

Subdivision Application (Instructions)



WHAT TO DO:

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

WHAT TO EXPECT:

City staff will review your application and determine whether it is complete. If your application is complete, or if the City decides to waive the incomplete requirements, the Planning Commission and City staff will review and respond to your application within 15 business days. You may be required to revise your application to conform to City development standards or to better protect the health and safety of Price City residents. You will also need to obtain a Conditional Use Permit before development of the subdivision may occur.

The subdivision application process is governed by Chapter 3 Section 3.7 of the City's municipal ordinances. The following page(s) outline the requirements checklist for subdivision applications in Price City.

Note that the Planning and Zoning Commission may require additional information beyond the requirements listed on this checklist to ensure compliance with City Code and to protect the health and safety of City residents.

Subdivision Application



Name of Proposed Subdivision: _____

County Tax Parcel Number: _____

Current Zoning of Property: _____

<p><i>THIS BOX IS FOR OFFICIAL USE ONLY:</i></p> <p>Date Received: _____</p> <p>Receipt #: _____</p> <p>Amount Paid: _____</p>
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----- CONTACT INFORMATION -----

<p style="text-align: center;">Applicant Information</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p style="text-align: center;">Property Owner #1 Information</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<p style="text-align: center;">Property Owner #2 Information (If Applicable)</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p style="text-align: center;">Property Owner #3 Information (If Applicable)</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>

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

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

- 1 _____ **A plat**, 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 proposed subdivision name, which must be distinct from any subdivision name on a plat recorded in the County Recorder's office.
 - b _____ The boundaries, course, numbering, and dimensions of all proposed parcels. All lots should be consecutively numbered.
 - c _____ 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.
 - d _____ The names and addresses of all adjoining property owners of record, or the names of adjoining developments and the names of adjoining streets.
 - e _____ Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.

- f _____ Any known and unrecorded water conveyance facility located, entirely or partially, within the plat.
- g _____ Whether any parcel is intended to be used as a street or for any other public use.
- h _____ Whether any parcel is reserved or proposed for dedication for a public purpose.
- i _____ If any portion of the proposed subdivision is within 300 feet (300') of an Agriculture Protection Area, the notice language found in Utah Code §17-41-403(4).
- j _____ If any portion of the proposed subdivision is within 1,000 feet (1,000') of an Industrial Protection Area, the notice language found in Utah Code §17-41-403(4).
- k _____ If any portion of the proposed subdivision is within 1,000 feet (1,000') of a Critical Infrastructure Materials Protection Area, the notice language found in Utah Code §17-41-403(4).
- l _____ If any portion of the proposed subdivision is within 1,000 feet (1,000') of a Mining Protection Area, the notice language found in Utah Code §17-41-403(4).
- m _____ If any portion of the proposed subdivision is within 1,000 feet (1,000') of a Vested Critical Infrastructure Materials Operation (extracting, excavating, processing, or reprocessing sand, gravel, or rock aggregate where that use is not permitted by City ordinances), the notice language found in Utah Code §10-9a-904.
- n _____ If the subdivision includes a condominium, the requirements found in Utah Code §57-8-13, as amended.

2 _____ The following **certifications**:

- a _____ An affidavit from the applicant certifying that the submitted information is true and accurate [EXAMPLE ON PAGE 4].
- b _____ The signature of each owner of record of land described on the plat, signifying their consent to the subdivision application and their intent to dedicate portions of the plat to the public as described in the application [EXAMPLE ON PAGE 5].
- c _____ Certification that the surveyor who prepared the plat is licensed according to Utah Code §58-22 and accurately created the plat.

3 _____ **Dedications:**

- a _____ As applicable, formal, irrevocable offers for dedication to the public of streets, City uses, utilities, parks, easements, or other spaces. If any space is dedicated to the City, it must not impose a strain on City resources and must conform to the General Plan.
- b _____ If the plat is to be part of a community association, signed and binding documents conveying to the association all common areas.

4 _____ **A copy** of the plat on 24" x 36" velum, mylar or equivalent approved by the City Engineer, a copy submitted on electronic disc in AutoCAD, and an electronic copy of all documents in PDF form.

5 _____ **Payment of any fees** required by the City 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 Price City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Price City 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 Price City 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 City 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, City uses, utilities, parks, easements, or other spaces). We further consent to agents of the City 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: