



SUBDIVISION APPLICATION
 Community Development Department
 1570 West 400 North
 Marriott-Slaterville, Utah 84404
 801-627-1919
Utah's Open Space City

APPLICANT INFORMATION	
NAME:	COMPANY/BUISINESS:
ADDRESS:	
EMAIL:	PHONE:
PROPERTY OWNER INFORMATION	
NAME:	COMPANY/BUSINESS:
ADDRESS:	
EMAIL:	PHONE:
PROJECT INFORMATION	
SUBDIVISION NAME:	
PROJECT ADDRESS:	
PARCEL #(s):	
ACREAGE:	CURRENT ZONING:
IS SITE IN THE FLOOD PLAIN?	IS SITE IN A HAZARD AREA?
IF YES TO THE ABOVE QUESTION, WHAT IS THE BASE FLOOD ELEVATION?	
APPLICATION TYPE AND FEE	
Variance/Appeal Authority: <input type="checkbox"/> Residential \$150 <input type="checkbox"/> Commercial \$300	Conditional Use Permit: <input type="checkbox"/> Residential \$250 <input type="checkbox"/> Commercial \$750
Subdivision: # of lots _____ <input type="checkbox"/> Preliminary Application \$500 + \$25 per lot <input type="checkbox"/> Final Application 5% cost of improvements <input type="checkbox"/> Amendment \$500	Site Plan: <input type="checkbox"/> Residential Site Plan Review \$250 <input type="checkbox"/> Commercial Site Plan Review \$750 <input type="checkbox"/> Amendment \$250
General Plan: <input type="checkbox"/> General Plan Amendment \$400 <input type="checkbox"/> Feasibility/Traffic/Other Studies \$ study cost	Zoning Map: <input type="checkbox"/> Map Amendment \$500 <input type="checkbox"/> Annexation \$ plus cost of postage and notices
<input type="checkbox"/> Lot Line/Boundary Adjustment \$250	

SECONDARY WATER AVAILABLE? _____

SECONDARY WATER SYSTEM IN PLACE? _____

CULINARY WATER AVAILABLE? _____

SEWER CONNECTION AVAILABLE? _____

SEPTIC SYSTEM FEASIBLE? _____

Please describe any agreements, rights-of-way, easements, etc., that could affect this site.

Please describe history of parcel(s) being subdivided, approximate dates and acreages of past land divisions.

I have reviewed and meet the requirements of Marriott-Slaterville City Code, section 12; and verify that the above information is true and accurate to the best of my knowledge.

Applicant Signature

Date

Property Owner Signature

Date

City Use Only			
Date Received: _____	Received By: _____	Fee(s) Paid: \$ _____	Payment Method: _____
No. copies submitted: _____ Improvement Escrow required Y / N			

12.01.040 Checklist Requirements

The following shall service as a checklist and requirements for preliminary and final approval for all subdivisions:

1. Design Review. As part of submitting an application, complete the following:
 - a. Pre-application. Applicant shall meet the city engineer and staff.
 - b. Preliminary approval. Applicant shall submit an application that meets preliminary approval requirements and pay the fee for the same.
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1. Application with:
 1. Fees paid.
 2. Preliminary Plat.
 3. Subdivision name.
 4. Information on the applicant and engineer and/or surveyor.
 5. Supporting documentation required by code.
 2. Section and street location of subdivision.
 3. Scale and north arrow on preliminary plat map.
 4. All lots to meet zoning in area, frontage, set-backs, existing structures, and one lot per acre standard unless zoning allows otherwise.
 5. Subdivision to comply with the access requirements of 13.26.300, and not exceed 20 lots without a secondary access on a public street.
 6. Proposed block size. Limits are 500 – 1300 feet.
 7. Contour lines (2', 5', or 10').
 8. Adjoining land owners on plat.
 9. Notification to adjacent property owners if required.
 10. Conform to General Plan, overlays, and sensitive lands.
 11. Required notice if 300' from an Agriculture Protection Area.
 12. Transportation Plan conformance.
 13. No access lines.
 14. Street angles not less than 80°.
 15. Street size, grades, and connection.
 16. Temporary turnarounds or permanent turnarounds with cul-de sac.
 17. Cul-de-sac length (650' maximum) length (55' minimum).
 18. Location and size of water lines to meet water district requirements for culinary and secondary.
 19. Secondary water, pressurized system, adequate water rights = 4 acre feet per acre, irrigation facilities and design.
 20. Location and size of sewer lines/manholes – gravity flow required.
 21. Fire Marshall, fire hydrants, limit on number of lots without secondary street.
 22. Flood plain designation – no construction in flood plain.
 23. Grading plan.
 24. Dedicated parts of open space (mandatory 3% or greater for non-cluster).
 25. Landscaping (tree plan – type and placement).
 26. Fencing (chain link for agriculture, vinyl or equivalent acceptable adjoining non-agricultural).
 27. Lots numbered, "R" restriction denoted, size noted, streets numbered (no names).
 28. Cluster subdivision required if over 10 acres and conservation easement holder provided.
 29. Canals, irrigation ditches – written permission from irrigation provider obtained.
 30. Water ways require stream alteration permit if affected.
 31. Delineation required on all subdivisions to determine whether or not wetlands exist.
 32. Water course easement/setback (75' standard/150' river).
 33. Septic tank feasibility.
 34. Storm water – UPDES state permit and adequate detention for 100 year flood.
 35. Weber County Well Source Protection Ordinance conformance.
 36. Access to public lands required.
 37. Trails plan compliance.
 38. Historical sites over 50 years denoted or preserved.
 39. Location of US Postal Service approved central mail boxes.
2. Design Review. Meeting with city engineer and staff to review requirements before final approval.

3. Final Approval. As part of final approval, complete the following:
1. Final application fee calculated at 5% of the costs of improvements paid or put in escrow.
 2. All Preliminary items above not completed during preliminary approval to be completed.
 3. Special parcels of land (other than lots) so indicated.
 4. Set of profiles set to the County Surveyor.
 5. Corporate dedication conform to code.
 6. Property taxes paid current.
 7. Demolition of any structure identified and permits obtained for the same.
 8. Dedications of the owner.
 9. Improvements on adjacent properties.
 10. Condominium declaration, if applicable.
 11. CCRs received and reviewed, if applicable.
 12. Annexation to special districts.
 13. Notification to or approval from school district, post office, and any other governing agencies.
 14. Other code requirements.
4. Design Review. Meetings with staff or city engineer to resolve outstanding matters.
5. Final Plat Recording. Before recording complete the following:
1. All subdivision fees paid or in escrow.
 2. Annexation to special districts.
 3. Subdivision improvement agreement completed.
 4. Escrow approved.
 5. Liens released and taxes paid current.
 6. All signatures obtained.
 7. All wording reviewed and edited as per approval.
 8. Conditions of approval complete
 9. Engineer memorandum and cost estimate complete.

12.01.050 Preliminary Plat

1. Preliminary Information. Any person who proposes to subdivide land in the City shall confer with the City staff before preparing any plats and plans in order to become familiar with the City subdivision requirements, land use regulations, and the General Plan for the area where the subdivision is proposed.
2. Subdivision Application. A subdivision is initiated by the filing of a complete application with the City as follows:
 1. A complete application with subdivision name and applicant's information.
 2. The preliminary plat.
 3. Preliminary application fee.
 4. Supporting documentation as indicated in the municipal code.
3. Supporting Documentation. The preliminary plat shall be accompanied by the following supporting documents:
 1. Title report.
 2. Wetland delineation.
 3. Elevation documentation and verification that no flood plain area is affected.
 4. Proof of payment of any outstanding property taxes to Weber County.
 5. Commitment to serve letters from all affected entities.
 6. Other supportive documentation that may be specified in the municipal code.
4. Preliminary Plat Requirements. The preliminary plat shall include the following:
 1. The draft subdivision plat in an electronic or other format as specified by City staff.
 2. The preliminary plat shall be drawn to a scale not smaller than one hundred (100) feet to the inch and shall show:
 1. The proposed name of the subdivision acceptable to Weber County.
 2. North point, scale, and date.
 3. The location of the proposed subdivision, include all proposed phases, with sufficient information to accurately locate the property shown on the plat.
 4. The proposed layout of numbered lots and the future street system of the subdivision. Lots to be shown as "R" restricted for the applicable restriction notes on the plat.
 5. The licensed engineer and registered land surveyor of the subdivision.

6. The owners of the land immediately adjoining the land to be subdivided.
7. Contour map at intervals of 2', 5', or 10', or as determined by City staff.
8. The boundary lines of the tract to be subdivided.
9. The location, width, and other dimensions of all existing or platted streets and other important features such as water courses, railroads, exceptional topography, and buildings within or immediately adjacent to the tract to be subdivided.
10. Existing sanitary sewers, storm drains, water supply mains, water wells, pipelines, and culverts within the tract and immediately adjacent thereto.
11. Compliance with checklist requirements, including but not limited to: the location, widths, and other dimensions of proposed public streets, access points, rights-of-way, parking facilities, utilities, easements, trails, historical sites, parks, open space, common areas, and lots with proper labeling.
12. Compliance with the access requirements of 13.26.300, and not exceed 20 lots without a secondary access on a public street.
3. Draft improvement drawings that include plans or written statements prepared by a licensed civil engineer regarding the width and type of proposed pavement, location, size, and type of proposed sanitary sewers or other sewage disposal facilities, proposed culinary and secondary water mains and hydrants, proposed storm water drainage facilities, and other proposed improvements such as sidewalks, plantings, open space, parks, and any grading of individual lots.
4. A written statement from the Health Department accepting the feasibility of the proposed sanitary sewage disposal system where a septic system is proposed.
5. Preliminary Plat Approval. Following a review of the preliminary plat by City staff, a public hearing shall be scheduled before the Planning Commission as may be required by law. After any required public hearing, the Planning Commission shall:
 1. Review the plat and approve if the plat meets the requirements of the municipal code. The Planning Commission may table the application pending completion of outstanding requirements.
 2. City staff shall send a written notice of action to subdivider's address as contained in the application setting forth the decision of the Planning Commission and providing a ten (10) day appeal period for any person of interest as provided in state law.
 3. Notice of action of approval of a preliminary plat shall be authorization for the subdivider to proceed with the preparation of the final plat.
6. Time Limitation. Approval of the preliminary plat by the Planning Commission shall be valid for a maximum period of eighteen (18) months after approval, unless, upon request of the subdivider, the Planning Commission grants an extension up to an additional eighteen (18) months. If a final plat has not been submitted within the eighteen (18) months, or an extension granted, the preliminary plat must again be brought to any new standard and re-submitted to the Planning Commission.
7. No improvements or subdivision. No site improvements, excavation, grading, regrading, or fill shall occur until after final approval and as provided in the municipal code. No subdivision is allowed in a flood plain area unless such remains open space not approved for development or fill.

12.01.060 Final Plat

1. Final Plat Approval. Final plat approval shall be as follows:
 1. After compliance with the provisions of Section 12.01.040, the subdivider shall submit an electronic final plat that conforms to the decision of the Planning Commission in a format specified by City staff, and payment of the applicable final review fees to the City. Payment of all or part of the final review fees may be included in the subdivision escrow if authorized by City staff.
 2. The final plat and accompanying information shall be submitted to the City by the last business day of the month, unless an extension is granted by City staff, in order to be considered at the next regularly scheduled meeting.
 3. The Planning Commission shall approve the final plat application subject to compliance with the preliminary approval and conformance to the municipal code.
 4. In cases where a preliminary plat is so complete that it meets the requirements of the final plat approval also, the Planning Commission may conduct preliminary and final review concurrently.
 5. City staff shall send a written notice of action to subdivider's address as contained in the application setting forth the decision of the Planning Commission and providing a ten (10) day appeal period for any person of interest as provided in state law.
 6. The Planning Commission shall forward its approval to the City Council who shall consider adoption of the subdivision by Ordinance.

7. Adoption of the subdivision Ordinance by the City Council serves as notice for the subdivider to proceed with the preparation of the mylar and final plans for signature, and is subject to the public's right of referendum as provided by state law.

2. Final Plat Mylar Requirements. The following final mylar plat requirements apply:

1. The final plat shall consist of a sheet of approved tracing linen or mylar to the outside or trim dimensions of twenty four (24) by thirty six (36) inches and the border line of the plat shall be drawn in heavy lines leaving a space of a minimum of one-half ($\frac{1}{2}$) inch or a maximum of one and one half ($1\frac{1}{2}$) inch margin on all four (4) sides of the sheet. The final plat shall be signed and stamped by a Registered Land Surveyor. The plat shall be so drawn that the top of the sheet faces either north or east, whichever accommodates the drawing best. All lines, dimensions, and markings shall be made on the tracing lines or mylar with approved waterproof black ink. The plat shall be made to scale large enough to clearly show all details in any case not smaller than one hundred (100) feet to the inch and the workmanship on the finished drawing shall be neat, clean cut and readable. The plat shall be signed by all required parties, duly authorized and required to sign and shall contain the following information:

1. The approved subdivision name and the general location of the subdivision in bold letters at the top of the sheet.
2. The Township, Range and Quarter Section shall be shown on the top of the plat.
3. A north point, scale, and the date and location of survey markers.
4. Accurately drawn boundaries, showing the distance and bearings of all lines traced or established by the survey, and dimensions of all boundary lines of the subdivision. These lines should be slightly heavier than street and lot lines. If such a line is a curve, the radius, arc length, and central angle must be shown. If the curve is a non-tangent curve, the chord bearing and distance must be shown as well. The appropriate language to describe government monuments. The government monuments may be section corners, city or county street monuments, or horizontal network stations maintained by a government agency. The State Plane Grid Bearings (where available) shall be used on the survey and noted on the plat and the Basis of Bearing sufficient for retracement shall also be noted on the final plat. A measurable mathematical relationship between the property and the monument from which it is described. If that monument is not in place, its mathematical location must be shown as well as a mathematical relationship to a monument in place. All measured bearings or distances or bearings and distances calculated from measurements shall be separately indicated from those of record if not in agreement. The mathematical relationship between all monuments found or set.
5. Resolution of boundary disputes and overlaps of the subdivided area.
6. The names, widths, lengths, bearings, and curve data on center lines of proposed streets, alleys and easements. Also the boundaries, bearings, and dimensions of all portions within the subdivision as intended to be dedicated to the use of the public. The lines, dimensions, bearings, areas and numbers of all lots, blocks and parts reserved for any reason within the subdivision.
7. All lots are to be numbered consecutively and addresses facing the frontage under a system approved by the City Engineer.
8. All proposed streets shall be numbered consecutively under a definite system approved by the City Engineer. Street naming is to be avoided.
9. Parcels of land to be dedicated as park, open space, easement, public facilities, or to be permanently reserved for private common space may be included in the numbering system and shall also be titled as applicable.
10. The standard text boxes and signatures blocks for all subdivision plats, shall include the following, unless otherwise determined by City staff:
 1. Description of land to be included in subdivision.
 2. Registered land surveyor's "Certificate of Survey."
 3. Owner's dedication certificate.
 4. Notary Public's acknowledgment.
 5. City staff, council, and/or Planning Commission's certificate of approval, as the case may be.
 6. City Engineer's certificate of approval.
 7. City Attorney's certificate of approval.
 8. Mayor's certificate of acceptance with City Recorder's attest.
 9. Bona Vista certificate of approval.

10. County Surveyor's certificate of approval.
11. Health Department certificate of approval where septic system is approved by the same.
11. A three (3) inch by three (3) inch space in the lower right-hand corner of the drawing for recording information.
12. The subdivision boundary corners and lot corners not affected by road construction shall be set on the site prior to recording of the final plat. Lot corners affected by road construction shall be set prior to issuance of a residential building permit. Front lot line corners may be permanently referenced in curbs after completion of streets. The subdivision boundary corners, lot corners and center line street monuments shall be noted on the final plat in conformance to the record of survey requirements.
13. Plat notes and Restrictions shown as an "R" on each lot that includes applicable notes regarding:
 1. Specialized development standards.
 2. The existence of covenants where applicable.
 3. Special utility requirements.
 4. Special district requirements.
 5. All lots in a subdivisions that propose a basement shall include a report prepared by a qualified independent geotechnical engineer. No footings shall be below standard frost depth, unless groundwater is higher. In circumstances of high water, a slab on grade may be required. Any geotechnical report issued under this subsection must state the maximum basement depth for each lot and such shall be indicated on the final plat upon recording in order to be valid along with a hold harmless statement in favor of the City.
 6. Whether the development is a "Rural Residential Area" and conservation easement applies.
 7. Whether there is an agriculture protection area within the statutory vicinity of the subdivision, or whether there is an agriculture zone nearby.
 8. Any other restrictive language or notes approved by the City to give notice to prospective purchaser and others of special terms, restriction, and conditions related to the subdivision.