

# Sevier County Subdivision Process

<u>PROCESS STEPS</u>	<u>DATE</u>	<u>SIGNATURE OF COMPLETION</u>
<b><u>CONCEPT PLAN</u></b>		
Received (County Clerk's Office)	_____	_____
Completed Application (Zoning Administrator)	_____	_____
Approval (Planning Commission)	_____	_____
<b><u>PRELIMINARY PLAN</u></b>		
Received (County Clerk's Office)	_____	_____
Completed Application (Zoning Administrator)	_____	_____
Approval (Planning Commission)	_____	_____
<b><u>FINAL PLAT</u></b>		
Received (County Clerk's Office)	_____	_____
Completed Application (Zoning Administrator)	_____	_____
Approval (Planning Commission)	_____	_____
Approval (County Commission)	_____	_____

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

<b>Subdivision Application Concept Plan Checklist</b>		To be completed by Applicant	To be completed by Staff
Municipal annexation request form(Zoning Ordinance, Title 14, Appendix E)			
Application form with this checklist			
Payment of review fees			
15 copies of <i>Concept Plan</i> (See Chapter 13.16) Plans shall contain the following items as appropriate:			
<b>C O N C E P T  P L A N</b>	A. Municipal annexation request form		
	B. Proposed name of subdivision		
	C. A vicinity plan		
	D. Proposed lot and street layout		
	E. Description of water system/documentation		
	F. Description of sewer or sanitary system		
	G. Description of method of financing improvements		
	H. Acreage of entire tract proposed/maintenance plans (refer to 14.76.030 and 14.76.060)		
	I. Geologic Hazards (if any)		
	J. Written statement of feasibility/overall impact		
	K. Letters of feasibility 1. Water system proposed 2. Sanitary system proposed		
<b><i>All concept plan review materials should be included with copies of this checklist prior to submission to county clerk's office at least 14 days prior to the next regularly scheduled planning commission meeting.</i></b>			

# Subdivision Application Preliminary Plan Checklist

To be  
completed  
by  
Applicant

To be  
completed  
by  
Staff

15 copies of *Preliminary Plan* (See Chapter 13.20)

Plans shall contain the following drawing requirements:

P R E L I M I N A R Y  P L A N	A. Perimeter outline drawing of proposed plan area		
	B. Traverse map of monumented perimeter of plan area (See 13.20.030 and 13.24.050)		
	C. Contour map 2 foot - (level and 5% grade) 5 foot - (>5%grade)		
	D. Lot and street layout		
	E. Dimensions of all lots to nearest foot (Accuracy as required in Chapter 13.24)		
	F. Total acreage of entire proposed subdivision		
	G. Lots and blocks number consecutively		
	H. Locations and identification of all existing and proposed public and private easements		
	I. Existing and proposed street names		
	J. Street profiles to show proposed grades		
	K. Drawn to scale 1"=100', with: basis of bearings, true north point, name of subdivision, name of county, township, range, section, and quarter section, block and lot number of property under consideration		
	L. Location of trees (See 13.20.030)		
	M. An affidavit (certificate for clear title) (See 13.20.030)		
	N. Sites, if any, reserved or dedicated for public use		
	O. Sites, if any, for community facilities, or other uses		
	P. Location, function, ownership, and manner of maintenance of common open space or non-buildable area not otherwise reserved or dedicated for public use.		

# Subdivision Application Preliminary Plan Checklist

To be  
completed  
by  
Applicant

To be  
completed  
by  
Staff

15 copies of the following shall accompany and be part of the submission:

<b>SUPPORTING DOCUMENTS REQUIRED (13.20.040)</b>	A. Report on sewer or sanitary system		
	B. A vicinity plan		
	C. A map at suitable scale showing the following: 2. Proposed stormwater drainage systems 3. Boundaries of 100 year stormwater overflow 4. Composite utilities plan (See 13.30.040)		
	D. All covenants, grants of easements or restrictions to be imposed on the use of the land, buildings, and structures		
	E. Soil suitability letter		
	F. Geologic maps and investigation reports (See 13.30.040)		
	G. Utility company letters		
	H. An environmental impact assessment		

The summary statement shall include:

<b>SUMMARY STATEMENT OF PROPOSAL (13.20.050)</b>	A. Total development area, and number of proposed dwelling units		
	B. Total number of off-street parking spaces (if any)		
	C. Estimated number of gallons per day of water requirements where distribution system is utilized		
	D. Estimated number of gallons per day of sewage to be treated, by a sewage treatment facility (if any)		
	E. Estimated construction costs and proposed method of financing improvements and utilities.		

***All preliminary plan review materials should be included with copies of this checklist prior to submission to county clerk's office at least 14 days prior to the next regularly scheduled planning commission meeting.***

# Subdivision Application Final Plat Checklist

To be  
completed  
by  
Applicant

To be  
completed  
by  
Staff

1 original and 7 prints of the final plat (See Chapter 13.24)

Plats shall contain the following drawing requirements:

A. Plat prepared and certified by registered land surveyor licenced in the state of Utah		
B. Plat delineated in permanent ink, mylar, electronic form, or equivalent		
C. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside with the lot dimensions		
D. If plat is revised, a copy of the old plat shall be provided for comparison purposes. All surveys shall be tied into the state coordinate system		
E. All blocks and all lots within each block shall be consecutively numbered		
F. On curved boundaries and all curves in the plat, sufficient data shall be given to enable the re-establishment of the curves on the ground. This curve data should include: 1. Radius of curve; 2. Central angle; 3. Tangent; 4. Arc length		
G. Excepted parcel shall be marked "Not included in this subdivision" and the boundary completely indicated by bearings and distances		
H. All streets, walkways, and alleys designated as such, streets named; bearings and dimensions given		
I. All easements shall be designated as such and bearings and dimensions given		
J. All lands within the boundaries of the plat shall be accounted for either as lots, walkways, streets, alleys, or as excepted parcels.		
K. All dimensions of irregularly shaped lots shall be indicated in each lot		
L. All bearings and lengths for lot lines		
M. Only one non-contiguous parcel per plat		
N. Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of an arc		

# Subdivision Application Final Plat Checklist

To be  
completed  
by  
Applicant

To be  
completed  
by  
Staff

O. The information on the final plat shall include:

<b>INFORMATION ON THE FINAL PLAT (13.24.030)</b>	1. Name of subdivision; north arrow; and date		
	2. Name and address of owner or owners of record		
	3. Total acreage of subdivision; total number of lots		
	4. Township, range, section (quarter section, if portion)		
	5. Graphic scale		
	6. Any additional information required by local ordinance; or by state law		

P. Signatures required on the plat:

<b>SIGNATURES REQUIRED ON THE FINAL PLAT (13.24.030)</b>	1. Board of County Commissioners		
	2. County Planning Commission		
	3. County Attorney		
	4. Owner(s) of record		
	5. Utility Companies		
	6. Engineer's Certificate		
	7. Surveyor's Certificate		
	8. Other signatures required		

Drawings showing layout, profile, and detail design of:

<b>SUPPORTING DOCUMENTS REQUIRED (13.24.070)</b>	A. Utility company letters		
	B. Plan, profile and typical cross-section drawings of roads, bridges, culverts, sewers and other drainage structures		
	C. Grading and drainage plan.		
	D. Erosion control plan (if required)		
	E. Exact copy of a certificate of a title insurance company or attorney's opinion on all encumbrances that affect the property		

## Subdivision Application Final Plat Checklist

To be  
completed  
by  
Applicant

To be  
completed  
by  
Staff

SUPPORTING

DOCUMENTS

REQUIRED

(Cont'd)

(13.24.070)

F. Proof of dedication of existing easement or right-of-way (if any)

G. Letters of intent from any agency receiving dedicated land (if any)

H. Railroad crossing permits (if any)

I. Protective covenants, trust agreements, homeowner's association bylaws, deed restrictions, etc. for governing additional requirements of the land and lot owners within the subdivision

J. Monument record

K. Federal housing program required documentation (if any)

SUMMARY  
STATEMENT  
OF PROPOSAL  
(13.24.080)

A revised proposal summary statement shall be submitted to reflect any changes made from the summary statement of the approved preliminary design plan.

**All final plat review materials should be included with copies of this checklist prior to submission to county clerk's office at least 14 days prior to the next regularly scheduled planning commission meeting.**