdivider's Name _____ Full Address _____

Phone # _____ Cell # _____ Fax # _____

Please describe any agreements, rights-of-way, easements etc, which could affect this amendments:

Describe the amendment to the subdivision plat:

The above information is true and accurate to the best of my knowledge.

Date Signature

Office Use Only

Subdivision Amendment Fee: _____ PC Approval Date: _____
Number of Copies: _____ CC Approval Date: _____

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH)
) ss
COUNTY OF WEBER)

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I have received written instructions regarding the process for which I am applying and the Plain City Planning staff has indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)
Residing in Weber County, Utah

My commission expires: _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Agent)

(Property Owner)

Dated this _____ day of _____, 20_____, personally appeared before me

_____, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

(Notary)
Residing in Weber County, Utah

My commission expires: _____

PLAIN CITY AMENDED PLAT CHECKLIST

The following checklist is a summary of the requirements for an Amended Plat approval in Plain City. Detailed requirements are described in Title 11 of the Plain City Code, Subdivision Ordinance. In case of a discrepancy, the detailed ordinance requirements will govern.

Incomplete submittals will not be reviewed or forwarded to the Planning Commission and City Council.

- _____ 1. One (1) copy of an Amended Subdivision Application for Approval, application fees, and all require supporting documents defined in Title 11 of the Plain City Code.
- _____ 2. Nine (9) 24”X36” black on white or blue on white prints of construction drawings and one (1) 11”X17”reduced copy of the Amended Plat. All drawings shall be of such quality and resolution that all detail in the drawing is readily discernable. The amended plat shall be prepared in ink by a licensed land surveyor or engineer of a convenient scale not more than one hundred feet to an inch (1" = 100'), and the sheets shall be numbered in sequence if more than one sheet is used and shall be of such size as is acceptable for filing in the office of the county recorder.
- _____ 3. Signed easements and/or agreements with adjacent property owners for necessary offsite facilities or other matters pertinent to the amendment of the subdivision, if not already submitted.
- _____ 4. One digital copy on CD of Plat and construction drawings in required format.

Amended Plat Drawing Requirements:

- The plat shall be prepared and certification made as to its accuracy by a registered land surveyor licensed to do such work in the state of Utah. A workmanlike execution of the plat shall be made in every detail. A poorly-drawn or illegible plat is sufficient cause for its rejection.
- The drawing pages(s) shall show exterior boundary and property lines, right-of-way lines, streets, street islands, existing and new easements, all accurately dimensioned with bearings to the nearest one second and distances to the nearest one-hundredth (1/100) of a foot. The dimensions shall provide a minimum lot and boundary survey closure of 1:10,000.
- Permanent monuments, magnetically detectable, marked in accordance with Utah Code Section 17-23-17(5), shall be set for all the following:
 - a. All lot corners and exterior boundary corners.
 - b. Street centerline angle points, point of curvatures (PCs), point of tangency (PTs), intersecting street centerlines, and radius points for cul-de-sacs.
- In such cases where the placement of a required monument at its proper location is impractical, it is permissible to set a reference monument close by the point, and if such monument is set its location shall be properly shown on the plat of survey. When conditions warrant setting a monument on an offset, the location shall be selected so the monument lies on a line of the survey or on the prolongation of such line. Offsets should not be in fractional feet unless a physical obstruction affects their location. (Utah Council of Land Surveyors Model Standard of Practice for Boundary Surveys Section 6).
- The subdivision name approved by the planning commission, and the general location of the subdivision, in bold letters at the top of the sheet.
- A north point and scale of the drawing, and the date.

- ❑ Accurately drawn boundaries, showing the property bearings and dimensions of all boundary lines of the subdivision; properly tied to public survey monuments. These lines should be slightly heavier than street and lot lines.
- ❑ The address or name, width, lengths, bearings and curve data on centerlines of proposed streets, alleys and easements; also the boundaries, bearings and dimensions of all portions within the subdivision, as intended to be dedicated to the use of the public; and the lines, dimensions, bearings and numbers of all lots. All proposed streets shall be numbered or named in accordance with the adopted addressing system of the city.
- ❑ The standard forms approved by the planning commission lettered for the following:
 - a. Description of land to be included in a subdivision.
 - b. Registered land surveyor's "certificate of survey".
 - c. Owner's dedication and acknowledgment.
 - d. Notary public's acknowledgment.
 - e. Certificate of approval by the planning commission.
 - f. Certificate of approval by the city engineer.
 - g. Certificate of approval by the city attorney.
 - h. Certificate of acceptance by the city council, attested by the city recorder.
- ❑ A three inch by three inch (3" x 3") space in the lower right hand corner of the drawing for county recording information.

- ❑ The location of property with respect to surrounding property and streets, the names of all adjoining property owners of record, or the names of adjoining developments and the names of adjoining streets.
- ❑ The location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.
- ❑ The location of existing streets, easements, water bodies, streams and other pertinent features such as wetlands, buildings, parks, cemeteries, drainage ditches, irrigation ditches, fences, bridges, etc., as determined by the planning commission.
- ❑ The location, width and details of all existing and proposed streets, curbs, gutters, sidewalks, easements, alleys, other public ways and easements and proposed street rights of way and building setback lines.
- ❑ The locations, dimensions and areas of all proposed or existing lots, illustrating their relationship to surrounding properties.
- ❑ 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.
- ❑ The name and address of the owner or owners of land to be laid out and platted, the name, address and phone number of the developer if other than the owner, and the name, address and phone number of the land surveyor or engineer.
- ❑ The date of the plat, approximate true north direction, scale and title of the subdivision.
- ❑ Sufficient data acceptable to the city engineer to readily determine the location, bearing and length of all lines, and to reproduce such lines upon the ground, and the location of all proposed monuments, including contours at intervals of two feet (2'), five feet (5') or ten feet (10'), as determined by the city engineer.
- ❑ Name of the subdivision and name and number of all new streets.
- ❑ Indication of the use of any lot (single-family, two-family, multi-family, townhouse) and all uses other than residential as proposed by the developer.
- ❑ All lots consecutively numbered.
- ❑ Existing water supply and sanitary sewage systems.

- ❑ Detailed provisions for collecting and discharging surface water drainage.
- ❑ Location and size of all proposed water, secondary water, sanitary sewer, storm sewer, irrigation or drainage ditch piping or other subsurface improvements as deemed necessary by the city engineer.
- ❑ Preliminary plats shall contain the following notations:
 - a. Explanation of drainage easements, if any.
 - b. Explanation of irrigation easements, if any.
 - c. Explanation of site easements, if any.
- ❑ d. Explanation of reservations, if any.

Required Supporting Documents

- ____ 1. Any required agreements with adjacent property owners regarding boundaries, ditches, drainage, shared utilities, access, or other matters pertinent to subdivision approval.

- ____ 2. Any other information as may be useful or necessary for the meaningful review of the project. Additional information may be requested based upon the nature of the project or the size.

AMENDED SUBDIVISION REVIEW PROCESS

I. GENERAL REQUIREMENTS

An amendment to the subdivision plat approval will be reviewed by the Planning Commission and may be approved and if approved the City Council will review the amendment to the subdivision for approval, provided that all of the necessary submittal and timing requirements are met.

- a. Preliminary - A review of the feasibility of the project including, but not limited to conceptual design, identification of environmentally sensitive areas, source of required services, vehicular and pedestrian circulation, relationship to surrounding land uses(s) conformance with the City's General Plan and zoning, and a review of the engineering and design; and other legal requirements.

II. TIMING AND SCHEDULING

- A. It is not unusual in most communities for the subdivision approval process to take several months. The same may also be true for Plain City, depending upon the challenges associated with the proposed amendment to the subdivision and the number of entities involved in the review and approval process. The best way to keep the schedule to a minimum is to provide complete submittals in accordance with application and submittal milestones. Those milestones are described in detail in the paragraphs below and are summarized here for your convenience.

Note: The subdivision is not automatically scheduled to be reviewed by the City Council at the next meeting following the Planning Commission meeting. It will not be scheduled for the City Council until all changes have been corrected and submitted to the City.

Subdivisions Amendment Approval

- Complete Plat Submittal – at least 30 days prior to Planning Commission Meeting. (Note: This will result in the applicant being added to the Planning Commission's list of unscheduled items. This is done on a first come, first served basis. The Planning Commission may limit the number of items on an upcoming agenda).
- City Staff/Engineer Review and Response – within 10 days following receipt of complete submittal.
- Applicant additions/corrections back to City Staff – at least 10 days prior to Planning Commission Meeting.
- City Staff Report to Planning Commission – prior to Planning Commission Meeting.
- Applicant additions/corrections back to City Staff – at least 7 days prior to City Council Meeting.
- City Staff Report to City Council – prior to City Council Meeting.

Refer to Chapter 11 of Title 10 of the Plain City Municipal Code for additional details relating to the subdivision review and approval process.