

# Subdivision Application

## (Instructions)



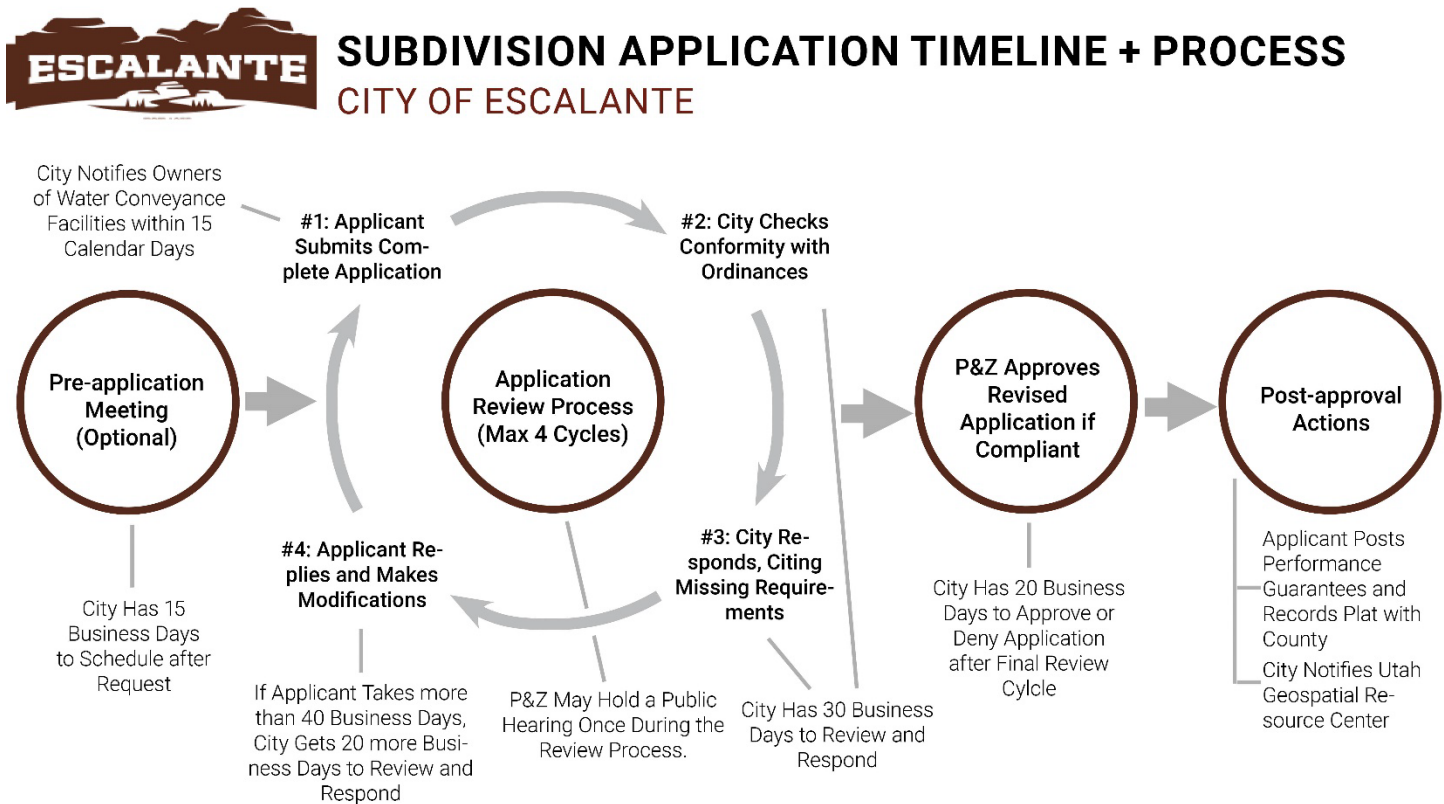
### WHAT TO DO:

Submit this completed checklist and all supporting documents to the City’s Clerk. Pay the application fee outlined on the City website. Before applying, you may schedule a pre-application meeting with the Planning and Zoning Commission (P&Z) 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, P&Z and City staff will review and respond to your application within 30 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 Escalante City residents.

The subdivision application process is governed by Section 10.54 of the City’s municipal ordinances. The flowchart below summarizes this process:



# Subdivision Application



Name of Proposed Subdivision: \_\_\_\_\_  
 \_\_\_\_\_

County Tax Parcel Number: \_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

*THIS BOX IS FOR OFFICIAL USE ONLY:*

Date Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

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

<b>Applicant Information</b> Name: _____ Phone: _____ Email: _____	<b>Property Owner #1 Information</b> Name: _____ Phone: _____ Email: _____
<b>Property Owner #2 Information (If Applicable)</b> Name: _____ Phone: _____ Email: _____	<b>Property Owner #3 Information (If Applicable)</b> Name: _____ Phone: _____ Email: _____
<b>Applicant's Engineer's Information</b> Name: _____ Phone: _____ Email: _____	<b>Applicant's Surveyor's Information</b> Name: _____ Phone: _____ Email: _____

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

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

- 1 \_\_\_\_\_ **An approved land use application** that describes how the property will be used after it is subdivided. This land use application must include an approved conditional use permit, an approved variance, or citations to specific municipal ordinances that permit the intended use.
  - a \_\_\_\_\_ If the intended use is permitted by right under City ordinances, the land use application must include citations to the specific ordinance(s) that the applicant believes authorizes the intended use.

- b \_\_\_\_\_ If the intended use requires a conditional use permit or is otherwise conditioned on City approval, the land use application must include an approved, City-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.
- c \_\_\_\_\_ If the intended use is prohibited under City ordinances and requires a variance, the land use application must include an approved, City-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.** The plat must be drawn to scale, in detail, and in accordance with generally accepted surveying standards and acceptable filing standards of the County Recorder's Office. The plat must include at least the following elements:
- a \_\_\_\_\_ The proposed name of the subdivision, which must be distinct in sound and spelling from any subdivision name on a plat recorded in the County Recorder's office.
- b \_\_\_\_\_ 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.
- c \_\_\_\_\_ The names and addresses of the owners, and the subdividers if different than the owners.
- d \_\_\_\_\_ Date of preparation and north point.
- e \_\_\_\_\_ Scale of the drawing, which shall be of sufficient size to adequately describe, in legible form, all required conditions of this title.
- f \_\_\_\_\_ The location of the newest established survey monument.
- g \_\_\_\_\_ The boundary of the proposed subdivision and the acreage included.
- h \_\_\_\_\_ The boundaries, course, and dimensions of all proposed parcels.
- i \_\_\_\_\_ All property in the tract under the control of the subdividers, even though only a portion is being subdivided. Where the plan submitted only covers a portion of the subdividers tract, a sketch of the prospective street system of the un-platted parts of the subdividers land shall be submitted. The street system of the part submitted shall be considered in the light of the existing master street plans or other P&Z studies.
- j \_\_\_\_\_ The location, width and names of all existing streets within two hundred (200) feet of subdivision and all prior platted streets or other public ways, utilities right-of-way, parks, ditches and other public open spaces, permanent buildings, structures, houses, or permanent easements and section and city limit lines within and/or adjacent to the tract.
- k \_\_\_\_\_ The location of all wells (proposed, active and abandoned), and of all reservoirs within the tract and to a distance of at least one hundred (100) feet beyond the tract boundaries.
- l \_\_\_\_\_ Existing sewer, water mains, culverts and other underground facilities within the tract and to a distance of at least one hundred (100) feet beyond the tract boundaries, indicating pipe size, grades, manholes and exact location.
- m \_\_\_\_\_ Existing ditches, canals, natural drainage channels and open waterways and proposed realignment.
- n \_\_\_\_\_ Boundary lines of adjacent tracts of un-subdivided land showing ownership.
- o \_\_\_\_\_ Contour at vertical intervals not greater than five (5) feet.
- p \_\_\_\_\_ The layout of streets, showing location, widths and other dimensions of proposed streets, crosswalks, alleys and easements.

- q \_\_\_\_\_ Parcels of land intended to be dedicated or temporarily reserved for public use or set aside from use for property owners in the subdivision.
- r \_\_\_\_\_ Building set back lines required by P&Z.
- s \_\_\_\_\_ Location of water, sewers and drainage, utility lines and other purposes.
- t \_\_\_\_\_ Easements of drainage, utility lines and other purposes.
- u \_\_\_\_\_ If any portion of the proposed subdivision is within 300 feet of an Agriculture Protection Area, the notice language found in Utah Code §17-41-403(4).
- v \_\_\_\_\_ If any portion of the proposed subdivision is within 1,000 feet of an Industrial Protection Area, the notice language found in Utah Code §17-41-403(4).
- w \_\_\_\_\_ If any portion of the proposed subdivision is within 1,000 feet of a Critical Infrastructure Materials Protection Area, the notice language found in Utah Code §17-41-403(4).
- x \_\_\_\_\_ If any portion of the proposed subdivision is within 1,000 feet of a Mining Protection Area, the notice language found in Utah Code §17-41-403(4).
- y \_\_\_\_\_ If any portion of the proposed subdivision is within 1,000 feet 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.
- z \_\_\_\_\_ If the subdivision includes a condominium, the requirements found in Utah Code §57-8-13, as amended.
- aa \_\_\_\_\_ Signature blocks for the owners of land to be subdivided, the Planning and Zoning Commission, the Mayor, and a notary public.

3 \_\_\_\_\_ **An improvement plan**, created in accordance with Sections 10.54.140, 10.54.150, and 10.54.160 of City Code, for all public improvements proposed by the applicant or required by City ordinances. Additionally, the improvement plan must contain:

- a \_\_\_\_\_ An engineer's estimate of the cost of completing the required improvements.
- b \_\_\_\_\_ Typical street cross-sections and grade streets where required by P&Z.
- c \_\_\_\_\_ A grading and drainage plan by which the subdivider proposes to handle storm water drainage for the subdivision along with one hundred (100) year flood high water mark.
- d \_\_\_\_\_ Approximate radius or all centerline curves on proposed streets.
- e \_\_\_\_\_ Location and size of all culinary water, sewer lines and any required irrigation. Location of fire hydrants, electrical layouts, street light location and types, along with septic system designs and locations.
- f \_\_\_\_\_ A dust control plan, which will remain in effect and on file with the City. Included in the subdivision dust control plan, there shall be a person's name, address and phone number to contact in case there is a dust problem. If the listed person cannot be located, then the city can take any action it feels is necessary to correct the dust problem at the subdivider's expense.
- g \_\_\_\_\_ A traffic study, if one is required by an applicable UDOT Access Management Plan.

4 \_\_\_\_\_ **Certifications**, including:

- a \_\_\_\_\_ An affidavit from the applicant certifying that the submitted information is true and accurate [EXAMPLE ON PAGE 6].
- 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 7].
- c \_\_\_\_\_ A Title Report or Title Insurance Policy for the land to be subdivided verifying property ownership.

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

e \_\_\_\_\_ Certification that the surveyor who prepared the plat:

i \_\_\_\_\_ Holds a license in accordance with Utah Code 58-22;

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.

5 \_\_\_\_\_ **Binding dedication documents**, including:

a \_\_\_\_\_ As applicable, formal, irrevocable offers for dedication to the public of streets, City uses, utilities, parks, easements, or other spaces.

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

6 \_\_\_\_\_ **Performance Guarantee:** A guarantee in accordance with Section 10.54.150 for any proposed public improvements or a statement that such improvements will be completed before the approved plat may be recorded.

7 \_\_\_\_\_ **Copies**, including:

a \_\_\_\_\_ One electronic copy of the plat in AutoCAD format (DWG or DXF), Geodatabase format (GDB), or Shapefile format (SHP), with a projection assigned to the file(s) and with the proper metadata that describes what coordinate system/projection the data is assigned to.

b \_\_\_\_\_ An electronic copy of all application documents in PDF format.

c \_\_\_\_\_ Three (3) printed copies of all application documents for review.

8 \_\_\_\_\_ **Fees:** Payment of any application processing fees required by the City. In addition to any fees posted on the City's fee schedule or described in Section 10.54.170 of the City's ordinances, the applicant shall be responsible to pay for any legal, engineering, or consulting fees incurred by the City in reviewing the application. Payment of these fees is prerequisite for and condition of subdivision approval.

----- **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 Escalante 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 Escalante 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 Escalante City Consolidated Fee Schedule. I further acknowledge that the City is not responsible to pay for the guarantee or completion of any improvements proposed by my application or required by City ordinances or the Land Use Authority.

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: