

Plain City

4160 West 2200 North

Plain City, UT 84404

Phone: 801-731-4908

MINOR SUBDIVISION PACKET (2 LOTS or LESS)

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APPLICATION FOR A PLAIN CITY MINOR SUBDIVISION

Subdivision Name _____ Zone _____ Date Submitted _____

Address of Subdivision _____ Plain City, UT No. of Units or Lots _____

Owner Name _____ Full Address _____

Phone # _____ Cell # _____ Email _____

Subdivider's Name _____ Full Address _____

Phone # _____ Cell # _____ Email _____

Name of Intended Escrow Holder _____ Address _____

Contact Name _____ Phone # _____ Email _____

Surveyor's Name _____ Email _____ Phone # _____

Engineer's Name _____ Email _____ Phone # _____

Have all property taxes, interests and penalties been paid? _____ **(no approval given until paid in full)** UCA 10-9a-603(3)

Secondary Water Available? _____ Contact _____ Phone # _____

Secondary Water System in Place? _____ Type _____ Phone # _____

Culinary Water Available? _____ Type _____ Phone # _____

Sewer Connection Availbale? _____ Contact _____ Type _____

Is Property in a Flood Hazard Area? _____ Flood Zone _____ Lowest Elevation _____

Access Road above 4215' Elevation? _____ Source _____

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

Describe history of parcel being subdivided, approximate dates and acreage of past land divisions:

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

Date

Signature

Office Use Only

Subdivision Filing Fee: _____

Subdivision Engineering Fee: _____

Number of Copies: _____

PC Preliminary Approval Date: _____

PC Final Approval Date: _____

CC Final 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
DEVELOPMENT REVIEW AND SUBDIVISION INSPECTION FEE SCHEDULE**

A. SERVICE (REVIEW) FEES

- | | |
|-----------------------------|---|
| 1. Minor Subdivision Filing | \$200.00 plus \$50.00 per lot |
| 2. Engineering | \$105.00 per lot
Develop will be responsible or all engineering fees above those paid at filing. |
| 3. Planner Fees | Developer is responsible for all planner review fees (over one hour) incurred on behalf of the subdivision. |
| 4. Legal Fees | Developer is responsible for all legal review fees (over one hour) incurred on behalf of the subdivision. |

Note: Any additional submittals will be assessed a review fee on an hourly basis at the non-negotiable hourly rate of the City Engineer. Review costs can be kept to a minimum if the engineer for the developer is thorough in the original plat and plan preparation, is thoroughly familiar with the subdivision ordinance and associated checklist, and is responsive to the review comments. All review costs associated with each subdivision shall be paid in full prior to final approval by the governing body. ***All engineering fees associated with each subdivision are the developer's responsibility to pay in full.***

Date

Signature

B. USER FEES:

- | | |
|--|------------------------------|
| 1. General Plan Amendment Request | \$200.00 |
| 2. Rezone Request | \$200.00 |
| 3. Conditional Use Permit | \$200.00 |
| 4. Request to Appear Before Appeal Board | \$200.00 |
| 5. Request for Annexation | \$1000.00 |
| 6. Copies | \$0.15 per copy (8 1/2 X 11) |

General plan and zoning maps are online at www.plaincityutah.org

PLEASE SUBMIT THE FOLLOWING TO THE CITY OFFICE AT LEAST THIRTY (30) DAYS PRIOR TO THE PLANNING COMMISSION MEETING ON THE 2ND THURSDAY OF THE MONTH.

PLAIN CITY MINOR SUBDIVISION CHECKLIST

The following checklist is a summary of the requirements for Minor Subdivision Plat approval in Plain City. Minor subdivisions are generally defined as “subdivisions that contain no more than two (2) lots and create no new roadways.” The submittal and approval process is nearly identical to that of major subdivision except that on minor subdivisions, Preliminary and Final Platting is completed simultaneously. Detailed requirements are described in Title 10 & 11 of the Plain City Code, Zoning and Subdivision Ordinances. 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 a Minor Subdivision Application for Approval, application fees, and all required supporting documents defined in 11-3-2 (A) & 11-3-4 (A) of the Ordinance.
- ___3. Soils report, when required by the City Planning Department or City Engineer.
- ___4. Signed easements and/or agreements with adjacent property owners for necessary off-site facilities or other matters pertinent to the subdivision, if not already submitted.
- ___5. Codes, covenants and restrictions.
- ___6. Itemized construction cost estimate (submitted before Plat is signed).
- ___7. Seven (7) 24” X 36” copies of the preliminary/final plat and one (1) 11” X 17” copy of the plat. All drawings shall be of such quality and resolution that all detail in the drawing is readily discernable.
- ___8. One digital copy of Plat and any construction drawings in required format.

Drawing and Survey Specification:

- ❑ All mapped information shall be prepared in a neat and legible manner and drawn to a scale of not more than 100 feet to the inch.
- ❑ Limits of the drawing shall include an area not less than 100 feet beyond boundaries of the proposed development.
- ❑ Boundary problems (fences vs. Lot lines) shall be resolved in writing and non-buildable remnant properties are prohibited.
- ❑ 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.
- ❑ The Final Plat shall be delineated in permanent ink 9 on original Mylar. Sepia copies of original mylars are not acceptable.
- ❑ The drawing page(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 (PC), 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

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)).

- ❑ Plat shall include at least 2 primary control points, officially recognized by the County Surveyor and ties to such control points. Primary control points must be public land survey corners or officially recognized corners. Corner Perpetuation and Filing recording instrument numbers shall be shown.

Plat Requirements:

- ❑ Name of development.
- ❑ Name, address, and telephone number of owner, developer, and engineer.
- ❑ True north arrow, name of municipality, section, township and range, and date.
- ❑ Vicinity map showing the proposed subdivision's location in the City.
- ❑ Names of neighboring subdivisions, owners of abutting properties, and City streets. This should include an area not less than 100 feet beyond the boundaries of the proposed development.
- ❑ Dimensions of property and all lots (including area in square feet), drawn accurately to scale and total acreage of entire proposed subdivision.
- ❑ Lots numbered consecutively, including addresses provided by City Engineer.
- ❑ The minimum setbacks from the front, the side and the rear property lines.
- ❑ Graphic scale.
- ❑ Owner's certificate containing a statement of reservation of easements and private roads. Private roads may be shown as a lot or an easement.
- ❑ The right-of-way width from centerline of each street or other right-of-way.
- ❑ Excepted parcels shall be marked "Not included in this subdivision" and the boundary completely indicated by bearings and distances.
- ❑ The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside with the lot dimensions. When the plat is bounded by an irregular shore line or a body of water, the bearings and distances of a closing meander traverse should be given and a notation made that the plat includes all land to the water's edge or otherwise.
- ❑ On curved boundaries and all curves in the plat, sufficient data shall be given to enable the reestablishment of the curves on the ground. This curve data shall include the following for circular curves:
 - a. radius of curve
 - b. central angle
 - c. tangent
 - d. arc length
- ❑ All lands within the boundaries of the plat shall be accounted for either as lots, walkways, streets, alleys, or as excepted parcels.
- ❑ All dimensions of irregularly-shaped lots shall be indicated in each lot.
- ❑ All bearings and lengths shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.
- ❑ Parcels not contiguous shall not be included on one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat, provided that all owners join in the dedication and acknowledgment.

- ❑ The remainder parcel for one-lot subdivisions, when allowed by city ordinance, shall be identified in the plat using the following language: “Remaining agricultural parcel – not approved for development.”
- ❑ Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.
- ❑ The following certificates and approvals shall appear on the plat:
 - a. Owner’s Certificate.
 - b. Licensed Land Surveyor’s Certificate. The surveyor making a plat shall certify on the plat that it conforms to these survey regulations and to all applicable state laws and that the monuments described in it have been placed as described. He shall affix his name and seal.
 - c. City Attorney.
 - d. City Engineer.
 - e. Mayor. Below the Mayor’s signature, include a signature line for the City Recorder to attest to the Mayor’s signature.
 - f. Planning Commission Chairman
- ❑ Existing buildings parks, cemeteries, bridges and other manmade features, drawn accurately to scale and showing uses and type of construction.
- ❑ Adjoining buildings and uses.
- ❑ Show name and right-of-way width from centerline for the existing street or other right-of-way.
- ❑ Easements.
- ❑ Location of percolation test pits and test logs.
- ❑ 100-foot no-build setback from the any existing waterways. Where required by the City Planning Department and approved by the City Council, the “no-build” area shall be designated as “public open space” and dedicated to the City for future parks and trails.

For a complete list of plat requirements see 11-3-2 & 11-3-4 of the Subdivision Ordinance.

- ❑ Provide a Drainage Study and a Grading and Drainage Plan as required by Chapter of the Plain City Subdivision Ordinance. No plat will be accepted which does not specifically address grading and drainage issues including street and lot grading and drainage, potential impacts to the development from upstream and adjacent properties, and impact on and adequacy of downstream facilities and properties.
- ❑ All existing and proposed utilities and improvements pertaining to streets, culinary water, secondary water, sanitary sewer, storm water, land drains, lighting, signage, subsurface drains, fire protection and other proposed utilities. Include plan and profile drawings for applicable utilities.
 - a. The culinary water system is operated and maintained by Bona Vista Water District. Culinary water system approval shall be through the applicable entity.
 - b. The secondary water system is required as a pressurized system operated and maintained by Weber Basin Water or Mt West Irrigation Company. Secondary water system approval shall be through the applicable entity.
 - c. The sewer system is operated and maintained by either Plain City or Central Weber Sewer Improvement District. Unless specifically exempted by ordinance, all subdivisions shall be required to tie to the existing City sewer systems.
 - d. All new subdivisions shall be required if basements (lowest floor slab of the structure lower than existing ground level) to have a geotech study.
 - e. For subdivisions being proposed in flood-prone areas or areas along the sloughs or other waterways, the Planning Commission or City Council may impose a "lowest slab" elevation, below which no structure will be permitted to install a floor slab.
- ❑ Location and dimensions of utility easements.

- ❑ A non-climbable field fence around surrounding agricultural property. The Planning Commission or City Council may waive this requirement in a minor subdivision or where the same entity owns the adjoining properties that have different land uses.
- ❑ Show 6-foot high chain link fence along canals or ditches within 5 feet of a subdivision boundary.
- ❑ Location of existing edge of asphalt surfacing.
- ❑ Location of proposed asphalt.
- ❑ Location of proposed curb, gutter and sidewalk, if required.

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. Letter of Approval for culinary water from Bona Vista Water District.
- ____ 3. Letter of Approval for secondary water from Weber Basin Water (Pineview) or Mt. View Irrigation.
- ____ 4. Letter of Approval from Plain City Fire Marshall for fire hydrant placement, fire flows, emergency vehicle access and turn-around, and other issues.
- ____ 5. Letter from each other utility company involved stating that they have reviewed the plan and are setting forth their comments concerning the extent of services and the design of utility easements.
- ____ 6. For subdivisions with any boundary shared with a Utah Department of Transportation (UDOT) road, submit written evidence that UDOT has reviewed the subdivision plans and is in agreement with the proposed plan. Approval of the State Right-of-Way Engineer must be obtained for items such as location of curb, gutter and sidewalk, location of curb entrances, etc. On City streets, the approval for location and curb entrances must be received from the City Engineer.
- ____ 7. 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.

Outside Entity Plat Approval

It will be the responsibility of the applicant to contact each entity directly and receive written approval of intent to service the subdivision. The following utility companies will need to be notified (if applicable): UDOT (Utah Dept of Transportation), Qwest, Dominion Energy, Rocky Mountain, Bona Vista, Weber Box Elder Basin Water, Mt. View Irrigation, and Plain City Irrigation. Written approval must be received by the Department before the Plat will be considered complete. The City Planning Department may require that the applicant contact other entities if, in the opinion of the Department, the entity may be affected by the application and comments by the entity will ensure a thorough analysis of the application. It shall be the applicant’s responsibility to ensure that written approval from these other entities are received in a timely manner. Written approval must be received by the City Planning Department before the Plat will be considered complete.

Deferral Agreement

In most cases instead of a minor subdivision putting in the improvements, a deferral agreement will be required for all improvements including curb, gutter, and sidewalk. Upon recommendation from the City Engineer, the Planning Commission may require the deferral agreement be signed prior to final approval of the subdivision.

SUBDIVISION REVIEW PROCESS

I. GENERAL REQUIREMENTS

Minor subdivisions may be handled in one review with each body, provided that all of the necessary submittal and timing requirements are met.

- a. Preliminary/Final Plat – A review of the feasibility of the project including, but not limited to conceptual design, ability to provide necessary services (water, sewer, electricity, etc.), 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 preliminary engineering and design; and
- b. A review of all final plat, engineering plans, and other legal requirements.

II. TIMING AND SCHEDULING

1. It is not unusual in most communities for the subdivision review and approval process to take several months. The same may also be true for Plain City, depending upon the challenges associated with the proposed 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 the 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.

Minor Subdivisions

Combined Preliminary and Final Approval

- Complete Plat Submittal – at least 30 days prior to Planning Commission Meeting held on the 2nd and 4th Thursday of the month. (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 prior to the scheduled meeting.
- Applicant additions/corrections back to City Staff – at least 7 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.