

TITLE 11

CHAPTER 4

REVIEW AND PLAT REQUIREMENTS

SECTION:

- 11-4-1: Development Review Process
- 11-4-2: Preliminary Plat
- 11-4-3: Final Plat

11-4-1: DEVELOPMENT REVIEW PROCESS

A. Intent:

1. By the time an applicant creates a preliminary plat, both the applicant and the city have made a substantial investment in time and money. In addition, once the preliminary plat has been completed, it is difficult and expensive to rework the plans for the project.
2. To better meet the needs of the city and the applicant, the city has adopted the following development review process, which requires subdivision applications and approvals to be administrative decisions, whereby an application must be approved if it meets the approved requirements in this ordinance. This is also intended to remove discretion in the decision-making process.
3. The following subdivision process applies to all residential project types, except for Minor Subdivisions (see City Code 11-5 Review and Plat Requirements - Minor Subdivisions).
4. Review Cycle. There shall be no more than four (4) total review cycles. The first review cycle will be performed by the Planning Commission for the Preliminary Plat; the remaining review cycles will be performed by the Development Review Committee for the Final Plat. A single review cycle shall be considered complete when:
 - a. A complete Application is submitted to the Administrative Land Use Authority;
 - b. The Administrative Land Use Authority Review is complete;
 - c. The Applicant Response to Review is complete; and
 - d. The Administrative Land Use Authority provides a written statement to the Applicant stating completion of the review cycle and next required steps for approval.

5. Review Cycle, Exceptions.
To protect public health and safety or to enforce state or federal law, additional review cycles may be required when necessitated by the Applicant adjustments to a plan set that modifies infrastructure requirements.
 - a. Additional Time for Review. If the Applicant does not submit a revised plan within twenty (20) business days after notification by the Administrative Land Use Authority that a modification or correction is required, the Administrative Land Use Authority shall have an additional twenty (20) business days to respond.

11-4-2: PRELIMINARY PLAT

- A. Pre-application Meeting:
 1. Intent: The purpose of a pre-application meeting is to allow the applicant the opportunity to share proposed project plans with the administrative land use authority (ALUA). It also allows the ALUA to share thoughts and ideas with the applicant regarding the proposed plans.
 2. The city recommends that a pre-application meeting is held as a course of procedure. However, a pre-application meeting is optional and cannot be mandated. If requested, a pre-application meeting shall be held within 5 business days of an applicant request.
 3. If an applicant requests that a pre-application meeting is held, the ALUA will comment on the compatibility of the proposed development with the general plan, the zoning ordinance, this title, and other ordinances and/or city regulations and policies.
- B. Preliminary Subdivision Application Approval: The Planning Commission shall act as the administrative land use authority that receives, reviews, considers and issues its approval of preliminary plat subdivisions. It is charged with making investigations, reports and recommendations on proposed subdivisions as to their conformance to the General Plan and Zoning Ordinance, and other pertinent ordinances, regulations, documents, standards and requirements. After reviewing the preliminary plat and determining that it meets all the applicable preliminary requirements and standards, the Planning Commission may approve, approve with conditions, or disapprove of the preliminary plat to the Development Review Committee.
- C. The Planning Commission shall review the preliminary plat and may visit the site of the proposed subdivision if deemed appropriate. The applicant must submit the application within 16 business days prior to a scheduled Planning Commission meeting. The Planning Commission must review the subdivision application within 15 business days from the date a complete application has been received.
- D. The Planning Commission will discuss the application and the findings of their review during a regularly scheduled Planning Commission meeting, which may include a single public hearing to receive public comment, although a public

hearing is not required and is not recommended.

- E. Submittal Process: Twelve (12) 11"x17" hard copies and one (1) digital copy in pdf format of the preliminary plat shall be submitted to the City for review by the ALUA.
 - 1. After completion of the required reviews, the ALUA shall approve, conditionally approve, or reject the preliminary plat.
- F. Preliminary Plat Requirements: The preliminary plat shall comply with the following requirements:
 - 1. Basic Information: In a title block located along the bottom or right-hand side of the twenty-four inch by thirty six inch (24" x 36") plat sheet, the following shall appear:
 - a. The proposed name of the subdivision.
 - b. The location of the subdivision, including the address, the section, the township, and the range.
 - c. The names and addresses of the owner, and applicant, if other than the owner. Also include an affidavit or certificate of clear title to the effect that the applicant is the owner of, or that he is authorized by the owner in writing to make application for, the land proposed to be subdivided. The affidavit or certificate shall state clearly in which status the applicant makes his application, and if it is in the latter status, a copy of said written authorization from the owner shall be submitted with the preliminary plat.
 - d. A signed statement shall be provided for decision by the ALUA from each of the utility companies involved, stating that they have reviewed the plat, that they approve the plat as it relates to their company, that they agree with placing all of their utilities underground within the rights-of-way or utility easements as shown on the plans and are willing to provide the needed service for the development. The signed statements shall also include descriptions of any restrictions that will be imposed by the utility companies, any fees that will be assessed by the utility companies to install the utilities and any timetables that the utility companies might use to install their respective utilities.
 - e. Signature blocks for the city engineer, fire department and solid waste department approval.
 - f. A block for the ALUA approval by the signature of the chairperson of the ALUA; and
 - g. Date of preparation, scale as previously determined (at least 100 feet to the inch), and north arrow.
 - 2. Existing Conditions: The preliminary plat shall also show all appropriate and pertinent information either shown on the site analysis map or discussed

during the development review process. At a minimum, the following shall be shown:

- a. The location of the nearest legal monument.
 - b. The boundary of the proposed subdivision and the acreage included.
 - c. All property under control of the applicant, even though only a portion may be subdivided. Where the plat submitted only covers part of the applicant's tract, a sketch of the prospective street system of the unplatted parts of the applicant's land shall be submitted, and the street system of the part submitted shall be considered in light of existing master street plans or other studies.
 - d. The location, width, and names of all existing streets within two hundred feet (200') of the subdivision and of all prior platted streets or other public ways, railroad and utility rights of way, parks, and other public open spaces, permanent easements and section and corporation lines within and adjacent to the tract.
 - e. The location of wells, proposed, active and abandoned, and of all reservoirs within the tract and to a distance of at least one hundred feet (100') beyond the tract boundaries.
 - f. Existing sewers, water mains, culverts, or other underground facilities within the tract and to one hundred feet (100') beyond the tract boundaries, indicating pipe sizes, grades, manholes and their exact locations.
 - g. Existing ditches, canals, natural drainage channels and open waterways and any proposed realignments within the tract and to one hundred feet (100') beyond the tract boundaries.
 - h. Boundary lines of adjacent tracts of unsubdivided land, showing ownership; and
 - i. Contours at vertical intervals of not more than two feet (2'), excepting in mountainous or otherwise steep areas where a more practical interval would be warranted.
 - j. Current zoning.
 - k. Date of preparation, graphic and numerical scale of drawing, and north arrow.
3. Site Analysis
- a. Intent: The purpose of having a site analysis map completed is to better understand what parts of the land are buildable, what must be left alone, and what features the community may want to preserve.

- b. Process: The applicant prepares a site analysis map of the property of the proposed project site. The site analysis map shall be prepared in a digital pdf format and shall include all existing resources, including, but not limited to:
 - (1) A contour map (request for these maps can be made from the U.S. Geological Survey [USGS]).
 - (2) A map showing soil types (requests for these maps can be made through the Soil Conservation Service [SCS]).
 - (3) A map showing flood hazard areas, including the 100-year recurrence interval flood; or where such data is not available, the maximum flood of record.
 - (4) A map showing potential geographical hazards, e.g., earthquake fault lines.
 - (5) Environmental features such as streams, slopes, wetlands, and floodplains.
 - (6) Historical sites and buildings.
 - (7) Cultural features.
 - (8) Unusual vegetation.
 - (9) Wildlife habitats and paths.
 - (10) Unusual rock formations.
 - (11) Any other features that make the property distinctive. (See title 10, chapter 11 of this code for additional information.)

4. Site Visit:

- a. Intent: Seeing the property and its features will aid in understanding the dimensions and elements of the property. Important features may be very different than they appear on paper; not all natural resources are alike or have the same value. Before the ALUA agrees to modifications of the property, they should know the full impact on the surrounding area.
 - b. Process: Once the Preliminary Plat has been submitted, the ALUA may decide to visit the site. If a site visit is held, the applicant will be invited to join. The results of the site visit used to help to determine whether the preliminary application complies with applicable local regulations, and whether it shall be approved and proceed for Final Subdivision review.
5. Proposed Plan: The preliminary plat shall also show all appropriate and pertinent information required to facilitate a thorough review process. At a minimum, the following shall be shown:

- a. The layout of the streets, showing location, widths, and other dimensions of proposed streets (designated by actual or proposed names and numbers), crosswalks, alleys, and easements.
 - b. The layout, numbers, and typical dimensions of lots.
 - c. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision.
 - d. Building setback lines as required by code.
 - e. Easements for water, sewers, drainage, utility lines and other purposes, as required code and/or utility company requirements.
 - f. The layout of culinary water (including fire hydrants) and sanitary sewer improvements that will provide service to each lot in the subdivision.
 - g. The location of light poles.
 - h. Typical street cross sections and grades of streets where required by code.
 - i. A tentative plan or method by which the applicant proposes to handle storm water drainage for the subdivision.
 - j. Where necessary, copies of any agreements with adjacent property owners relevant to the proposed subdivision. Said agreements shall be presented to the ALUA at the time of preliminary plat submission.
- G. If the preliminary application complies with applicable local regulations, it shall be approved and proceed to Final Subdivision review. The ALUA shall return one signed copy of the plat to the applicant with any conditions attached. Other signed copies shall be forwarded to each of the interested city departments. The ALUA shall retain one signed copy of the plat for its files.
- H. If the preliminary plat is rejected, the ALUA shall return a signed copy of the plat bearing the reason for the rejection.
- I. The receipt of a signed copy of the approved preliminary plat shall authorize the applicant to proceed with the preparation of the final plat and construction documents. In the event a final plat is not submitted for at least one phase of the proposed subdivision within twelve (12) months following approval of the preliminary plat, such prior approvals shall be void and the applicant shall again be required to submit a sketch plan as per this title. When a subdivision is developed in phases, the final plat for a second phase and any subsequent phases must be submitted for approval within two years of the previous phase approval, or as extended by the City Council. If a second phase and any subsequent phases is not submitted within two years of the previous phase approval, the preliminary plat and sketch plan approval for all phases not submitted shall be void. (3-2014, 6-10-14)

11.4.3: FINAL PLAT

- A. Purpose: To provide formal review and approval of the proposed subdivision by the Development Review Committee before a subdivision plat is recorded. The final plat and construction plans submitted shall conform in all respects to those regulations and requirements specified during the preliminary plat procedure. T
- B. Final Plat Review Process:
1. The Development Review Committee shall review the final plat and construction plans and determine compliance with all standards and criteria set forth in this Ordinance and all other applicable ordinances of the City and the State of Utah.
 2. If the Development Review Committee determines that the final plat is in conformity with the requirements of this Title, other applicable ordinances, and any reasonable conditions, that all fees have been paid as required, and that the City is satisfied with the final plat of the subdivision, it may approve the final plat.
 3. If the Development Review Committee determines that the final plat is not in conformity with this Title or other applicable ordinances, it may disapprove the final plat specifying the reasons for such disapproval. No final plat shall have any force or effect unless the same has been approved by the Development Review Committee, City Engineer, City Attorney, and signed by the Mayor and City Recorder.
- C. The Review Cycle is Capped:
1. **A maximum of three review cycles is permitted during the Final Plat review process.** A review cycle is not considered complete until the applicant has adequately addressed all redlines identified by the municipality. The city may only add new redlines after the first review cycle in response to changes made by the applicant or if a correction is necessary to protect public health or safety, or to enforce state or federal law.
 2. The Development Review Committee shall complete a review of the plat within twenty 20 business days per review cycle after it is submitted for review. If the final plat complies, the City Engineer shall sign the plat in the appropriate signature block. If the final plat or the construction plans do not comply, they shall be returned to the developer with comment.
- D. Signing and Recording of Final Subdivision Plat:
The Mayor shall endorse approval of the plat after the Bond Agreement has been approved by the Development Review Committee, and all the conditions of the resolution pertaining to the plat have been satisfied. With fully engineered construction drawings approved by the city, an approved final plat shall be recorded in the office of the county recorder.

- E. Submittal Process: One PDF digital copy and two (2) full size (24"x36") and eight (8) reduced size (11"x17") hard copies of the final plat shall be submitted to the City for ALUA review.
1. Construction Documents Submittal: The applicant shall submit, with the final plat, construction drawings prepared in accordance with city construction specifications. Two (2) copies and one Mylar are required to be submitted to the city. The applicant shall also submit an estimate of the cost of construction along with the construction documents.
 2. Final Plat Signatures: Upon approval of the construction drawings by the city engineer, he/she shall place their signature on the final plat. Upon receiving approval and signatures from the county board of health (if required), the applicant shall submit the approved plat, after all fees have been paid to the city. If approved by the ALUA, the mayor shall place his or her signature upon the final plat, and at the appropriate time, cause the approved plat to be submitted to the city attorney. After the "security of performance", as defined in section 11-2-1 and described in section 11-5-1 of this title, has been properly posted and the development agreement verified, the city attorney shall place signature upon the final plat and shall have the plat recorded in the county recorder's office solely at the applicant's expense. At the time of recording, the city attorney shall have recorded any and all restrictions placed upon all lots stating that the city will not issue any building permit for the approved subdivision until minimum improvements, as specified in this title, are complete.
- F. Final Plat Requirements: The final plat shall comply with the following requirements:
1. Basic Information: The final plat shall be prepared in accordance with the requirements of this title and be:
 - a. Prepared by a land surveyor, licensed in the state, on Mylar. Other mediums and/or technologies utilized by a land surveyor may be used when approved by the city. The name and contact information of the land surveyor shall be shown on the final plat.
 - b. Drawn to a scale of not less than one inch equaling one hundred feet (1" = 100') and shall indicate the base heading of true north. The top of the plat shall be either north or east, whichever - accommodates the drawing most effectively.
 - c. Prepared on a twenty-four inch by thirty-six inch (24" x 36") reproducible Mylar medium. It shall have a one and one-half inch (1 1/2") border on the left side and a one-half inch (1/2") border on the remaining sides.
 - d. Shown with workmanlike execution in every detail. A poorly drawn or illegible plat is sufficient cause for rejection.
 2. Description and Delineation: The final plat shall show the following:

- a. The name of the subdivision as approved by the ALUA.
- b. Accurate angular and lineal dimensions for all lines, angles and curves used to describe boundaries, streets alleys, easements, setbacks, areas to be reserved for public use and important features.
- c. An identification system for all lots, blocks, and names of streets. Lot lines shall show dimensions in feet and hundredths. Metric measurements will become acceptable upon official U.S. government approval of the metric system for all such measurements.
- d. The street address for each lot, as assigned by the applicant and approved by the city. The north and west sides of the street shall be numbered odd and the south and east shall be numbered even. (1-2015, 6-23-15)
- e. True angles and distances to the nearest established street lines of official monuments which shall be accurately described in the plat and shown by the appropriate symbols.
- f. Radii, internal angles, points of curvatures, tangent bearings, and the length of all arcs.
- g. The accurate location of all monuments to be installed shown by the appropriate symbol. All United States, state, county, or other official benchmarks, monuments, or triangulation stations in or adjacent to the property shall be preserved in precise position.
- h. The dedication to the city of all improvements, which shall include, but shall not be limited to, streets, waterworks, sewer works, etc., included in the proposed subdivision.
- i. Street monuments installed by the applicant's engineer or land surveyor at points designated on the final plat as approved by the city engineer. Standard precast monuments will be furnished by the applicant and placed as approved.
- j. Rebar lot pins shall be shown on the plat and placed at each lot corner in the field prior to final approval.
- k. Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for the common use of all property owners.
- l. All boundary, lot, and other geometrics (bearings, distances, curved data, etc.) on the final plat posed to an accuracy of not less than one part in five thousand (1/5000).
- m. A statement that all expenses involving the necessary improvements or extensions for a culinary water system, sanitary sewer system, natural gas or other piped in gas, electrical service, telephone service, cable or satellite

service, grading and landscaping, storm drainage systems, curbs and gutters, fire hydrants, pavement, sidewalks, signage, street lighting and other improvements shall be paid for by the applicant.

- n. Boundary description of the subdivision.
- o. Standard forms for the following, subject to future form revisions and additions when needed or required:
 - (1) A registered land surveyor's certificate of survey as applicable under state law.
 - (2) The owner's signature of dedication.
 - (3) A notary public's acknowledgment.
 - (4) The city engineer's certificate of approval. The City Engineer shall serve as the culinary water and sanitary sewer authority. (6-2006, 5-9-06)
 - (5) The county board of health's certificate of approval if a septic tank system is used for sewage disposal.
 - (6) The city's signature of approval by the mayor.
 - (7) The city attorney's certificate of approval.
 - (8) The county surveyor's certificate of approval.
 - (9) The county recorder's stamp of approval according to requirements prior to final plat approval.
- 3. Conditions, Covenants and Restrictions (CCRs): CCRs, together with the final plat, shall be approved by the ALUA. The CCRs will thereupon be recorded with the final plat. (5-2019, 9-10-19)
- 4. Building Lots and Building Permits: Building lots in the approved subdivision may be sold after the final plat has been recorded. The lots, however, shall have recorded restrictions placed upon them stating that the city will not issue any building permit for any lot until minimum improvements, as specified by city ordinance, are complete. A building permit may be issued, however, if a waiver is signed stating that the city has no liability or responsibility to the applicant.
- 5. Subdivision Completion Agreement: The applicant shall enter into and sign an agreement, after the security of performance has been properly posted, which shall indicate a timetable for completion of minimum and final improvements.