

SUBDIVISION APPLICATION DOCUMENTS OUTLINE

This document does not change the requirements of the subdivision ordinance, but is provided as a help in preparing a complete submittal of subdivision development plans, plats, and documents for placement on the Planning Commission agenda. Please provide a copy of this outline to the project engineer. All items are subject to further review by the County Attorney's Office. All of the following items must be submitted prior to the applicable deadline:

Submitted Date

- _____ Conditional Use Application and appropriate fee (see fee schedule) --- The application must be completed and signed by all owners of record, or applicant must establish and provide documentary proof that he has a right to purchase the property.

- _____ Developmental Impact Statement (see checksheet) --- The Statement should be signed and dated by the project engineer, and must address all issues on the checksheet.

- _____ Layout map (unless exception applies) --- Applicant must submit a layout map which contains all of the items required by the subdivision ordinance. If any of the specified items don't exist, the layout map must list the item and state "none exist."

- _____ Overall schematic plan (if additional phases or plats are proposed)

- _____ Tabulations--- The tabulations must be individually listed and must include the total number of acres (including any road dedication areas), the total number of lots, and the percentage of the total subdivision area to be devoted to roadways.

- _____ Engineering Drawings ---
 - _____ Engineered drainage and flood protection systems study and plan --- The study and plan shall include seasonal and perennial seeps and springs, man-made roads and other features impacting the drainage, and a plan for dealing with the drainage and flood protection. The drainage and flood protection system study and plan must be dated and signed by an engineer licensed to practice in the State of Utah.

 - _____ Engineered Street Plan --- The required engineered plan and profile shall include all portions of new streets to be constructed; shall show the road cross-sections and profiles; and shall contain the calculations

showing the amount of the improvement bond for road improvements. The engineered street plans must be signed by an engineer licensed to practice in the State of Utah. If access is on a state highway, a letter must be provided from UDOT granting the access onto the state highway, with the location of the access shown on the plat. The County Public Works Director must approve the plan.

_____ Engineered Water and Irrigation Plan --- The engineered water and irrigation plan shall include:

- Identified water rights for each lot (a separate water right number must be obtained for each lot) amounting to at least .45 acre-feet per year for culinary water, 1 acre-foot of landscaping water, and 1.5 acre-feet per acre per year for the area of each lot other than the .23 acre house site. Each lot's water right must authorize use of the water on the lot. Copies of documents establishing the water rights must be obtained from the State Water Engineer's Office and submitted with the application.
- The design of structures and facilities to deliver the water, which design takes into consideration the lot layout, the topography, the off-site appurtenant infrastructure of irrigation canals or pipes serving the property, and other features unique to the site and the seal of an engineer licensed to practice in the State of Utah.
- The calculations showing the amount of the improvement bond for the irrigation structures and facilities.
- A review letter from any canal company or other conveyor of water determining that the proposed on-site irrigation system can connect to the company canal system with the delivery facilities called for in the plan. The water company must expressly approve and accept the proposed irrigation plan.
- The engineered irrigation plan must be dated and signed by an engineer licensed to practice in the State of Utah, and the engineer must confirm that the irrigation plan will allow for the independent irrigation of each lot in the plat.

_____ Recent title report with boundary description that matches surveyed plat boundary --- The title report must be a full report (title policy commitment quality and form), including a judgment search of all lot owners. All owners as shown on the title report must sign the plat. If the property is owned in trust, a copy of the trust document must be provided for review. The legal

description of the property in the title report must match exactly the legal description as contained on the plat. The plat description must include all areas dedicated to the public, including adjacent streets. If the adjacent streets are not being dedicated to the public, the developer must establish that the streets have previously been deeded to the County. All boundary disputes and boundary exceptions must be resolved and deleted from the title report before it is submitted to the County (the only exceptions are the standard printed exceptions). All easements and other title restrictions must be located on the plat and identified on the plat, including the recording information. All blanket easements must be identified on the plat, by note, including the recording information. Partial deeds of reconveyance must be provided, reviewed, approved and recorded, to release all liens, including all trust deeds and mortgages, from the portion of the property being dedicated for streets, easements, and public areas. A form document is available in the planning office.



Copies of all state water rights (includes applications and memorandum decisions) --- All water rights must be segregated for each lot within the proposed subdivision. Each lot must have a separate water right. Water right documentation must establish the approved type of use of the water, the authorized quantity of acre feet, and authorization to use the water on the lot. All irrigation water rights must be accompanied by a letter from the irrigation company establishing the average number of acre-feet delivered per share of water stock. Water share certificates must be separated and allocated to each lot within the subdivision (with separate certificates and certificate numbers). Copies of the share certificates must be provided and submitted along with the development proposal. The applicant must be shown as the owner of all water rights. If the water rights are attached to specific property (i.e. Strawberry water) the irrigation company must provide an overlay on a copy of the plat showing the area covered by the irrigation water, together with a letter from the water company assigning a separate water right or serial number to each lot and identifying the ownership and acre feet of water provided to each lot. The minimum water requirements are a flow rate of at least .015 cubic feet per second and .45 acre feet of culinary water, 1 acre foot of landscaping water (deemed to cover .23 acres of the lot), and 1.5 acre feet per acre of irrigation water for the area of the lot except for the .23 acre area.



A statement from a licensed engineer on existing water system, existing wells, and proposed wells --- All existing wells must be tested and the licensed engineer must certify that the wells have been tested and found to comply with the Utah County standards for quality, flow, pressure, and delivery. Individual wells must meet water quality requirements before any treatment or filtration. If a well is proposed to deliver the water and the well has not yet been drilled, the engineer must certify that he has studied well logs in the area and state his professional opinion that the well will provide

the required flow, quality and quantity of water supply. The plat must then also contain a written condition that no building permit for a dwelling or other occupied building will be issued until the well is drilled and found to produce the required quality and flow of water. The engineer's statement and calculations must be reviewed for accuracy by the County Surveyor, and the County Surveyor must provide a letter to the Planning Commission verifying that the County Surveyor has reviewed the engineer's statement and calculations for accuracy.

- _____ A Declaration and Dedication of Water that ties the water to each individual lot (see form) --- The Declaration must be signed by all owners of the water and of the property, and must separately identify the culinary water, landscaping water, and irrigation water for each lot with share certificates and water right and change application numbers, together with the number of annual acre-feet of water represented by each water right. The plat must contain a note that the water rights are permanently attached to the lots and can not be transferred separate from the lots. All water rights attached to each lot must also be identified on the plat by lot, water right and change application number, irrigation water share certificate number, acre feet of water, and irrigation company. After the Declaration and the Plat are recorded, a copy of the Declaration must be provided to the State Engineer's Office to be filed in the water right file.

- _____ A dated and signed letter from a Utah licensed engineer stating how all surface drainage water will be managed --- The letter must be signed by an engineer licensed to practice in the State of Utah and must certify that, in the engineer's professional opinion, all surface water can be maintained on site, if that is the proposed method for handling surface drainage water. If all surface drainage will not be retained on site, a letter of approval must be submitted from the entity owning or controlling any ditch, or other disposal facility. If other facilities, such as a retention basin, are required, the engineering drawings and cost estimates must be supplied and approved.

- _____ An estimate from the applicant's engineer on improvement costs and how the bonding for such costs will be provided --- The costs estimate must include the cost of all improvements, including but not limited to all irrigation plan facilities and improvements to independently irrigate each lot, any fire-break clearing, surface water facilities, canal covering, street improvements, inspections, and survey monument costs. The developer must also provide the proposed bonding method (proposed bond document is not required if the developer submits a written statement that he/she will construct all improvements prior to plat recordation).

- _____ An approval letter from the County Health Department for culinary water and sewage facilities --- The letter must approve the culinary water and sewage

facilities and must include a verification that the water quality tests have been reviewed and approved. Any conditions, limitations, or restrictions must be added as a note on the Plat. If septic systems are proposed, the plat must contain the following note:

Individual lots have neither been tested nor approved for septic systems. No building permit will be issued until septic system approval is granted by the County Health Department. If approval is not granted by the County Health Department, any one (1) or more of the lots may never be approved for a dwelling.

- _____ An approval letter from the Utah County Surveyor on plat accuracy, applicant's engineer's letter on water, and off-site improvement costs --- The approval letter must be without exceptions or conditions. If any exceptions or conditions are listed, the issues must be resolved and a new letter submitted. All set-back lines must be shown on the plat, all public utility and irrigation easements must be shown on the plat (minimum width of 10 feet on all sides of each lot), survey monuments must be shown on the plat, street dedication areas must be clearly identified and labeled as being dedicated to the public, and the design of the subdivision must comply with approved County standards, including the length, width, alignment and grade of streets and utilities. Dead-end street or cul-de-sac streets are not permitted. The dedication language on the plat must read as follows:

Know all men by these presents that we, all of the undersigned owners of all of the property described in the surveyor's certificate hereon and shown on this map, have caused the same to be subdivided into lots, blocks, streets and easements, and do hereby dedicate the streets and other public areas as indicated hereon for the perpetual use of the public, the public utility easements to all utility providers, public or private, and the irrigation easements to all lot owners, and their successors and assigns in perpetuity.

- _____ Fire Marshall letter --- An approval letter from the Utah County Fire Marshal on fire safety (unless the exception applies) is required. Properties located in the urban interface fire area always require the Fire Marshal approval.
- _____ A public offering statement (unless the exception applies).
- _____ An annexation application which was denied (if applicable).
- _____ A current tax clearance on the property from the Utah County Treasurer ---

The tax clearance must be provided for each parcel serial number identified in the title report. The tax clearance must include Greenbelt rollback taxes if required by the County Commission, or if any lot is less than 5.25 acres in area.

- _____ Noxious Weed Certification (see certification form).
- _____ A reproducible plat drawing containing all required items.

If you have any question regarding this matter, please feel free to contact the Utah County Community Development Department.