

Subdivision Application for Major Subdivisions (Instructions)

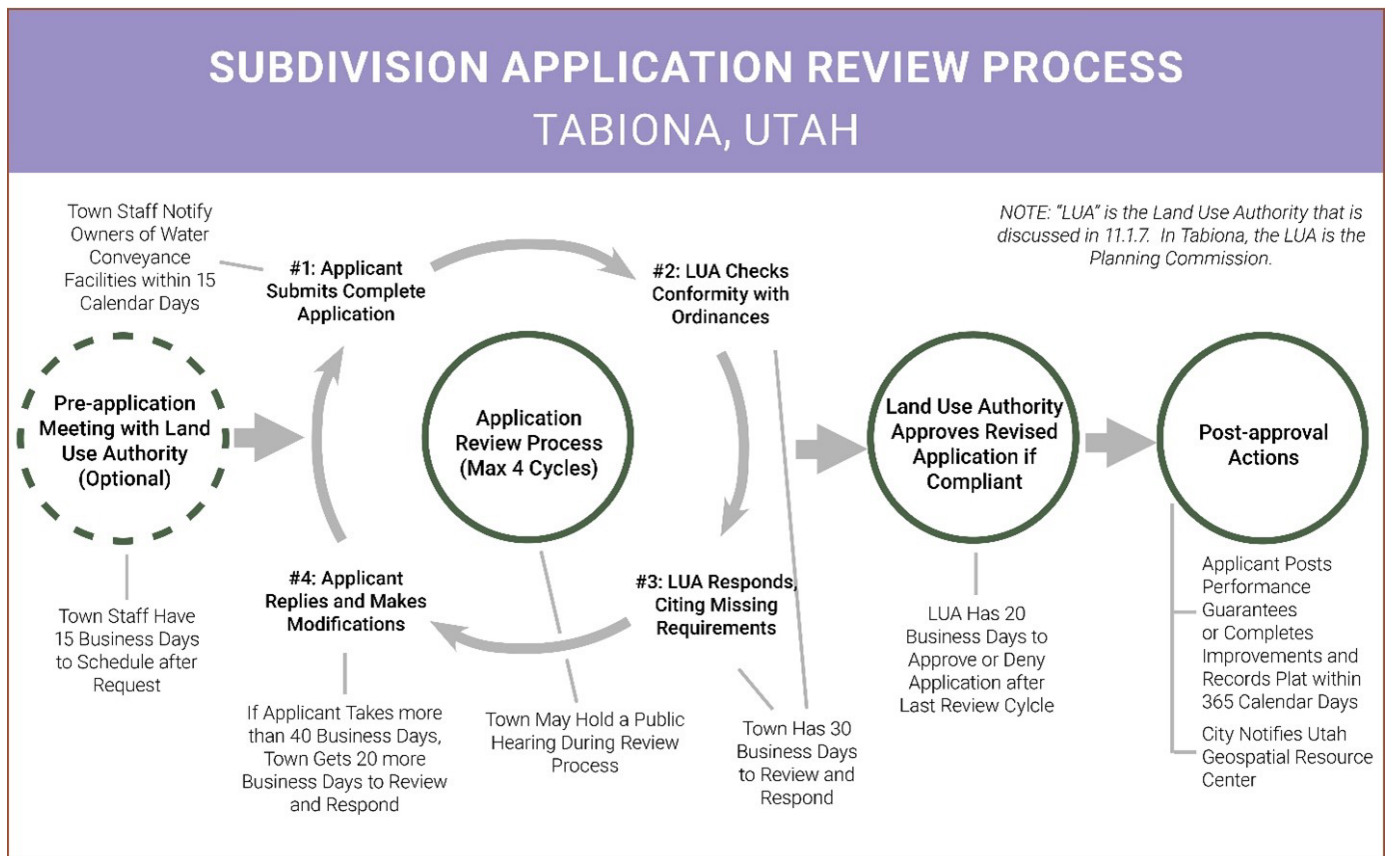
WHAT TO DO:

Submit this completed checklist and all supporting documents to the Town's Staff tabiona@ubtanet.com. Pay the application fee outlined in the Town fee schedule. Before applying, you may schedule a pre-application meeting with Town staff to review a concept plan and/or other elements of your application.

WHAT TO EXPECT:

Town staff will review your application and determine whether it is complete. If your application is complete, or if the Town decides to waive the incomplete requirements, the Subdivision Review Committee and Town staff will review and respond to your application within 30 business days. You may be required to revise your application to conform to Town development standards or to better protect the health and safety of Tabiona Town residents.

The application process for 1-2 family residential subdivisions is governed by Chapter 11 Article II of the Town's municipal ordinances. The flowchart below summarizes this process.



Subdivision Application for 1-2 Family Residential Uses



Name of Proposed Subdivision: _____

:

Date Received:

Receipt #:

County Tax Parcel Number: _____

Current Zoning of Property: _____

----- CONTACT INFORMATION -----

Applicant Information Name: _____ Phone: _____ Email: _____	Property Owner #1 Information Name: _____ Phone: _____ Email: _____
Property Owner #2 Information (If Applicable) Name: _____ Phone: _____ Email: _____	Property Owner #3 Information (If Applicable) Name: _____ Phone: _____ Email: _____

If the property to be subdivided has more than three owners, attach supplemental information for remaining owners.

----- DOCUMENT CHECKLIST -----

Preliminary Application Requirements

The Town shall not approve, nor shall a party record, any plat or other creating instrument for a new subdivision unless the party has properly applied under this Title and received approval from the Planning Commission.

To be considered complete, a subdivision application must include at least the following elements:

- 1 _____ **An approved land use application** that describes how the property will be used after it is subdivided.
 - i _____ If the intended use is permitted by right under Town ordinances, the land use application must include citations to the specific ordinance(s) that the applicant believes authorizes the intended use.
 - ii _____ If the intended use requires a conditional use permit or is otherwise conditioned on Town approval, the land use application must include an approved, Town-issued permit authorizing the intended use. Should an applicant seek a use permit concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the use permit is issued.
 - iii _____ If the intended use is prohibited under Town ordinances and requires a variance, the land use application must include an approved, Town-issued variance authorizing the intended use. Should an applicant seek a variance concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the variance is issued.
- 2 _____ **A plat**, unless exempted under Section 117.3. The plat must be drawn to scale, in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The plat must include:
 - a _____ The requirements for the plat, or drawing to be submitted, shall consist of a sheet of approved mylar, to the outside or trim line dimensions of twenty-one (21) by thirty-one (31) inches and the border line of the plat shall be drawn in heavy lines leaving a space of at least one and one-half ($1\frac{1}{2}$) inches margin on the left-hand side of the sheet for binding, and not less than a one-half inch ($\frac{1}{2}$) margin, in from the outside of trim line, around the other three sides or edges of the sheet. The plat shall be so drawn that the top of sheet either faces North or West whichever accommodates the drawing best. All lines, dimensions, and markings shall be made a mylar of the Plat in a format approved by the Town and County. The subdivider must also furnish two additional mylars as above-provided. All mylars will be signed by all parties authorized and required to sign the plat.
 - i _____ The proposed subdivision name, which must be distinct from any subdivision name on a plat recorded in the County Recorder's office, and general location of the subdivision, in bold letters at the top of the sheet.
 - ii _____ A north point and scale of the plat accurately drawn as to bearing and distance.
 - iii _____ The names and addresses of the persons to whom the notice of the hearing to be held by the Planning Commission should be sent; the subdivider, the engineer or surveyor of the subdivision, and the owners of the land immediately adjoining the land to be platted.
 - iv _____ Contour map at appropriate intervals where required by topography.
 - v _____ The location, widths, and other dimensions of all existing or platted streets and other important features such as railroad lines, water courses, exceptional topography, etc., within and contiguous to the tract to be subdivided.
 - vi _____ The boundaries, course, and dimensions of all proposed parcels. These lines should be slightly heavier than street and lot lines.
 - vii _____ The names, widths, lengths, bearings, curve data on centerlines or both sides of proposed streets, alleys, and easements desired or necessary, also the boundaries, bearings, and

dimensions of all portions within the Subdivision as are intended to be dedicated to the use of the public. The sizes, lines, dimensions, bearings, and numbers of all lots, blocks, and/or parts reserved for any reason within the Subdivision. All lots and blocks shall be numbered consecutively under a definite system and with numerical designation. All proposed streets shall be named or numbered in accordance with and to conform to the adopted street naming and numbering system of the Town.

- viii _____ The angle and departures of adjoining property, street and alley lines, and the plat shall show the names of the streets and the alleys adjoining or bounding the Subdivision. It shall show the names of all adjoining Subdivisions, which have previously been recorded, to show their relationship to the Subdivision now offered for record. If adjoining land is unplatted, this information should be shown.
- ix _____ Which public utilities are within or in close proximity to the proposed Subdivision, together with existing water courses or other constructed features that are involved.
- x _____ It is necessary that all dimensions and calculations made by the Engineer shall show proper closures in all boundaries of the Subdivision, or otherwise, in completing this survey and no plat will be accepted that shows a plus or minus distance for closure unless agreed to by the Planning Commission or other person duly empowered by resolution.
- xi _____ Show the description and location of all monuments set and established by the Town or the United States Government that are adjacent or near this proposed Subdivision.
- xii _____ Upon the plat or drawing, the required and standard forms now used and approved for all Subdivision Plats shall be lettered for the following: Registered Professional Engineer and/or Land Surveyor's "Certificate of Survey," Owner's Dedication Certificate, Notary Public Acknowledgment, the approval of the Planning Commission attested by the Town Clerk.
- xiii _____ Copies of any private restrictions proposed to be recorded for the purpose of providing regulations governing the use, building lines, open space, or other aspects of development and use.
- xiv _____ The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale.
- xv _____ Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.
- xvi _____ Any known and unrecorded water conveyance facility located, entirely or partially, within the plat of which the owner of the land has actual or constructive knowledge, including information made available to the owner:
- (1) _____ From the State Engineer's Inventory of Canals; or
- (2) _____ From a Surveyor.
- xvii _____ Whether any parcel is intended to be used as a street or for any other public use.
- xviii _____ Whether any parcel is reserved or proposed for dedication for a common area or common area and facilities.
- xix _____ Where needed, and upon the request of the Planning Commission, the following information shall be furnished:

(1) _____ The cross-section of proposed streets showing widths of roadways and location of sidewalks.

(2) _____ The proposed method of handling sanitary sewers and storm drains within the tract.

(3) _____ Plans for transportation facilities (such as bike lanes, bus loading zones, etc.).

xx _____ If the subdivision includes a condominium, the requirements found in Utah Code §57-8-13, as amended.

3 _____ **A traffic study**, if one is required by an applicable UDOT Access Management Plan.

4 _____ **An improvement plan**, created in accordance with applicable portions of Article III and IV of this Title, for all public improvements proposed by the applicant or required by Town ordinances.

i _____ In addition to the requirements in Articles III and IV, the improvement plan must contain an engineer's estimate of the cost of completing the required improvements.

5 _____ **Certifications**, including:

a _____ An affidavit from the applicant certifying that the submitted information is true and accurate.

b _____ The signature of each owner of record of land described on the plat, signifying their dedication and approval of the plat.

c _____ Certification that the surveyor who prepared the plat:

i _____ Holds a license in accordance with Utah Code 58-22; and

ii _____ Either

(1) _____ Has completed a survey of the property described on the plat in accordance with State requirements and has verified all measurements; or

(2) _____ Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and

iii _____ Has placed monuments as represented on the plat.

d _____ Proof of approval from the culinary water authority, Tri-County Health Department, the local fire chief, and the local public safety answering point.

e _____ If the plat is to be part of a community association, signed and binding documents conveying to the association all common areas.

f _____ A Title Report or Title Insurance Policy for the land to be subdivided verifying property ownership.

g _____ A Tax Clearance Certificate from the state indicating that all taxes, interest, and penalties owing on the land have been paid.

6 _____ **Copies**

i _____ One electronic copy of the final plat in AutoCAD format, with a projection assigned to the file(s) and with the proper metadata that describes what coordinate system/projection the data is assigned to.

- ii _____ A PDF document of the complete application (including the plat and all other plans and supporting documents required by this Section).
- iii _____ A copy of the plat drawn on Mylar for signing and recording (drawn according to the requirements of 11.2.1 B 2. The applicant may wait to produce this recording-form copy until the Land Use Authority has completed two review cycles, but in such case, the Land Use Authority need not approve the application until this copy has been produced and reviewed.

7 _____ **Payment of any application-processing fees** required by the Town (see the Town's Fee Schedule).

----- EXAMPLE CERTIFICATIONS -----

[See following pages.]

APPLICANT'S AFFIDAVIT – SUBDIVISION APPLICATION

Name of Proposed Subdivision:

County Tax Parcel Number of Property to Be Subdivided:

I, _____ (applicant/agent name), certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Tabiona Town may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Tabiona Town Subdivision Ordinance and that items and checklists contained in this application are basic and to the minimum requirements only and that other requirements may be imposed to ensure compliance with municipal ordinances and approved standards and specifications. Additionally, I agree to pay all fees associated with this application, as set by the currently adopted Tabiona Town Consolidated Fee Schedule.

Signed:

Applicant/Agent

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal:

PROPERTY OWNER’S CONSENT & DEDICATION – SUBDIVISION APPLICATION

Name of Proposed Subdivision:

County Tax Parcel Number of Property to Be Subdivided:

We certify under penalty of perjury that we are the sole owners of the property proposed to be subdivided and that we have thoroughly reviewed the final subdivision application. We hereby consent to this final subdivision application and, contingent on Town approval of the final application, we irrevocably dedicate all portions of the property to the public that are so indicated in this application (including streets, Town uses, utilities, parks, easements, or other spaces). We further consent to agents of the Town entering onto the subject property for the purpose of making any inspections required by this application or related improvements.

Signed:

Property Owner #1

Date

Property Owner #2 (if applicable)

Date

Property Owner #3 (if applicable)

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal: