

Community Development

51 South University Avenue
Suite 117 Provo, Utah 84601



Planning Division

General Phone Number - 801-851-8343

Required Items: Only complete submissions will be accepted. An application will not be considered complete unless all the required documents listed below have been submitted in PDF file format, along with four hard copies, to the Utah County Community Development Office.

DISCLAIMER: All subdivisions must comply with the applicable zoning ordinance found in Utah County Land Use Ordinance Chapter 14. The information provided using this subdivision application checklist is only intended to be general summary information for the public. It is not intended to take the place of either the written law or regulations of subdivisions. Utah County does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information disclosed on the subdivision application checklist.

Preliminary Subdivision Submittals

Please read the applicable sections of chapter [14.12](#), entitled Planned Subdivisions of the Utah County Land Use Ordinance. Additionally, consider reading the supplementary references: [Utah Code 17-27a-6](#) and [Utah Code 17-27a-528](#).

Applicant	County	
<input type="checkbox"/>		A Development Impact Statement signed and dated by an engineer licensed in Utah, 14.28 (14.12.C.2)
<input type="checkbox"/>		A layout map with a scale of not less than 1-inch equals 100 inches (14.12.C.3)
<input type="checkbox"/>		Agricultural land exemption (If the subdivision results in any remainder parcel, an agricultural land exemption with a legal description must be recorded for the remainder parcel.) (14.12.C.4)
<input type="checkbox"/>		Executed articles of incorporation and bylaws of the property owners' association (If there is an HOA) (14.12.C.7.a)
<input type="checkbox"/>		An executed open space preservation agreement and an executed maintenance agreement (If there is common space) (14.12.C.7.b)
<input type="checkbox"/>		Water Source (14.12.C.7.d) <input type="checkbox"/> Public Water System: <ul style="list-style-type: none">○ <input type="checkbox"/> An agreement from the provider for existing public water system and Water Documentation. OR

		<ul style="list-style-type: none"> ○ <input type="checkbox"/> Documents from the Utah Division of Drinking Water approving the proposed public water system for non-existing public water system. <input type="checkbox"/> Not Public Water System <ul style="list-style-type: none"> ○ <input type="checkbox"/> Copies of State Water rights Documentation: Water Rights Application/Claim ○ <input type="checkbox"/> Copies of State Water rights Documentation: Change Details ○ <input type="checkbox"/> Copies of State Water rights Documentation: Memorandum Decisions ○ <input type="checkbox"/> Irrigation water company statement (Use form provided by the County) ○ <input type="checkbox"/> Commitment Letter for Culinary, Landscape and Irrigation Water from (Use form provided by the County) ○ <input type="checkbox"/> Copies of the share certificates ○ <input type="checkbox"/> An overlay on a copy of the plat showing the area covers by the irrigation water from irrigation company. <input type="checkbox"/> Not Public Water System but a shard well: <ul style="list-style-type: none"> ○ <input type="checkbox"/> Proof of shared ownership ○ <input type="checkbox"/> Documentation that each lot qualifies independently for a well on site. ○ <input type="checkbox"/> Record a document on the lot without a well, on a form acceptable to the Utah County Attorney's Office, apprising future owners of the requirement for separate well should shared ownership of the lots terminate, and that future development or well placement might be impacted by the location of wastewater systems ○ <input type="checkbox"/> A site plan for any building permit using a shared well, showing the well's facilities and lot limitations for future well placement <input type="checkbox"/> Other documents indicate "Not Public Water System."
<input type="checkbox"/>		A Drainage and Flood Plan dated, signed, and stamped by an engineer licensed in Utah (14.12.C.7.g)
<input type="checkbox"/>		An Itemized Estimate dated, signed, and stamped by an engineer licensed in Utah (14.12.C.7.h)

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<input type="checkbox"/>		A statement for proposed bonding method or the applicant will construct all improvements prior to plat recordation (14.12.C.7.i)
<input type="checkbox"/>	<input type="checkbox"/>	Statement from Utah County Health Department (14.12.C.7.j)
<input type="checkbox"/>	<input type="checkbox"/>	Statement from Utah County Fire Marshal (14.12.C.7.l)
<input type="checkbox"/>		Statement from Utility Service Provider (14.12.C.8.g.(7)) <input type="checkbox"/> Electricity Company <input type="checkbox"/> Natural Gas Company
<input type="checkbox"/>		Noxious Weed Certification (14.12.C.9) (Form and Inspector List)
<input type="checkbox"/>		Paved Road Access (14.12.D.4) <input type="checkbox"/> Each lot within a subdivision, must abut on and have access to a hard-surfaced public street that connects to and is part of the paved county, state, or city road system.
<input type="checkbox"/>		Street System (14.12.D.5) (Transportation Element Map , the regional transportation plan for urbanized Utah County) <input type="checkbox"/> No road for vehicles can exceed an 8% grade. (If a grade of 10% may be approved by County Engineer) <input type="checkbox"/> Meet the minimum requirements of the Utah County Public Works Department (Road Standards) <input type="checkbox"/> Each Intersection shall bear permanent signs in design for easy identification of street names. <input type="checkbox"/> Subdivisions can border an existing dead-end paved county road, but the subdivision's road network must include through roads with two connections to the existing county, state, or municipal road. Cul-de-sacs or bulb roads are not allowed. <input type="checkbox"/> Any development that abuts on public land which has an existing access to the public land shall maintain the access by providing a public access road through the development to the public land. <input type="checkbox"/> A letter provided from UDOT granting the access on to the state highway (If access for individual lots is on a state highway) (UDOT Access Permit Application)

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<input type="checkbox"/>		Sidewalks (14.12.D.6)
<input type="checkbox"/>		Curbs and Gutters (14.12.D.7)
<input type="checkbox"/>		<p>Water rights (14.12.D.8) (Culinary: a quantity of at least 0.45 acre-foot per year per lot and per dwelling unit; Landscape and fuel-breaks: at least 1 acre-foot per year per lot and occupied structure; Irrigation: at least 1.5 acre-foot per acre per year for the entire area of each lot) (Use form provided by the County)</p> <p><input type="checkbox"/> Commitment Letter from water provider</p>
<input type="checkbox"/>		<p>A Water Study signed, dated, and stamped by an engineer licensed in Utah. ((14.12.C.7.e & 14.12. D.8, 9, 10)</p> <p><input type="checkbox"/> The analysis included water supply, water source, and water system that supplier can meet requirements, based on the requirements in Utah Code and Utah County Land Use Ordinance. (The engineer shall analyze the following based on the proposed subdivision lot(s): flow, quantity, delivery, and quality, and provide their opinion.)</p> <p><input type="checkbox"/> Irrigation Water Reduction (If Applicable)</p>
<input type="checkbox"/>		Sewage Disposal approved by the County Health Department (14.12.D.11)
<input type="checkbox"/>		One or more lots under 5 acres in area shall have fire hydrants installed required by the County Fire Marshal (14.12.D.12)
<input type="checkbox"/>		<p>Utility Easements (14.12.D.13)</p> <p><input type="checkbox"/> New utilities must be installed underground. Existing above-ground electrical utilities needing relocation aren't mandated to be underground unless specified in writing by the utility provider.</p> <p><input type="checkbox"/> At least 10 feet in width shall be required for all utility lines</p> <p><input type="checkbox"/> At least 10 feet in width shall be required for all irrigation channels and ditches, pressurized irrigation lines, and drains</p> <p><input type="checkbox"/> Only utility structures, irrigation and drainage facilities, pump and well houses, or other approved structures or facilities may be placed within the required easements</p>

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		<input type="checkbox"/> A service letter from each utility provider, including all costs associated with installing or upgrading the utility
<input type="checkbox"/>		Common Area (14.12.D.15)
<input type="checkbox"/>		Required Improvements (14.12.E)
<input type="checkbox"/>		Geotechnical Report, Fault Hazard Report, or Geologic Study (if applicable 12.44.4)

Preliminary Subdivision Plat

Applicant	County	
<input type="checkbox"/>		Tabulations (14.12.C.5) <input type="checkbox"/> Total number of acres (including any road dedication area) <input type="checkbox"/> Total number of lots or building sites <input type="checkbox"/> The percentage of area and acres to be devoted to roadways. <input type="checkbox"/> Percentage of area and acres to common area.
<input type="checkbox"/>		The legal description of the property (14.12.C.7.c)
<input type="checkbox"/>		All easements and other title restrictions shall be located on the plat and identified on the plat, including the recording information (14.12.C.7.c)
<input type="checkbox"/>		All blanket easements shall be identified on the plat, by note, including the recording information (14.12.C.7.c)
<input type="checkbox"/>		The Note for the drainage and flood plan (14.12.C.7.g)
<input type="checkbox"/>	<input type="checkbox"/>	Notes: The applicant received an approval and conformance letter from the County Health Department. (14.12.C.7.j & 14.12.D.9.e)
<input type="checkbox"/>		All public utility and irrigation easement, survey monuments, and street dedication areas. (14.12.C.7.k)
<input type="checkbox"/>		The note for dedication language (14.12.C.7.k)

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<input type="checkbox"/>		Scale with 1" = 100', North Arrow, and Basis of Bearing shown (14.12.C.8)
<input type="checkbox"/>		Legend of symbols, proposed subdivision name, township, range, section, ¼ section, block, and lot number shown.
<input type="checkbox"/>		Perimeter boundary of the development, including any road dedication areas, and the location of all required survey monuments (14.12.C.8.a)
<input type="checkbox"/>		The location of all lot lines and/or building site areas, and the identifying number for each lot, block, and building site in the development (14.12.C.8.b)
<input type="checkbox"/>		The street names, locations, and extents, along with any land parcels dedicated to public use or reserved for residents' common use (14.12.C.8.c)
<input type="checkbox"/>		The location and identification of all easements and their specific use (14.12.C.8.d)
<input type="checkbox"/>		The location and extent of all parcels within the development which are subject to deed restrictions, or any other limitations, or which are subject to conditions of approval (14.12.C.8.e)
<input type="checkbox"/>	<input type="checkbox"/>	Statements of limitations or conditions of approval required to be written on the plat by the Zoning Administrator, and other statements or information required by this land use ordinance, or other applicable law (14.12.C.8.f)
<input type="checkbox"/>	<input type="checkbox"/>	The following certifications (14.12.C.8.g) <input type="checkbox"/> The Licensed Engineer or Land Surveyor of the Subdivision shown. <input type="checkbox"/> The owner's dedication of land for public use, the owner's conveyance of easements, or other specific use <input type="checkbox"/> The Acknowledgment of the Owner's Dedication <input type="checkbox"/> The County Commission Chair acceptance and Clerk <input type="checkbox"/> Approval by the County Engineer <input type="checkbox"/> Approval by the Culinary Water Authority <input type="checkbox"/> Approval by the Sanitary Sewer Authority <input type="checkbox"/> Approval by Utilities Facilities

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		<input type="checkbox"/> Approval by Administrative Land Use Authority
<input type="checkbox"/>		The location of access (14.12.D.5.i)
<input type="checkbox"/>		The Note regarding the transportation element map of the Utah County General Plan. (14.12.D.5.b)
<input type="checkbox"/>		<p>Water Rights Note</p> <input type="checkbox"/> Required water quantity and flow rate for culinary water, landscaping and fuel-break water, and irrigation water (14.12.D.8.a)
		<input type="checkbox"/> The notes for a reduction in the amount of irrigation water (if applicable, 14.12.D.8.a.(3). (B))
<input type="checkbox"/>		The note for setback distance (14.12.D.14)