

River Heights City
Subdivision
Preliminary Plat Application and Requirement Checklist

Office Use Only	
Date Received	_____
PC Mtg Date	_____
DRC Mtg Date	_____

Purpose. For the Administrative Land Use Authority (ALUA) to complete an initial subdivision ordinance review and an initial subdivision plan review.

Administrative Land Use Authority (ALUA): The local authority designated to review and approve applications to subdivide land. The River Heights Planning Commission (PC) shall serve this role for preliminary plat applications; and the Development Review Committee (DRC) shall serve the role for final plat and minor subdivision applications.

Application Required. The Applicant shall submit the required Preliminary Subdivision Plat Application and Requirements Checklist for review and approval by the ALUA.

Request for Pre-Application Meeting. If the applicant requests a pre-application meeting, the municipality will, within 15 days after the request, schedule the meeting to review the concept plan and provide initial feedback.

Subdivision Application. Upon receiving a complete Preliminary Subdivision Plat Application, within thirty (30) business days the ALUA will provide written comments to the applicant. The review cycle restrictions and requirements for the City to respond within the specific time frame do not apply for subdivisions which have boundaries containing a geologic hazard or potential geological hazard, or for any subdivisions for use other than single-family dwellings or two-family dwellings.

All sections of this application must be filled out, or the application will be deemed incomplete.

Proposed Subdivision Name: _____ **Address of Property:** _____

Tax ID/Parcel Number: _____ **Current Zoning:** _____ **Number of Lots:** _____ **Total acres:** _____

Existing Use of Property: _____ **Proposed Use of Property:** _____

Applicant Name(s) or Authorized Agent(s): _____

Mailing Address: _____ **City, State, Zip:** _____

Phone: _____ **Email:** _____

Property Owner(s) (if other than applicant): _____

Mailing Address: _____ **City, State, Zip:** _____

Phone: _____ **Email:** _____

Name of Engineer/Surveyor: _____ **Company:** _____

Mailing Address: _____ **City, State, Zip:** _____

Phone: _____ **Email:** _____

Applicant Certification: I certify under penalty of perjury that this application and requirement checklist and all information submitted as a part of this application and checklist is true, complete, and accurate to the best of my knowledge. I also acknowledge that I have reviewed the River Heights City Subdivision Ordinance, and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with all applicable city ordinances in effect currently. Should any of the information or representations submitted in connection with this application be incorrect or

untrue, I understand that River Heights City may rescind any approval or take any other legal or appropriate action. I also agree to allow City Staff or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof. I also understand the property owner, or the authorized agent will be billed for professional fees.

Signature: _____ Date: _____

Preliminary Plat Requirements

The River Heights City Code can be found at www.riverheights.gov.

River Heights City Code Requirements for Preliminary Plat (see Title 11, Chapter 4, Subdivisions in the River Heights City Code):

- A. All Preliminary Plat Applications filed with the City shall provide the following information and all materials required for the City to determine the application is complete, and for the ALUA, as applicable, to subsequently review the Application.
 1. **Application Form.** This Application must be completed and signed by the owner(s) of the subject property or the authorized agent(s) of the owner(s). The Application shall be accompanied by a notarized affidavit provided to the City identifying all owners and, if applicable, an agent as being duly authorized to represent the owner(s) in all matters related to the Preliminary Plat Application. All persons with a fee interest in the subject property shall be required to sign the Preliminary Plat Application and the notarized affidavit.
 2. **Application and Review Fees.** The Preliminary Plat Application shall include the payment of all application and review fees, as established by the Council and any total amount, or deposit amount, required to provide the services of the City's contracted city engineer, and other consultants, determined by the City.
 3. **Legal Description.** A complete and accurate legal description of the subject property.
 4. **Preliminary Subdivision Plat.** A preliminary plat, prepared, dated, and stamped by a licensed land surveyor or professional engineer, as required by Utah Code, and drawn at a scale of not less than one-inch equals 50 feet (1" = 50'), or at an alternative scale, as determined by the City Engineer. The preliminary plat shall be prepared digitally, and all sheets shall be consecutively numbered. A minimum number of copies and sizes of copies as stated by ordinance shall be provided. A digital CAD copy of the plat, in a format acceptable to the City, shall be provided. The Applicant shall also provide a digital PDF copy. The preliminary plat shall include the following information:
 - A. The proposed name of the subdivision.
 - B. The location of the subdivision, including the address, section, township, and range.
 - C. The name(s) and address(es) of the owner(s) and applicant, if other than the owner.
 - D. Signature blocks for the city engineer, fire department and solid waste department approval.
 - E. A block for ALUA approval by the signature of the chairperson of the ALUA; and
 - F. Date of preparation, scale as previously determined (at least 50 feet to the inch), and north arrow.
 5. **Continued Requirements.** Submit the information required in 11-4-2:E and 11-4-2:F.2 to 5.
 6. **Title Report.** A preliminary title report for the entire subject property, provided by a title company, prior to the first review by the ALUA.
 7. **Evidence of Availability of Necessary Services.** 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, approve it as it relates to their company, agree with placing all 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, assessment of installation fees, and any timetables for installation of their respective utilities. The following information is required to establish the availability of services to the subject property:

- A. **Culinary Water.** Approval, with recommended plat and drawing revisions, as necessary, for the culinary water system and services from the City's public works department, acting as the City's culinary water authority. The proposed culinary water system shall meet all requirements of the City. It shall be the responsibility of the Applicant(s) to provide all information and materials required by the public works department to provide written approval of the proposed culinary water system and services.
 - B. **Sanitary Sewer.** Approval, with recommended plat and drawing revisions, as necessary, for the sanitary sewer system and services from the City's public works department, acting as the City's sanitary sewer authority. The proposed sanitary sewer system shall meet all requirements of the City. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by the public works department to provide written approval of the proposed sanitary sewer system and services.
 - C. **Fire Protection, Suppression, and Access.** Recommendation, with recommended plat and drawing revisions as necessary, for the fire protection and suppression system from the Logan City Fire Department, acting as the City's fire authority. The proposed fire protection and suppression system shall meet all requirements of the Logan City fire marshal. It shall be the responsibility of the Applicant(s) to provide all information and materials as required by the fire department to provide a written recommendation of the proposed fire protection and suppression system and access.
 - D. **County Access Permit.** If the proposed subdivision is accessed from a county road, authorization from Cache County to allow the subdivision access from a county road shall be provided. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by Cache County to provide the necessary access permit(s).
 - E. **Storm Drainage and Flood Control.** Approval, with recommended plat and drawing revisions, as necessary, for the storm drainage and flood control system from the city engineer, acting as the City's storm drainage and flood control authority. The proposed storm drainage and flood control system shall meet all requirements of the City. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by the city engineer to provide the written approval of the proposed storm drainage and flood control system.
 - F. **Electrical Power System.** Approval, with recommended plat and drawing revisions, as necessary, for the electrical power system from Rocky Mountain Power, acting as the City's public power authority. The proposed electrical power system shall meet all requirements of the City. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by Rocky Mountain Power to provide the written approval of the proposed electrical power system.
 - G. **Telecommunications/TV.** Approval, with recommended plat and drawing revisions, as necessary, for the telecommunications/TV system from CenturyLink and/or Comcast, acting as the City's telecommunication/TV authority. The proposed system shall meet all requirements of the City and utility provider. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by the utility provider to acquire the written approval of the proposed telecommunication/TV provider.
 - H. **Other.** As may be applicable, approvals and permits from any federal, state, and local agency, including approval by the Bear River Health Department or the Utah Department of Health.
8. **Additional Information and Materials.** When the city engineer or other ALUA member(s) determines necessary, the Applicant may be required to provide other information, materials, studies, and other evidence indicating the suitability of the subject property for the proposed subdivision. This includes, but is not limited to, compliance with the City's transportation plan(s) including access management plans, adequacy of infrastructure and utilities, public safety and fire protection, groundwater protection, plant cover maintenance, geologic or flood hazard, erosion control, wildlife habitat preservation, and any other infrastructure, physical, environmental, or cultural matter.

Requirements Checklist

THE FOLLOWING MUST BE FILLED OUT, PROVIDED, AND CHECKED OFF TO BE DEEMED COMPLETE FOR CITY ACCEPTANCE.

1. A completed Preliminary Plat Application.
2. Payment of application fees.
3. Owner's affidavit and consent.
4. Site Analysis documentation in accordance with River Heights City Ordinance 11-4-2:F.3.
5. Legal description. A complete and accurate legal description of the subject property.
6. Preliminary plat, including the name of the subdivision, name of engineer or surveyor and full contact information.
7. Geotechnical report.
8. A current preliminary title report.
9. An electronic CAD copy of the plat.
10. An electronic copy of all plans in PDF Format.

Preliminary Plat Requirements:

11. Prepared, dated, and stamped by a licensed land surveyor or professional engineer, as required by Utah Code, and drawn at a scale of not less than 1" = 50', or as otherwise approved in writing by the city engineer.
12. Prepared digitally with a printable format at 36" x 24". All sheets shall be consecutively numbered.
13. A vicinity map, at a minimum scale of 1" = 1,000', clearly identifying the boundaries of the subject property within the City and its subdivision or section showing major streets, landmarks, and boundaries.
14. Property accesses, adjoining subdivision outlines and names, as applicable, including all roads and streets and the names of all adjoining property owners of record.
15. The basis of bearings used, graphic and written scale, true north point, township, range, section, quarter section, and other monuments.
16. Proposed road and street layout with street cross sections including maximum/minimum grades, and traffic control signage.
17. The boundaries, course, and dimensions of all lots and parcels proposed, measured by their boundaries, course, and extent, whether the owner proposes that the lot or parcel is intended to be used as a road, street, or for any other public or private use. Any remaining portion of the subject property shall be included in a lot. Lot and boundary closure are to be calculated to the nearest one hundredth of a foot.
18. The location of any common space or open space areas, including the location of all property, proposed to be set aside for public or private reservation, with the designation of the purpose of such set-asides, and conditions, if any.
19. The lot, unit, or building reference, road, street, or site address, the road and street name or coordinate address, acreage and square footage for all parcels, units, or lots proposed. All parcels, units, or lots proposed shall be numbered consecutively and shall include all phases of the proposed development. Any remaining portion of the subject property shall be included in a lot and numbered.
20. All existing and proposed rights-of-way and easement grants of record for underground facilities and all other utility facilities, as well as all proposed road and street rights-of-way and easement grants of record.
21. A title block, placed on the right side of the plat showing proposed name or designation of the subdivision distinct from any other subdivision recorded in the office of the Cache County Recorder.
22. Name and address of the owner(s) of record and the name, address, and license number of the licensed surveyor responsible for preparing the plat.
23. Date of preparation of the plat and all revision dates, as applicable.
24. Tabulation of the number of acres in the proposed development, showing the total number of lots and areas of open space, where applicable.
25. Current zoning.
26. Square footage and acreage of each lot.
27. Building setback requirements based on current City Ordinance.

28. Parcels offered for dedication clearly designated.
29. A development phasing schedule (if applicable) including the sequence for each phase; approximate size in area of each phase; and proposed phasing of construction of public improvements, recreation, and common open space areas. No single phase shall exceed 20 lots or parcels or 30 dwelling units.
30. Existing utilities within the tract and extending to one hundred (100') feet beyond the subdivision boundary.
31. Utility layout for culinary water, sanitary sewer, street lighting, and stormwater management requirements.
32. All other applicable items as may be noted in River Heights City Ordinance Title 11 Subdivision Regulations.

Requirements Checklist Acknowledgement

I, _____, do hereby say that I am the owner/agent of the subject property of this application, and I have read the River Heights City Code Requirements and completed the Requirements Checklist. The statements, information, exhibits, and all plans herein or attached or submitted present the intentions of the applicant and are in all respects true and correct to the best of my knowledge and belief.

Signature of applicant/authorized agent: _____ Date: _____

Application Fees

ALUA Meeting (all developments)	\$ 500.00
DRC Review (10 or less lots)	\$1,500.00
DRC Review (11 or more lots)	\$3,000.00

Stormwater Fees (required for all developments)

SWPPP Review	\$ 200
1-10 Lot Subdivision	\$1,000/year
11-20 Lot Subdivision	\$1,200/year
21+ Lot Subdivision	\$1,400/year

The above fees cover administration, public works, and planning commission expenses. All subdivisions will also require preliminary and final reviews by the city engineer, city attorney, and citizen planner. The cost for all professional reviews shall be billed to and paid by the City. The City will then bill the developer for 100% (plus 10% admin fee) of the actual cost incurred by the City for the professional reviews. Payment is required within thirty (30) days of the time the bill is sent by the City. The applicant/developer shall be responsible for all legal expenses and costs by the City for collection of any fees required herein. The final plat shall not be recorded until all final application (plat and construction drawings) review fees incurred by the City are paid in full.

Applicant/Developer Signature _____ Date _____

City Use Only:

_____	Amt Paid _____	Date Received _____	Check # _____	By _____
_____	Amt Paid _____	Date Received _____	Check # _____	By _____
_____	Amt Paid _____	Date Received _____	Check # _____	By _____
_____	Amt Paid _____	Date Received _____	Check # _____	By _____