

Minor Subdivision Application (Up to 1.5 acres) (Instructions)



WHAT TO DO:

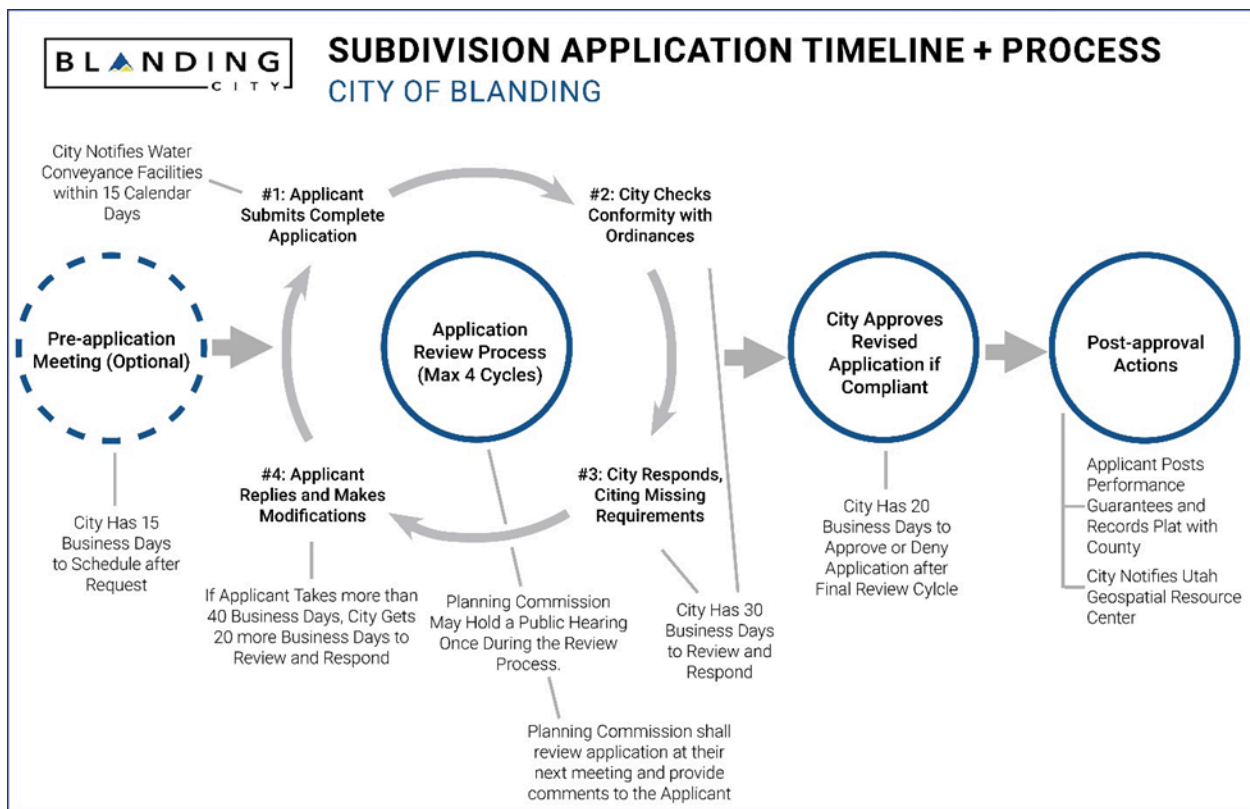
Submit this completed checklist and all supporting documents to the City Clerk at the City Office during office hours. Before submitting a subdivision application, applicants may request a Pre-Application Meeting. Pre-Application Meetings are not required but are helpful in navigating the application process.

WHAT TO EXPECT:

City staff will review your application and determine whether it is complete. It is your responsibility as the applicant to comply with City ordinances. Any application deemed incomplete will be returned to you for necessary corrections and will not be considered filed with the City until you have corrected and resubmitted it.

When your application is complete, the City will review and respond to your application within 30 business days. You may be required to revise your application to conform to City ordinances and standards or to better protect the health and safety of Blanding residents. If the City approves your final plan, you must complete or provide assurances for any required improvements before recording the final plat.

The review and approval process, as well as the application requirements, are governed by Chapter 11 of the Blanding Land Use Ordinance . The flowchart below summarizes the final plan application review and approval process.



Minor Subdivision Application



Name of Proposed Subdivision: _____

County Tax Parcel Number: _____

Current Zoning of Property: _____

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|--|
| <p><i>THIS BOX IS FOR OFFICIAL USE ONLY:</i></p> <p>Date Received: _____</p> <p>Receipt #: _____</p> <p>Amount Paid: _____</p> |
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----- CONTACT INFORMATION -----

| | |
|---|---|
| <p style="text-align: center;">Applicant Information</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> | <p style="text-align: center;">Property Owner #1 Information</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> |
| <p style="text-align: center;">Property Owner #2 Information (If Applicable)*</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> | <p style="text-align: center;">Property Owner #3 Information (If Applicable)*</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> |
| <p style="text-align: center;">Engineer's Information (If Applicable)</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> | <p style="text-align: center;">Surveyor's Information (If Applicable)</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> |

**If the property to be subdivided has more than three owners, attach supplemental information for remaining owners.*

----- DOCUMENT CHECKLIST -----

- 1 _____ **An approved land use application** that describes how the property will be used after it is subdivided.
 - a _____ If the intended use is permitted by right under City ordinances, the land use application must include citations to the specific ordinance(s) that the applicant believes authorizes the intended use.
 - b _____ If the intended use is prohibited under City ordinances and requires a variance, the land use application must include an *approved*, City-issued variance authorizing the intended use. Should an applicant seek a

variance concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the variance is issued.

c _____ If the intended use will result in development of an open space zone, the applicant must receive special zoning approval, and a permit as required under the Blanding City Zoning Ordinance.

2 _____ **A plat.** The plat must be accurate and must be drawn to scale, in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The plat must include:

a _____ The proposed subdivision name, which must be distinct from any subdivision name on a plat recorded in the County Recorder's office, and the general location of the subdivision, in bold letters at the top of the sheet.

b _____ The boundaries, course, and dimensions of all proposed parcels.

c _____ The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale.

d _____ Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.

e _____ Any known and unrecorded water conveyance facility located within 100 feet of a subdivision plat, entirely or partially.

f _____ Whether any parcel is intended to be used as a street or for any other public use.

g _____ Whether any parcel is reserved or proposed for dedication for a common area or common area and facilities.

h _____ If the subdivision includes a condominium, the requirements found in Utah Code §57-8-13, as amended.

3 _____ **Studies and Reports** – No studies or reports are required, unless any of the proposed lots are not serviced by the public sewer system. In that case, a report showing percolation rates is required.

4 _____ **Improvements**

a _____ Verification regarding utility availability to the subdivision and the subdivider's responsibility regarding the same, as well as the subdivider's responsibilities regarding improvements to the public right of way (i.e., road work, sidewalk, curb, and gutter)

b _____ A proposed curb and gutter are required if one does not already exist. The City strongly encourages the placement of a sidewalk along the property frontage.

5 _____ **Certifications**, including:

a _____ A Title Report or Title Insurance Policy for the land to be subdivided verifying property ownership.

b _____ A Tax Clearance Certificate from the state indicating that all taxes, interest, and penalties owing on the land have been paid.

c _____ An affidavit from the applicant certifying that the submitted information is true and accurate (EXAMPLE ON PAGE 5).

d _____ Certification that the surveyor who prepared the plat:

i _____ Holds a license in accordance with Utah Code 58-22; and either

(1) _____ Has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or

- (2) _____ Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and
- ii _____ Has placed monuments as represented on the plat.
- iii _____ Has, to the extent possible, consulted with the owner or operator, or a representative designated by the owner or operator, of any existing water conveyance facility located within the proposed subdivision, or of any existing or proposed underground facility or utility facility located within the proposed subdivision, to verify the accuracy of the surveyor's depiction of the:
 - (1) _____ Boundary, course, dimensions, and intended use of the public rights-of-way, a public or private easement, or grants of record;
 - (2) _____ Location of the existing water conveyance facility, or the existing or proposed underground facility or utility facility; and
 - (3) _____ Physical restrictions governing the location of the existing or proposed underground facility or utility facility.
- e _____ Certification of application approval from the culinary water authority, the sanitary sewer authority, the local health department, the local fire department, and the local public safety answering point.
- 6 _____ **Binding dedication documents**, including:
 - a _____ As applicable, formal, irrevocable offers for dedication to the public of streets, City uses, utilities, parks, easements, and other spaces, signed by each owner of the land to be subdivided.
 - b _____ If the plat is to be part of a community association, signed and binding documents conveying to the association all common areas.
- 7 _____ The name, address, and contact information of the landowners(s), applicant, and surveyor/engineer, as applicable.
- 8 _____ An electronic copy of all plans in PDF format, plus an electronic copy of the plat in AutoCAD format.
- 9 _____ Payment of any subdivision-application-processing fees required by the City (see the City's Fee Schedule).
- 10 _____ Any other information the Planning Commission deems necessary to ensure compliance with ordinances and safety.

----- EXAMPLE CERTIFICATIONS -----

[See following pages.]

APPLICANT'S AFFIDAVIT – SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

I, _____ (applicant/agent name), certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Blanding may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Blanding Land Use Code and understand that items and checklists contained in this application are basic and to the minimum requirements only and that other requirements may be imposed to ensure compliance with City ordinances or to protect the health and safety of City residents. Additionally, I agree to pay all fees associated with this application, as set by the currently adopted Blanding City Fee Schedule.

Signed:

Applicant/Agent

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal: