

PLAIN CITY

4160 West 2200 North

Plain City UT 84404

(801) 731-4908

LARGE SUBDIVISION PACKET

Contents

Application - page 2

Affidavit - page 3

Fee Schedule - page 4

Preliminary Plat Checklist - page 5

Final Plat Checklist - page 8

Subdivision Review Process - page 14

APPLICATION FOR A PLAIN CITY SUBDIVISION

Subdivision Name _____ Zone _____ Date Submitted _____

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

List all Parcel Numbers included in development: _____

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 _____ Address _____ Phone # _____

Engineer's Name _____ Address _____ 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 Available? _____ 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: (Use other side if needed)

Describe history of parcel being subdivided, approximate dates and acreage of past land divisions: (Use other side if needed)

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

Date Signature

Office Use Only

Subdivision Filing Fee: _____

PC Preliminary Approval Date: _____

Subdivision Engineering Fee: _____

PC Final Approval Date: _____

Number of Copies: _____

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. Subdivision Filing | \$200.00 plus \$50.00 per lot |
| 2. Engineering | \$105.00 per lot
Developer 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. |

All 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

PLAIN CITY PRELIMINARY PLAT CHECKLIST

The following checklist is a summary of the requirements for Preliminary 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 a Subdivision Application for Approval, application fees, and all require supporting documents defined in Title 11 of the Plain City Code.
- _____ 2. Soils report when required by the City Planning Department or City Engineer.
- _____ 3. Traffic Study when required by the City Planning Department or City Engineer.
- _____ 4. Seven (7) 24”X36” black on white or blue on white prints of construction drawings and one (1) 11”X17”reduced copy of the Preliminary Plat. All drawings shall be of such quality and resolution that all detail in the drawing is readily discernable. The preliminary 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.
- _____ 5. Seven (7) 24”X36” sets of aerial maps: a set includes two (2) maps; one map a close up of the subdivision (with legend included) and the second map approximately one thousand (1,000) feet around the boundaries of the subdivision in all directions.
- _____ 6. Signed easements and/or agreements with adjacent property owners for necessary offsite facilities or other matters pertinent to the subdivision, if not already submitted.
- _____ 7. Codes, covenants and restrictions.
- _____ 8. One digital copy of Plat, construction drawings and aerial maps in required format.

Phased Subdivisions

- Subdivisions containing more than thirty (30) lots shall be done in phases.
- Each phase must be approved by the planning commission and shall consist of that number of lots that can be completely developed with off site improvements within a two (2) year period.
- "Off site improvements" are construed to be those improvements required by the city public works standards.
- "On site improvements" shall be construed to mean the construction of the dwelling and its appurtenant improvements on each lot.
- The development of the subdivision shall be in an orderly manner and all said off site improvements will be made available for the full, effective and practical use and enjoyment thereof by lessees or grantees of any of the lands located within the subdivision within the time hereinafter specified.
- Phases shall be designed to minimize the dead ending of streets and water lines.
- Phasing shall be done in such a manner as to provide sufficient traffic circulation in each of the phases.

- ❑ Subdivisions to be phased, complete phasing plans shall be submitted as defined in the subdivision ordinance.
- ❑ Submit Utility Master Plans for culinary water, secondary water, sanitary sewer, land drains and storm drainage showing how the entire subdivision will be served.
- ❑ Submit written evidence of preliminary review and approval from utility companies regarding the proposed Utility Master Plan drawings.

Drawing Specifications:

- ❑ 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 (with the exception of Phasing Plans and Utility Master Plans which can be drawn at a larger scale, but must be legible).
- ❑ Limits of the drawing shall include an area not less than 100 feet beyond boundaries of the proposed development.
- ❑ Boundary problems shall be resolved and non-buildable remnant properties are prohibited.

Preliminary Plat Drawing Requirements:

- ❑ 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. Letter of Preliminary Approval for culinary water from Bona Vista Water District.
- _____ 3. Letter of Preliminary Approval for secondary water from Mt. View Irrigation or Weber Basin Water.
- _____ 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 and number of curb entrances, turning and deceleration lanes, lane striping, etc. On City streets, the approval for location and number of 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 (see below) directly and receive written approval of intent to service the subdivision. Written approval must be 10 days prior to day the plat is to be reviewed by the Planning Commission or the Planning Commission Chairperson may have the Subdivision removed from the agenda. 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.

The following utility companies will need to be notified (if applicable): UDOT (Utah Department of Transportation), Qwest, Dominion Energy, Rocky Mountain Power, Bona Vista, Weber Box Elder Basin Water, Mt. View Irrigation, Comcast, and Plain City Irrigation, Ben Lomond Post Office, Weber County School District.

The City will send copies to the Plain City Public Works, Plain City Fire Department, Plain City Engineer.

PLAIN CITY FINAL PLAT CHECK LIST

The following checklist is a summary of the requirements for Final Plat approval in Plain City. Detailed requirements are described in Title 11 of 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. The Final Plat submission shall conform in all major respects to the Preliminary Plat as previously reviewed and approved by the Planning Commission and shall incorporate all modifications required in its review. The City Council may, however, approve a Final Plat which has been modified to reflect improvements in design or changes which have occurred in its natural surroundings and environment since the time of the Preliminary Plat review and approval.
- _____ 2. Final Plat shall be submitted in phases as provided in 11-3-5 D if applicable.
- _____ 3. One (1) copy of all required supporting documents and application fees shall be submitted.
- _____ 4. The original Final Plat drawing and seven (7) 24”X36” of black on white or blue on white prints and one (1) 11”X17” reduced copy of the final plat along with one (1) 24”X36” and one (1) 11”X17” reduced copy reduced copy of black on white or blue on white prints of the construction drawings, of such quality and resolution that all detail in the drawings is readily discernible, shall be submitted at the time of submittal of the final plat.
- _____ 5. One digital copy of final plat and final construction drawings in required format.
- _____ 6. An itemized construction cost estimate needs to be submitted and reviewed by the City Engineer before final approval of the Planning Commission.
- _____ 7. All required processing and checking fees have been paid to the city.

Drawing and Survey Specifications

- 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).

Final Plat Drawing Requirements:

- ❑ The final plat shall be prepared by a registered land surveyor licensed by the state.
- ❑ The plat shall be so drawn that the top of the drawing faces either north or west, whichever best accommodates the drawing. All lines, dimensions and markings shall be made on the Mylar with approved waterproof black India drawing ink. The plat shall be made to a scale large enough to clearly show all details, in any case not smaller than one hundred feet to the inch (1" = 100'), and workmanship on the finished drawing shall be neat, clean cut and readable.
- ❑ 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.

_____ 8. Provide a Drainage Study and a Preliminary Grading and Drainage Plan in accordance with Title 11 Chapter 5 of the Plain City Subdivision Ordinance. No preliminary 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.

_____ 9. Provide Preliminary Roadway and Utility Plans showing the following:

- ❑ Location of existing and proposed curb, gutter and sidewalk.
- ❑ Location of existing edge of asphalt surfacing.
- ❑ Location of proposed paved areas, including entrances and exits, and walkways.
- ❑ All existing and proposed utilities and improvements pertaining to streets, culinary water, secondary water, sanitary sewer, storm water, subsurface drains, fire protection, lighting, signage, and other proposed utilities. Include plan and profile drawings for roads and applicable utilities.

- ❑ The culinary water system is operated and maintained by Bona Vista Water District. Culinary water system approval shall be through the applicable entity.
- ❑ 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.
- ❑ The sewer system is operated and maintained by either Plain City or Central Weber Sewer Improvement District. Unless specific approval is granted all subdivisions shall be required to tie to the existing City sewer systems.
- ❑ All new subdivisions shall be required if basements (lowest floor slab of the structure lower than existing ground level) to have a geotech study.
- ❑ Location and dimensions of all utility easements.
- ❑ Fencing as required by the Planning Commission. The 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 a 15” diameter pipe for any irrigation and drainage ditches located within the subdivision. Show 6-foot high chain link fence along canals or ditches if within 5 feet of the subdivision.
- ❑ 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.
- ❑ The approved street numbers.
- ❑ The proposed street addresses.
- ❑ Location, dimensions, and purpose of any easements.
- ❑ Location, description, and size of monuments that are found.
- ❑ Name of subdivision, astronomic north arrow and basis thereof, and date.
- ❑ Name and address of owner or owners of record, developer and engineer.
- ❑ Total acreage of subdivision: total number of lots.
- ❑ Ownership, range, section (and quarter section if portion).
- ❑ Graphic scale.
- ❑ All lots shall be consecutively numbered.
- ❑ 100-foot structure setback line from slough centerline.
- ❑ Owners 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.
- ❑ Name and location of abutting subdivisions and parcels.
- ❑ 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 in 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.
- ❑ 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 final plat:
 - a. Owner's Certificate with acknowledgement
 - 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.

Final Plat Supporting Documents

- _____ 1. Final construction drawings including the grading and drainage plan and roadway and utility plan layout, profile and detailed design of roads, bridges, culverts, sewers, detention basins with landscaping plan and other drainage structures. Construction drawings must be stamped by a professional civil engineer licensed to practice in the State of Utah.
- _____ 2. An exact copy of a certificate of a title insurance company or attorney which shall set forth the names of all property owners included in the plat and shall include a list of all mortgages, judgments, liens, easements, contracts and agreements of record in the County which shall affect the property covered by such plats. If the opinion of title discloses any of the above, then at the option of the City Council the holders or owners of such mortgages, judgments, liens, easements, contracts, or agreements shall be required to join in and approve the application before the Plat shall be acted upon by the Planning Commission.
- _____ 3. Where a portion of an existing easement is contiguous to a proposed easement or right-of-way of a new subdivision, proof of the dedication of the existing easement or right-of-way acceptable to the Planning Commission must be submitted.
- _____ 4. Where the subdivider is to dedicate land for schools, roads, parks, or other public purposes, a letter of intent is required from the public agency receiving the dedication agreeing to such dedication and stating how applicable improvement standards will be met. When land within a subdivision is to be purchased by a public agency for public use, a letter of intention to purchase shall be required.
- _____ 5. 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.
- _____ 6. Codes, covenants and restrictions.
- _____ 7. Letter of Final Approval for culinary water from Bona Vista Water District.
- _____ 8. Letter of Final Approval for secondary water from Mountain View Irrigation or Pineview Water.
 Note: A letter of "conditional" final approval may be submitted at this stage of the process. However, the Final Plat shall not be signed by the City Engineer until a Letter of Final Approval is received.

- ____ 9. If the subdivision layout has changed since Preliminary Plat approval was granted, obtain a final Letter of Approval from Fire Marshall for fire hydrant placement, fire flows, emergency vehicle access, and other issues.
- ____ 10. Letter of Final Approval from Farr West, Marriott Slaterville, or other municipality sharing a boundary with the proposed subdivision.
- ____ 11. Letter of Final Approval from UDOT for subdivisions with any boundary shared with a Utah Department of Transportation (UDOT) road.
- ____ 12. Letter of Final Approval from all outside entities requiring approval as directed by the Planning Commission.
- ____ 13. Storm Water Pollution Prevention Plan.
As required by laws of the State of Utah, submit a Storm Water Pollution Prevention Plan for each project (subdivision or subdivision phase, if phasing is required), and copies of State permits received.
- ____ 14. Final Slough Parkway Development Plan (where applicable).
- ____ 15. Any other information as may be useful or necessary for the meaningful review of the project. Additional information may be requested based on the nature of the project or the site.
- ____ 16. Submit itemized construction cost estimate for use by the City Engineer in creating the Escrow Estimate.
- ____ 17. Submit a Development Agreement for approval outlining the proposed agreements made between the City and the subdivider during both the Preliminary and Final Plat phases and itemizing any costs or reimbursements discussed. The Development Agreement shall be signed before the Final Plat is signed.
- ____ 18. Pay applicable sign fees and inspection fees. Upon approval by the City Council an approved Final Plat in two (2) copies shall be submitted in permanent ink on original Mylar for signatures. Sepia copies of original mylars are not acceptable.
- ____ 19. All formal irrevocable offers of dedication to the public of all streets, city uses, utilities, parks and easements in a form approved by the city attorney.
- ____ 20. Written assurance from the public utility companies and improvement districts that necessary utilities will be installed and proof that the applicant has submitted petitions in writing for the creation or extension of any improvement districts as required by the planning commission upon preliminary plan approval;

Final Approval By Planning Commission:

The planning commission shall recommend to the city council the approval, conditional approval or disapproval of the final plat within thirty (30) days after the date the plat is submitted to the planning commission. The commission shall set forth in detail any conditions to which the recommendation is made or reason for its recommendation. The subdivision plat shall then be forwarded to the city council for their approval.

Determination By City Council:

Upon receiving the recommendation of the planning commission, the city council shall consider the recommendation at a regularly scheduled city council meeting and shall approve, modify and approve, or disapprove the final plat by resolution which shall set forth in detail any conditions to which the approval is subject or reasons for disapproval. In no event shall the period of time stipulated by the city council for completion of required improvements exceed two (2) years from the date the final plat is recorded. One copy of the final subdivision plat shall be returned to the developer with the date of approval, conditional approval or disapproval noted thereon and the reasons therefore accompanying the plat.

Materials Testing:

The developer shall be responsible for payment of materials testing required by the city engineer during construction of subdivision improvements.

Plat Approval Required:

No street improvements or utilities shall be installed until after approval of the final plat by the city council and recordation thereof. No lots included in such plat shall be purchased, sold, exchanged, nor offered for sale or exchange; and no construction of buildings upon such lots shall begin until the final plat is so approved and recorded.

SUBDIVISION REVIEW PROCESS

I. GENERAL REQUIREMENTS

Preliminary and Final approval will not be approved in the same meeting. Preliminary will be reviewed by the Planning Commission and may be approved. Final will be reviewed by the Planning Commission and if approved the City Council will review the subdivision for Final 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, ability to provide a 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 construction drawings, 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 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 Preliminary and Final 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.