



## SNYDERVILLE BASIN

### CHECKLIST AND REVIEW PROCEDURE FOR MINOR DEVELOPMENT

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- **CRITERIA FOR APPROVAL**

1. The proposal complies with the “Base Zoned Density” or “Development Exceeding Base Density” according to Section 10-2-11 of the Development Code.
2. The proposal is consistent with all applicable provisions of the General Plan.
3. The proposal is compatible with appropriate resort, rural and mountain design principles, if applicable.
4. The proposal conforms to all pertinent provisions of the Development Code.
5. The proposal complies with all appropriate concurrency and infrastructure provisions of Chapter 4 of the Development Code.
6. The proposal is not detrimental to the health, safety and general welfare of residents of the Snyderville Basin.

- **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.
  - **Sketch Plan (1<sup>st</sup> step in process):**
    - Residential Project:
      - ***Planning Fee:*** \$20.00 per lot/unit
    - Non-Residential Project:
      - ***Planning Fee:*** \$95.00 per acre of disturbed land or 1,000 sq ft of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$95.00)
  - **Final Plat (2<sup>nd</sup> step in process):**
    - ***Planning Fee:*** \$300.00 per lot/unit
    - ***Engineering Fee:*** \$15.00 per lot/unit
- ***1 copy of a detailed sketch plan (11" x 17" minimum paper size, drawn to scale), including:***

- Vicinity Map and North Arrow;
  - The creation dates of the parcel(s) to be developed in accordance with the definition of a “lot of record” as defined in Chapter 11 of the Development Code;
  - The name of the development. This name shall not duplicate the name of any plat previously recorded;
  - Name and address, including telephone number of legal owner and/or authorized representative, and citation of last instrument conveying title to each parcel of property involved in the proposed development, giving grantor, grantee, date and lands records reference;
  - Legal description and location of property, including citation of any existing legal rights-of-way, irrigation ditches, or easements affecting the property; and existing covenants on the property, if any;
  - The approximate location, dimensions, and areas of all proposed existing lots, existing structures, existing easements, watercourses, and names of all existing streets or other public roads adjacent to the proposed development;
  - A delineation of environmentally sensitive areas including, but not limited to wetlands, slopes exceeding 30%, floodplains, and ridgelines;
  - Identification of the means for providing water supply, power, sanitary sewage, collection and discharge of surface water drainage, and fire protection;
  - All areas within and adjacent to the project, including areas separated by a street, highway, road, right-of-way, or stream or watercourse, under common ownership.
- **REVIEW PROCEDURE FOR SKETCH PLAN**
    1. The planner will review the Sketch Plan and make preliminary findings as to whether the application complies with the “Criteria for Approval” of a Minor Development and all applicable provisions of the General Plan.
- ***Upon a request from the planner, the applicant will submit 2 copies of a detailed Final Plat/Site Plan (please submit 1 copy on 11” x 17” minimum paper size and 1 copy on 24” x 36” minimum 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 development, 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 location, 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 and reservation;
    - The name and address of the owner(s) of land to be subdivided, and names and addresses 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 BCC;
  - Indication of the use of any lot (single-family, two-family) and all other uses other than residential proposed by the subdivider;
  - Lots shall be consecutively numbered or lettered in alphabetical order. The lots in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively throughout the several additions;
  - All pertinent information shown on the sketch plan shall also be shown on the Final Plat/Site Plan, and the following notation shall 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(s) and date of 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;
    - 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.*
- **REVIEW PROCEDURE FOR FINAL PLAT/SITE PLAN:**
    1. The Final Plat/Site Plan 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 comments.
    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 approve, approve with conditions, or deny the request.
    4. 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).

5. The planner sends the mylar to the applicable County Departments for their final review and signatures.
6. 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 sot sign the plat and must do so within 30 days from the date of the Title Report.*
7. The plat is recorded in the Summit County Recorder's Office.



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

## SKETCH PLAN 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**

- Residential Project:** \$20.00 per lot/unit
- Non-Residential Project:** \$95.00 per acre of disturbed land or 1,000 sq ft of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$95.00)

- 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.

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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: \_\_\_\_\_



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

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

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- Eastern Summit County*

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