



Community Development Department
P.O. Box 128
60 North Main Street
Coalville, Utah 84017
Phone: 435-615-3124
Fax: 435-615-3046
www.summitcounty.org

SNYDERVILLE BASIN

CHECKLIST AND REVIEW PROCEDURE FOR FINAL SUBDIVISION PLAT

- **SUBMISSION REQUIREMENTS**

- ***Application form:*** Completed and signed by the property owner(s).
- ***Approval of the property owner(s) if different from the applicant:*** The property owner(s) must sign the back of the application form, or submit a letter indicating their ownership and authorization for the submittal of the application.
- ***Fee:*** One payment will be accepted for both the Planning and Engineering fees.
 - ***Planning Fee:*** \$300.00 per lot/unit
 - ***Engineering Fee:*** \$15.00 per lot/unit
- ***2 copies of a detailed Final Plat (Please submit 1 copy on 11" x 17" paper size and 1 copy on 24" x 36" paper size, drawn to scale), including:***
 - The location of property with respect to surrounding property and roads, the names of all adjoining property owners of record, or the names of adjoining developments, and the names of adjoining roads;
 - 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 roads, easements, water bodies, streams, and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches and bridges;
 - The location and width of all existing and proposed roads and easements, alleys, and other public ways, and easements and proposed road rights-of-way and building setback lines;
 - The locations, dimensions, and areas of all proposed or existing lots, including building area;
 - The location and dimensions of all property proposed to be set aside for trail, park or playground use, or other public or private reservation, with designation of the purpose of those set aside, and conditions, if any, of the dedication or reservation;
 - The name and address of the owner(s) of land to be subdivided, and name and address of the subdivider if other than the owner, and the name of the Land Surveyor;
 - The date of the map, approximate true north point, scale, and title of the subdivision;
 - Sufficient data acceptable to the County Engineer to determine readily the location, bearing, and length of all lines, and to reproduce such lines upon the ground: and the location of all proposed monuments;

- Names of the subdivision and all new roads as approved by the County Manager;
- Indication of the use of any lot (single-family, two-family, etc.) and all uses other than residential proposed by the subdivider;
- Lots shall be consecutively numbered or lettered in alphabetical order. The lots in numbered additions to subdivision bearing the same name shall be numbered or lettered consecutively throughout the several additions;
- All pertinent information shown on the sketch plan, preliminary plan, or SPA plan shall also be shown on the detailed final plat, and the following notation shall also be shown:
 - Explanation of drainage easements, if any;
 - Delineation of natural features, including, but not limited to, wetlands, floodplains and floodways, slopes exceeding 15%, vegetation areas, and threatened or endangered species habitat;
 - Explanation of site easements, if any;
 - Explanation of reservations, if any;
 - Endorsement of owner and date of the endorsement;
 - The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause for disapproval of the plat.
- Signature blocks prepared for the dated signatures of the following:
 - Chairpersons of the Planning Commission and County Manager;
 - County Recorder;
 - County Engineer;
 - County Attorney;
 - Rocky Mountain Power;
 - Questar Gas;
 - Snyderville Basin Special Recreation District;
 - Park City Fire District;
 - Snyderville Basin Water Reclamation District;
 - Applicable Water Service Provider;
 - County Assessor.

○ *1 electronic copy of the aforementioned materials in PDF format.*

○ *ADDITIONAL INFORMATION MAY BE REQUIRED.*

● **REVIEW PROCEDURE**

1. The planner will review the application. If the Final Plat has not had previous service provider review, the plat will be sent to applicable service providers for their review and comment. When their comments are received, the planner will contact the applicant to discuss the service provider recommendations.
2. The planner will schedule a public hearing before the Planning Commission which includes noticing all property owners located within 1,000' of the subject parcel.
3. After conducting a public hearing, the Planning Commission will make a recommendation to the County Manger for approval, approval with conditions, or denial of the request.

4. The planner will schedule a hearing before the County Manger. After reviewing the application, staff report, and Planning Commission findings and recommendations, the County Manger will approve, approve with conditions, or deny the request.
5. Upon a request from the planner, the applicant gains the requested signatures on the final mylar and submits it with the "Owner's Dedication and Consent to Record" signed and notarized by the property owner(s).
6. The planner sends the mylar to the applicable County Departments for their final review and signatures.
7. Upon a request from the planner, the applicant submits a Title Report for review by the County Attorney. ***Please keep in mind that the County Attorney is the last one to sign the plat and they must do so within 30 days from the date of the Title Report.***
8. The plat is recorded in the Summit County Recorder's Office.



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FINAL SUBDIVISION PLAT APPLICATION FORM

Owner(s) of Record:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Fax: _____

Authorized Representative to Whom All Correspondence is to be Sent:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Fax: _____

Project Information:

Parcel #: _____ Subdivision Name: _____

Address: _____ Section: _____ Township: _____ Range: _____

Do you currently have constructions plans turned in for Building Permit review? YES (plan check #) _____ NO

Project Description (acreage, building square footage, number of lots, etc.):

FOR OFFICE USE ONLY

Planning Fee: \$300.00 per lot/unit, *Engineering Fee:* \$15.00 per lot/unit

- Snyderville Basin*
- Eastern Summit County*

RECEIPT #: _____ DATE RECEIVED: _____ RECEIVED BY: _____

OWNER(S) ACKNOWLEDGEMENT

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid. Notification and publication fees for required public hearing notices (individual notices mailed to property owners - \$2.00 per notice; 14 day publication of legal notice in local newspaper - cost of notice) will be billed to applicant at the time a hearing is scheduled. Notification fees must be paid within 10 days of billing.

PLEASE NOTE REGARDING FEES; the payment of fees and /or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner(s) Signature: _____ Date: _____