

**UTAH COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT**

**PROCEDURE AND SUBMITTAL REQUIREMENTS
FOR LARGE SCALE DEVELOPMENTS**

SUBDIVISION

The following steps are required to submit and gain approval of a Large Scale Development, **Subdivision Plat** in unincorporated Utah County and to assist the applicant with the procedure and standards found in the Utah County Zoning Ordinance, Section 6-1 and 6-3:

Applicants should be aware that subdivision plats in the unincorporated areas may not be feasible or the application may not be acceptable unless all the minimum required standards are available to the development site and can be implemented.

- STEP ONE:** Meet with the Community Development staff to discuss proposed subdivision development and determine what requirements are needed as outlined in Utah County Zoning Ordinance, Sections 6-1 and 6-3.

- STEP TWO:** Present proposed subdivision development at a pre-application conference with representatives from the following Utah County Departments: Community Development, Fire, Engineer, Health, and Attorney. **EXCEPTION:** Any development of five lots or less with each lot being five acres or more does not require this step, only a meeting with the Community Development staff is necessary.

- STEP THREE:** Submittal of subdivision development plans, plats, and documents for placement on the Planning Commission agenda. All of the following items must be submitted **45 days** prior to the Planning Commission agenda date (Please note: See **“Subdivision Application Documents Outline”** for more information regarding this step.):
 - Conditional Use application and appropriate fee (see fee schedule)
 - Developmental Impact Statement (see check sheet)
 - Layout map (exception, see step two)
 - Overall schematic plan (if additional phases or plats are proposed)
 - Tabulations
 - Engineering Drawings
 - Recent title report with boundary description that matches surveyed plat boundary
 - Copies of all state water rights (includes applications and memorandum decisions)
 - A statement from a licensed engineer on existing water system, existing wells, and proposed wells, and proposed/existing irrigation system
 - A Declaration and Dedication of Water that ties the water to each individual lot (see form)
 - A letter from a licensed engineer stating how all surface drainage water will be managed
 - An estimate from the applicant’s engineer on improvement costs and how the bonding for such costs will be provided.
 - An approval letter from the County Health department for culinary water and

- sewage facilities
 - An approval letter from the Utah County Engineer on plat accuracy, applicants engineer letter on water, and off-site improvement costs
 - An approval letter from the Utah County Fire Marshal on fire safety (exception, see step two, unless in urban interface fire area which always requires The Fire Marshal approval)
 - A public offering statement (exception, see step two/or example if required)
 - A current tax clearance on the property from the Utah County Treasurer
 - Noxious Weed Certification (see certification form)
 - A reproducible plat drawing
 - Notification of all applicable utility providers
- STEP FIVE:** Review of submittal by the Utah County Community Development Department and Utah County Attorney’s Office; the applicant then makes any corrections or resubmittals from review comments.
- STEP SIX:** Application is placed on the Planning Commission agenda for recommendation if all items are complete. This must be done a minimum of fifteen(15) days prior to the scheduled Planning Commission meeting.
- STEP SEVEN:** Utah County Planning Commission makes recommendation to Utah County Commission on application at scheduled public meeting (applicant or agent of applicant expected to be in attendance).
- STEP EIGHT:** Utah County Commission either approves or denies development application at a scheduled public meeting.
- STEP NINE:** If plat is approved, improvement bond to be posted with Utah County Engineer prior to recording and Utah County Engineer to sign and seal plat.
- STEP TEN:** Record plat and Declaration and Dedication of Water with Utah County Recorder.

Specific information and standards for each step can be found in the Utah County Zoning Ordinance, Section 6-1 and 6-3, and attached forms, examples and check sheets: