

Sevier County

Minor Subdivision Process

1. A minor subdivision is a tract or parcel of land proposed to be divided into fewer than five (5) building lots. See Subdivision Ordinance 13.12.070 (page 8) for other requirements for a minor subdivision.

Note: Five (5) lots is ***not*** a minor subdivision.

2. Read the subdivision ordinance and see the requirements summarized on the checklist (following page). The subdivision process calls for a concept plan approval and a preliminary design plan approval. For a minor subdivision the concept plan and the preliminary design plan can be presented at the same time. The requirements on the checklist include those for the concept and preliminary design plan.
3. Collect necessary documentation and have maps drawn as required by the ordinance.
4. Make 12 copies of all the documents and maps.
5. Take to county clerk 12 copies of all the documents and maps, the completed application, and pay the required application fee (14, appendix C). The application, documents and fee must be turned into the county clerk at least two (2) weeks before the next scheduled Planning Commission meeting.

Note: The Planning Commission meets on the 2nd Wednesday of each month. Therefore, to be on the agenda for the meeting the following month, your application, documentation, maps, and fee must be to the county clerk by the last Wednesday of the month.

6. Upon receiving your application, fee and documentation, the county clerk will give you a time and date on the agenda for the next Planning Commission meeting. You will be notified if your application is not complete.
7. Attend the Planning Commission meeting at the time and date given to present your application for a minor subdivision.
8. The Planning Commission will either approve your preliminary design plan application and recommend to the County Commission or ask for further information or changes to meet the subdivision ordinance. A request for changes or more information (an incomplete application) will require further documentation and attendance at the next Planning Commission meeting.

Note: The Planning Commission does not reject any application simply because they don't like them. They must approve of any application that meets the subdivision ordinance requirements.

9. If the Planning Commission approves your preliminary design plan, your application will be recommended to the County Commission, and after a 30 day review will be placed on the County Commission agenda for their approval. The County Commission makes final approval. After final approval a building permit will be available for the lot(s) in the minor subdivision.

THE APPLICANT IS CAUTIONED THAT THIS CHECKLIST IS ONLY A GUIDE AND IS NOT INTENDED TO BE OR A SUBSTITUTE FOR COMPLETION OF ALL SUBDIVISION REQUIREMENTS. PLEASE REFER TO THE SUBDIVISION ORDINANCE TITLE 13 FOR FULL REQUIREMENTS.

Minor Subdivision Application Concept Plan/ Preliminary Design Plan Checklist

1. **Summary Statement** of Application, inserted after Land Use Application with statements on the following issues:
 - a. Proposed Name of Subdivision.
 - b. Name and address of person(s) developing this subdivision.
 - c. Total development area, and number of proposed dwelling units.
 - d. Description of water system.
 - e. Description of sewer or sanitary system.
 - f. Description of method of financing improvements.
 - g. Written statement of the intent of the property owner including feasibility, design criteria and overall impact of the subdivision.
 - h. Description of Geologic Hazards.
 - i. Environmental impact assessment.
 - j. Location, function, ownership and manner of maintenance of common open space or non-buildable area not otherwise reserved or dedicated for public use.
 - k. Description of fire protection provided (fire hydrants, fire sprinklers, etc.).
2. **Municipal annexation request** letter. (The nearest municipality must reject your annexation and written documentation must be included.)
3. **A Vicinity Plan.** A drawing on a map of the location of your subdivision. (This is necessary so that members of the Planning Commission can easily identify where this property is located. Include known roads or landmarks so that property can be found.)
4. **Perimeter outline drawing** of proposed plan area including the following:
 - a. Lot and street Layout with dimension on all lots to the nearest foot.
 - b. Lots and blocks numbered consecutively.
 - c. Locations and identification of all existing and proposed public and private easements.
 - d. Existing street names.
 - e. Location of trees over 6 inches in diameter.
 - f. Location of well (if necessary) and 100 foot well protection zone drawn around the well.
 - g. Access from county road.
 - h. Adjacent property and owners.
 - i. True north, township, range, section, and quarter section.
5. **A description of each lot** by metes and bounds in the proposed subdivision.
6. A proposed **stormwater drainage map** showing approximate boundaries of areas subject to inundation or stormwater.

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7. An affidavit (**certificate for clear title**), that the applicant is the owner, the equitable owner, or authorized by the owner in writing to make application for the land proposed to be subdivided.
8. **Documentation of water rights.** Change order applied for, or actual water rights for this property. (Water Rights Division 130 N. Main Richfield, Utah.)
9. **Letter of feasibility for sewage disposal** from the Central Utah Health Department indication a septic system will work in this area. (Central Utah Health Department is located at 70 Westview Dr. Richfield, Utah.)
10. **A letter from the Soil Conservation District** or other capable agency regarding soil suitability for the proposed subdivision. (Natural Resources Conservation Service, Soil Scientist Victor Parslow, located in the USDA building, 340 N. 600 E., Richfield, Utah.)
11. **A letter from each utility company** involved (electric, gas, phone, etc.) addressed to the planning commission, stating that they have reviewed the plan and are setting forth their comments concerning the extent of services, the design of utility easements to every lot within the subdivision. (Contact Utah Power at 710 North Main, Richfield, Utah, and Questar Gas in the Richfield Industrial Park)
12. **The substance of all other covenants**, grants of easements or restrictions to be imposed upon the use of the land, buildings, and structures.

NOTICE TO SUB-DIVIDERS

Lots divided to less than 5.25 acres will
lose status as green-belt property