

# **SOUTH WEBER CITY SUBDIVISION DEVELOPMENT**

## **INTRODUCTION**

This document has been prepared and compiled by South Weber City to assist developers in understanding the current ordinances and the processes whereby proposals for new subdivision developments are reviewed and accepted by the City. As shown on the attached flow chart entitled “South Weber City Subdivision Approval Process,” the process is divided into four distinct phases, referred to as the Concept Plan, Sketch Plan, Preliminary Plan, and Final Plan.

### **CONCEPT PLAN**

The Concept Plan review is intended to provide the developer with an opportunity to receive input from City staff on a proposed development prior to incurring the costs associated with further stages of the approval process. This review does not create any vested rights to proceed with development in any particular configuration. Developers may anticipate that the Sketch Plan Committee, Planning Commission, and City Council will raise other issues not addressed at the Concept Plan stage.

This step in the process is not required, but is strongly suggested for new developers and for those projects that are still in the very rough stage of development.

### **SKETCH PLAN**

The intent of the Sketch Plan phase of the approval process is to provide the Developer with an opportunity to understand the City’s requirements, and for the City to understand the Developer’s basic proposal, before the Developer incurs the expense and time involved in preparing preliminary and final plans. The Sketch Plan allows for up-front communication between the City and the Developer to discuss zoning and/or other land use restrictions, incorporation of the proposed development into the City’s master plans (including water supply, sanitary sewer, storm drainage, roadways), review of the development approval process, review of pertinent City Ordinances and/or Resolutions, or discussion of any other pertinent items which may be deemed necessary by the City and/or the Developer.

### **PRELIMINARY PLAN**

The Preliminary Plan affords the Developer the opportunity of substantiating feasibility of the proposed development on a preliminary level, the nature of the proposed development, and to describe (with supporting design drawings and calculations as described in the following document) proposed improvements such as water, sanitary sewer, storm drainage, streets and roadways, development layout, etc.

### **FINAL PLAN**

Submission of the Final Plan is the final phase prior to acceptance of the Subdivision Plan by the City, and commencement of improvements by the Developer. Documents accompanying submission of the Final Plan include the Final Plat, stamped and certified construction drawings,

finalized design reports, and other information as listed on the Final Plan Requirements checklist included in this packet.

### **APPLICATION AND CHECKLISTS**

In an effort to assist the Developer, a copy of the subdivision application and checklists for compliance with the adopted subdivision ordinance for the Concept Plan, Sketch Plan, Preliminary Plan, and Final Plan have been included with this packet. The checklists have been prepared as a supplement to the adopted ordinances, and are provided as an aid to the Developer. They do not, nor are they intended to, fully represent the current adopted ordinances, building standards, master plans or other City requirements. The Developer shall be responsible to comply with all aspects of the adopted ordinances, master plans, resolutions, or other standards imposed by the City.

Subdivision plans should not be submitted to the City for review until each item required by the City is completed; only completed applications will be accepted. Plans which are submitted and found to be deficient will be returned to the Developer for correction and/or additional information.

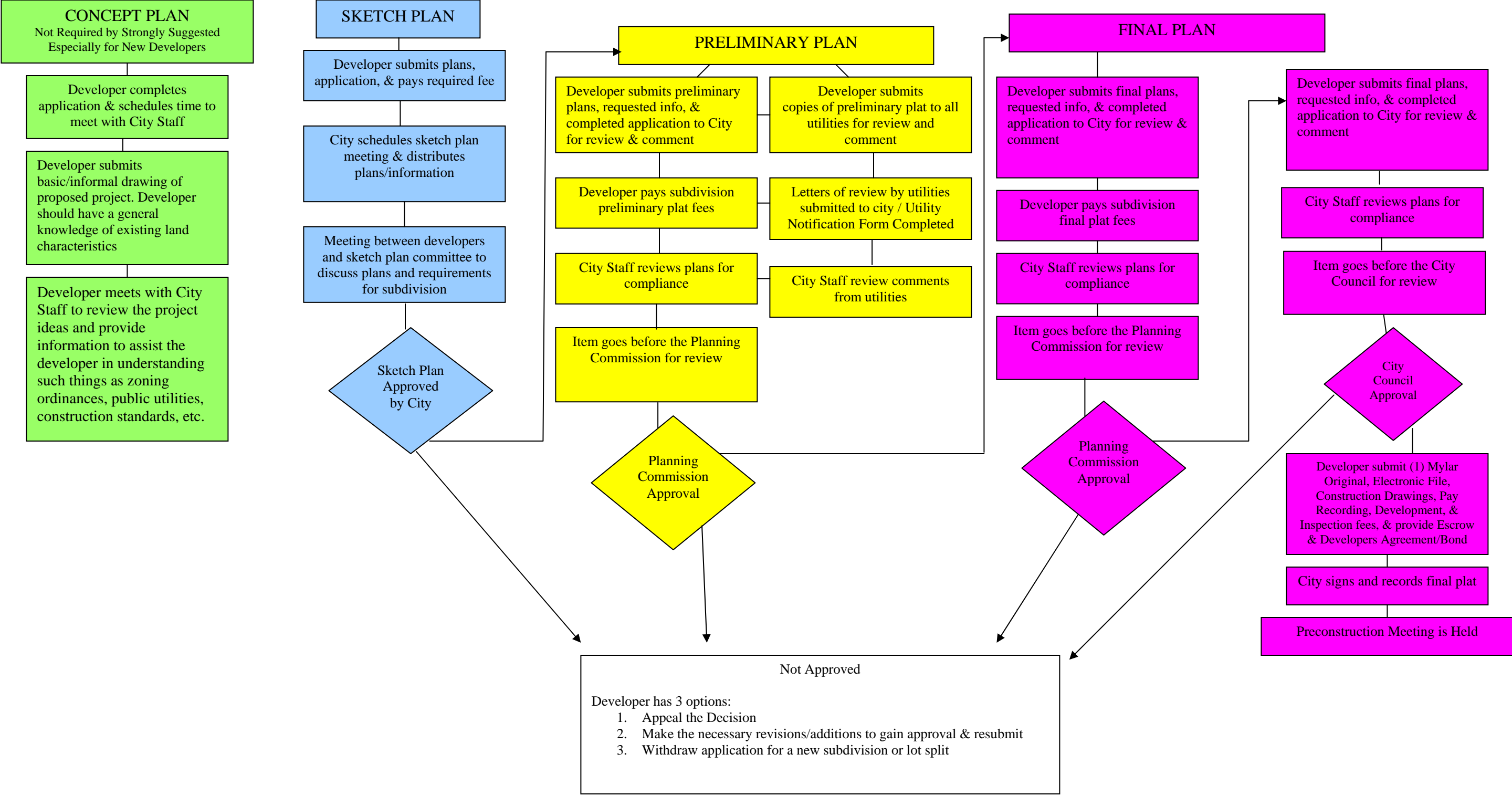
Applications for the Planning Commission must be submitted at least three weeks in advance of a Planning Commission meeting date. After the Planning Commission recommends a final application for approval to the City Council, any and all accompanying revisions, corrections, changes, recommendations, alterations, adjustments, and/or modifications to the development plans must be completed. Once the required changes have been completed, and the revised plans have been resubmitted to the City, the City staff will be provided with up to two weeks for review. Once the City staff has determined a review of the application to be complete, the application will be scheduled for a City Council meeting.

### **SUBDIVISION ORDINANCE**

South Weber City Ordinance, Title 11, Subdivision Regulations, may be found on the South Weber City website: [www.southwebercity.com](http://www.southwebercity.com)

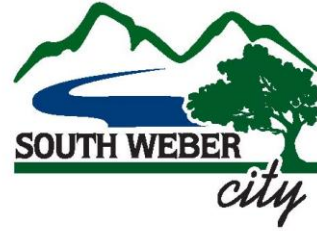
It is our hope that this packet will provide all Developers a useful, efficient, and clearly defined approach for subdivision approval. Please contact the City if you have any questions regarding use of this document, or if you have any other questions regarding the development plan approval process.

# SOUTH WEBER CITY SUBDIVISION APPROVAL PROCESS



**For Office Use Only**

Fees received by: \_\_\_\_\_ Date of submittal: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
Concept Plan Meeting Date: \_\_\_\_\_



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## Concept Plan Application

Project/Subdivision Name: \_\_\_\_\_  
Approx. Location: \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_ Total Acres: \_\_\_\_\_  
Current Zone: \_\_\_\_\_  
Surrounding Land Uses: \_\_\_\_\_  
Number of Lots: \_\_\_\_\_

### Contact Information

#### Developer or Agent

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

#### Property Owner(s)

Check here if same as Developer

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

#### Best Way/Preferred Method of Contact:

\_\_\_ Email \_\_\_ Phone \_\_\_ Fax \_\_\_ Mail

### Concept Plan Recommendations

- 1 copy of the plat/parcel map of the area
- Legal Description of entire proposed project
- 1 Preliminary Drawing/Sketch (this can be very informal and will be used only to provide the basic layout of the proposed subdivision)
- Proposed name of subdivision
- Locations and ownership of all adjacent tracts of land
- Locations of existing and proposed streets
- Configuration of proposed lots
- Approximate locations of land proposed to be set aside for park or playground use or other public use
- Proposed future drainage scheme
- Total acreage of the entire tract proposed for subdivision
- General knowledge of existing land characteristics (i.e. slope, wetlands)

## **Applicant Certification**

I 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. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that The City of South Weber may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the South Weber City Land Development Code 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. Additionally, I agree to pay all fees associated with this project, as set by the current adopted Consolidated Fee Schedule as well as any fees associated with any City Consultant (i.e. engineer, attorney). The applicant shall also be responsible for all collection fees incurred including a collection fee of up to 40% (pursuant to the provisions of the Utah Code Ann. §12-1-11). I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

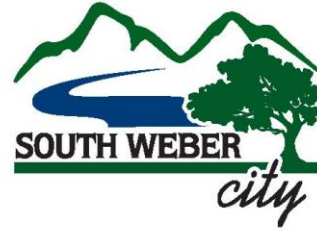
Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Initial Review, all of the required supporting materials have  
been provided: \_\_\_\_\_

Sketch Plan Meeting Date: \_\_\_\_\_



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**Sketch Plan Application**

Project/Subdivision Name: \_\_\_\_\_

Approx. Location: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Total Acres: \_\_\_\_\_

Current Zone: \_\_\_\_\_ If Rezoning, to what zone: \_\_\_\_\_ Bordering Zones: \_\_\_\_\_

Surrounding Land Uses: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ # of Lots Per Acre: \_\_\_\_\_

PUD: Yes / No

**Contact Information**

**Developer or Agent**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Best Way/Preferred Method of Contact:**

\_\_\_ Email \_\_\_ Phone \_\_\_ Fax \_\_\_ Mail

**Developer's Engineer**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

License #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Best Way/Preferred Method of Contact:**

\_\_\_ Email \_\_\_ Phone \_\_\_ Fax \_\_\_ Mail

**Surveyor**

Check here if same as Engineer

Name: \_\_\_\_\_

Company: \_\_\_\_\_

License #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner(s)**

Check here if same as Developer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

# Sketch Plan Requirements

- Ownership Affidavit
- Land Survey/Legal Description (to be listed on the plat)
- Proposed Name of Subdivision
- Phase Lines (if applicable)
- Geotechnical Report – See Engineer for Requirements
- Traffic Impact Study

One full sized (24" x 36"), one reduced (11" x 17"), and one electronic PDF form shall be submitted of the following (north arrow pointing up or to the right):

- Context Plan** within 300' that includes, but is not limited to the following:
  - Existing Topography
  - Existing Utilities
  - Existing Natural Features, Drainage Channels, Special Views, Existing vegetation to be preserved
  - Existing Buildings
  - Existing Ingress and Egress Points
    - Location, names, and existing widths of adjacent streets
- Site Plan** that includes, but is not limited to the following:
  - Vicinity Map
  - Aerial Base (can be obtained from: google earth or the County)
  - Date, North point, Written & Graphic Scales
  - Name, Address, Phone Number for Engineer and/or surveyor who prepared plans
  - Location and dimensions of proposed sites to be dedicated or reserved for open space or recreational use
  - Location and dimensions of proposed sites to be reserved in private ownership for community use
  - Location and ownership information of all canals, ditches, and/or waterways within the subdivision
  - Boundaries of Sensitive Lands as shown in General Plan
  - Wetland Delineation (if applicable)\*\*
  - Names of Surrounding Property Owners
  - Data Table that includes:
    - Number of lots/units
    - Buildable area of each lot
    - Percentage of buildable land
    - Percentage of landscaping or open space
    - Density of dwelling units per acre
  - Proposed transportation system (including trails) and street layout (width and proposed right of way cross sections)
  - Proposed location of fire hydrants & street lights
  - Fire Flows in the Area (Contact Fire Chief Tom Graydon 391-9070)
  - Grading and Storm Drainage Plan

**□ Developments Other Than Standard Residential**

- Building footprint (if known)
- Number of proposed parking spaces (common & private)
- Landscaping Plan
- Lighting Plan
- Signage Plan

\*All plans must be prepared and stamped by a licensed and/or certified professionals including, but not limited to, architects, landscape architects, land planners, engineers, surveyors, transportation engineers or other professionals as deemed necessary by the City Planner.

**Applicant Certification**

I 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. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that The City of South Weber may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the South Weber City Land Development Code 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. Additionally, I agree to pay all fees associated with this project, as set by the current adopted Consolidated Fee Schedule as well as any fees associated with any City Consultant (i.e. engineer, attorney). The applicant shall also be responsible for all collection fees incurred including a collection fee of up to 40% (pursuant to the provisions of the Utah Code Ann. §12-1-11). I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



SUBDIVISION: \_\_\_\_\_

PROPERTY PARCEL NUMBER(S): \_\_\_\_\_

**APPLICANT'S AFFIDAVIT**

State of Utah )  
County of \_\_\_\_\_ ) §

I/We \_\_\_\_\_, the sole owner(s)/authorized agent of the owner(s) of the property involved in this application, located at \_\_\_\_\_, swear the statements and answers contained herein, in the attached plans, and other exhibits, thoroughly, to the best of my/our ability, present the argument in behalf of the application requested herewith, and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed:

\_\_\_\_\_  
Property Owner or Agent

\_\_\_\_\_  
Property Owner or Agent

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

S  
E  
A  
L  
\_\_\_\_\_  
Notary Public

**AGENT AUTHORIZATION**

State of Utah )  
County of \_\_\_\_\_ ) §

I/We \_\_\_\_\_, the sole owner(s) of the real property located at \_\_\_\_\_, South Weber, Utah, hereby appoint \_\_\_\_\_ as my/our agent with regard to this application affecting the above described real property, and authorize said agent to appear on my/our behalf before any city commission, board or council considering this application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed:

\_\_\_\_\_  
Property Owner or Agent

\_\_\_\_\_  
Property Owner or Agent

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

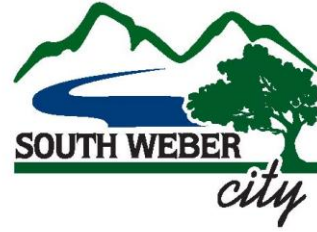
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A  
L  
\_\_\_\_\_  
Notary Public

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Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Initial Review, all of the required supporting materials have  
been provided: \_\_\_\_\_

PC Meeting Date: \_\_\_\_\_



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**Preliminary Plan Application**

Project/Subdivision Name: \_\_\_\_\_

Approx. Location: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Total Acres: \_\_\_\_\_

Current Zone: \_\_\_\_\_ If Rezoning, to what zone: \_\_\_\_\_ Bordering Zones: \_\_\_\_\_

Surrounding Land Uses: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ # Lots per Acre: \_\_\_\_\_

Phase: \_\_\_\_ of \_\_\_\_ PUD: Yes / No

**Contact Information**

**Developer or Agent**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Best Way/Preferred Method of Contact:**

\_\_\_ Email \_\_\_ Phone \_\_\_ Fax \_\_\_ Mail

**Developer's Engineer**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

License #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Best Way/Preferred Method of Contact:**

\_\_\_ Email \_\_\_ Phone \_\_\_ Fax \_\_\_ Mail

**Surveyor**

Check here if same as Engineer

Name: \_\_\_\_\_

Company: \_\_\_\_\_

License #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner(s)**

Check here if same as Developer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Preliminary Plan Requirements

- Complete all conditions/requirements set by the Sketch Plan committee
- 2 Sets of Mailing Labels – listing the names/ mailing addresses for property owners within 300’ for the outer boundaries of the property
  - A list of delineating parcel numbers for each of the surrounding property owners
- Current Title Report and proof of Title Insurance
- Draft of easements/agreements with adjacent property owners (if applicable)
- Draft of Covenants, Conditions, and Restrictions (if applicable)
- Complete Utility Notification Form
- A letter of approval from applicable Secondary Water provider stating date of plans reviewed and date approved
- A written statement from the Army Corps of Engineers regarding wetland mitigation (if applicable)
- Preliminary Storm Drain Calculations (See Storm Drain Ordinance)

One full sized (24” x 36”), one reduced (11” x 17”), and one electronic PDF form shall be submitted of the following (north to face up or to the right):

- Information to Include on all Drawings:** This is in addition to information required by sketch plan application, and is not limited to the following:
  - The approved name of the subdivision and the words “Preliminary Plat – Not to be Recorded” listed on each page
  - Written indication of design criteria to be used in design of improvements
  - Dimensions shown in feet and decimals
  - Bearings shown in degrees, minutes, and seconds
  - Contours at two foot intervals for predominant ground slopes between level and ten percent
  - Contours at five foot intervals for predominant ground slopes greater than ten percent
  - Location and sizes of proposed sanitary sewers and other sewage disposal facilities
  - Location and sizes of culinary water facilities
  - Location and size of storm drainage facilities and detention basins
  - Wetland Delineation (if applicable)
  - Boundaries of areas subject to flooding or storm water overflow in accordance with FEMA’s flood plain mapping
    - Width and direction of flow of all watercourses
    - Include existing and proposed irrigation and natural runoff channels/courses
  - Location, proposed names, widths and typical cross section of streets, curbs, gutter, sidewalks, and other improvements of proposed street right-of-ways and access easements
  - Dimensions and locations of all existing or proposed dedications, easements, and deed restrictions
  - Location of any improvements that may be required to be constructed beyond the boundaries of the subdivision (as appropriate)
  - Type and size of fencing shown along canals, waterways, and agricultural land

\*All plans must be prepared and stamped by a licensed and/or certified professionals including, but not limited to, architects, landscape architects, land planners, engineers, surveyors, transportation engineers or other professionals as deemed necessary by the City Planner.

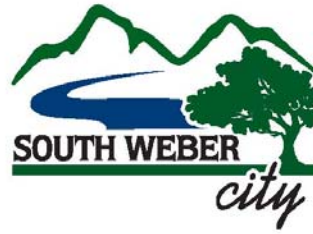
## **Applicant Certification**

I 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. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that The City of South Weber may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the South Weber City Land Development Code 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. Additionally, I agree to pay all fees associated with this project, as set by the current adopted Consolidated Fee Schedule as well as any fees associated with any City Consultant (i.e. engineer, attorney). The applicant shall also be responsible for all collection fees incurred including a collection fee of up to 40% (pursuant to the provisions of the Utah Code Ann. §12-1-11). I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All Plans Must Reflect The Following Date  
& South Weber City Stamp:**



\*If a utility can not be reached to sign this form, a letter stating service will be provided from that utility is acceptable, provided that the same plans have been shown to all utilities. Plans will not be approved by the city until this document is completed and returned.

## Utility Notification Form

### Project/Subdivision

### Developer or Agent

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Residential  Commercial

Company Name: \_\_\_\_\_

Approx. Location: \_\_\_\_\_

Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Number of Lots: \_\_\_\_\_

Phone: \_\_\_\_\_

Phase: \_\_\_\_ of \_\_\_\_ PUD: Yes / No

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### QUESTAR GAS

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### COMCAST CABLE TV

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### CENTURYLINK

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ROCKY MOUNTAIN POWER

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

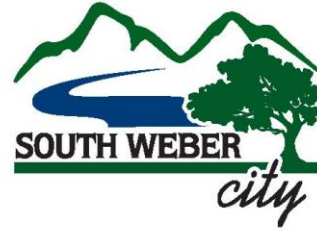
Date: \_\_\_\_\_

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Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Initial Review, all of the required supporting materials have  
been provided: \_\_\_\_\_

PC/CC Meeting Date: \_\_\_\_\_



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**Final Plan Application**

Project/Subdivision Name: \_\_\_\_\_

Approx. Location: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Total Acres: \_\_\_\_\_

Current Zone: \_\_\_\_\_

Surrounding Land Uses: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ # Lots Per Acre: \_\_\_\_\_

Phase: \_\_\_\_ of \_\_\_\_ PUD: Yes / No

**Contact Information**

**Developer or Agent**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Best Way/Preferred Method of Contact:**

\_\_\_ Email \_\_\_ Phone \_\_\_ Fax \_\_\_ Mail

**Developer's Engineer**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

License #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Best Way/Preferred Method of Contact:**

\_\_\_ Email \_\_\_ Phone \_\_\_ Fax \_\_\_ Mail

**Surveyor**

Check here if same as Engineer

Name: \_\_\_\_\_

Company: \_\_\_\_\_

License #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner(s)**

Check here if same as Developer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Final Plan Requirements

- Complete all conditions/requirements set by the Planning Commission at Preliminary Approval
- Finalized Draft of Covenants, Conditions, and Restrictions (if applicable)
- Finalized Storm Drain Calculations
- Any applicable agreements finalized, signed, and proof of recording with county provided (agreements with South Weber City must be finalized and remain unsigned)
- Finalized set of certified, stamped construction drawings and specifications as prepared by a licensed civil engineer\*\*

\*\*One full sized (24" x 36"), one reduced (11" x 17"), and one electronic PDF form shall be submitted of the following (the north area to point up or to the left):

- Format of Final Plat for Recording Required by the County

\*All plans must be prepared and stamped by a licensed and/or certified professionals including, but not limited to, architects, landscape architects, land planners, engineers, surveyors, transportation engineers or other professionals as deemed necessary by the City Planner.

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Davis County Recorder's Office**

**PRELIMINARY SUBDIVISION CHECKLIST**

(Incorporating Condominiums and PUD's)

**PLAT NAME:** \_\_\_\_\_ **\_\_SUB \_\_PUD \_\_CONDO**  
**CITY PHONE:**  
**OWNER PHONE:**  
**ENGINEER PHONE:**  
**TITLE CO. PHONE:**  
**DATE RECEIVED:**

**INITIAL CHECK:**

**SUBDIVISION TITLE \*\***

\_\_\_ SAME AS OTHER PHASES  
\_\_\_ NAME & PHASE NOT ALREADY USED  
\_\_\_ IDENTICAL THROUGHOUT PLAT

**SEALS AND SIGNATURES (10-9a-603 & 10-9a-604 UCA)**

\_\_\_ CITY SEAL (COUNCIL APPROVAL – no longer required-by state statute)  
\_\_\_ CITY ENGINEER SEAL & SIGNATURE (Optional – if necessary by local Ordinance)  
\_\_\_ SURVEYOR SEAL & SIGNATURE (10-9a-603 -4-b UCA)  
\_\_\_ CITY PLANNING COMMISSION  
\_\_\_ CITY ATTORNEY APPROVAL  
\_\_\_ CITY DATES

**MISCELLANEOUS \*\***

\_\_\_ PLAT LEGIBLE, INK PERMANENT  
\_\_\_ NO OVERLAPPING TEXT  
\_\_\_ NO OVERLAPPING SHADING  
\_\_\_ PROBLEM SHADING  
\_\_\_ MULTIPLE PAGES NUMBERED  
\_\_\_ PLAT SIZE 19 X 30  
\_\_\_ RECORDER BLOCK  
    \_\_\_ SUFFICIENT IN SIZE AND INFO  
    \_\_\_ ON ALL PAGES  
\_\_\_ COPY OF ORD. FOR ENGINEERING CHECK

**ENGINEERING CHECK \*\***

**BOUNDARY DESCRIPTION**

\_\_\_ CLOSURE  
\_\_\_ DO BORDER DESC. & PLAT MATCH  
\_\_\_ IS TOTAL ACREAGE GIVEN  
\_\_\_ SECTION PLACEMENT GOOD  
\_\_\_ WHAT SECTION PARCELS ARE AFFECTED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_ CARDS PULLED  
\_\_\_ CHECK ABSS FOR BREAKDOWNS, ETC



**(\*\*NOT REQUIRED BY CODE – MAKES FOR A MORE CLEARLY DEFINED PLAT)**

**-1-**

**INTERIOR CHECK (10-9a-603 UCA)**

- DO LOTS CLOSE
- DO ALL LOTS INCLUDE ACREAGE AND/OR SQUARE FOOTAGE
- ARE ALL NECESSARY BEARINGS AND DISTANCES INCLUDED
- ARE ALL LOTS & UNITS LABELED & AGREE WITH OTHER PHASES
- ARE COMMON AREAS AND MISC. PARCELS CLEARLY LABELED
- COPY OF SECTION PLACEMENT MADE

**STREETS & ADDRESSES (10-9a-603 UCA)**

- DO ALL LOTS, UNITS & PARCELS HAVE COMPLETE & LEGIBLE ADDRESS
- ARE ALL STREETS LABELED WITH NAMES AND/OR NUMBERS
- DO STREET NAMES & #'S MATCH ADJOINING
- ARE PRIVATE STREETS SO LABELED
- STREET WIDTHS SHOWN ALONG BORDERS

**MISC. CHECKS \*\***

- OVERLAY COUNTY IMP. DIS. FILE
- DISTRICT
- IS LOCATION GIVEN IN MAIN TITLE COMPLETE
- DO SECTION, TOWNSHIP AND RANGE MATCH THROUGHOUT PLAT
- SCALE CORRECT
- CITY CORRECT

**FINAL CHECK**

**TAX CHECK\*\***

- ARE TAXES CURRENT ON ALL AFFECTED SERIAL NUMBERS
- GREENBELT LIEN CHECK

**OWNERS DEDICATION & NAMES (10-9a- 603-4-a UCA)**

- ABSS CHECK FOR NEW VESTING
- DATES CORRECT
- FORMAT OF DEDICATION CORRECT
- SIGNER NAMES CORRECT & COMPLETE WHEN COMPARED WITH ALL CARDS & OWNR SCREEN
  - INDIVIDUAL/PTNRS
  - LC/LLC
  - CORPORATE
  - COMPANY
- ACKNOWLEDGMENT FORMAT CORRECT FOR SIGNATURE TYPE
- NOTARY SEAL OR NOTARY INFO COMPLETE (46-1-16 UCA)

**COMMON AREA\*\***

- IS THERE COMMON AREA
- ARE THERE PROTECTIVE COVENANTS

**PROTECTIVE COVENANTS (57-8-10 UCA 57-8-13-1 UCA)**

- LEGAL DESCRIPTION
- TERMS USED CONSISTENT THROUGHOUT PLAT AND PC'S
- COMMON AREAS COVERED
- OPEN AREAS / CONVERTIBLE LAND COVERED
- MISC PARCELS COVERED
- OWNERSHIP OF ABOVE PARCELS INDICATED
- SUB NAME CORRECT IN PC'S
- BY LAWS

**CONDOMINIUM / PUD/ PRUD ONLY\*\***

- IS PLAT CLEARLY LABELED AS CONDO
- ARE BLDGS & UNITS CLEARLY & CONSISTENTLY LABELED ON ALL PAGES

**MISC CHECKS \*\***

- EASEMENTS CHECKED
- IS THERE CONVERTIBLE LAND
- MONEY FOR RECORDING
- MONEY FOR RECORDING PC'S
- VACATION NEEDED
  - BY ORDINANCE
  - BY PLAT, ALL NECESSARY INFO ON PLAT
  - OWNERSHIP OF MISC. PARCELS GIVEN

**SECOND CHECK**

- INITIAL RECHECK OK
- ENGINEERING RECHECK OK
- FINAL RECHECK OK

**PHONE CALLS**

**NOTES**

**\*\*DOUBLE-CHECK OWNERSHIP FOR NAMES (EXTRA NAMES)**

## **SOUTH WEBER CITY SUBDIVISION POST-APPROVAL GUIDE**

1. CITY COUNCIL APPROVAL BY RESOLUTION
  - a. The City Recorder will provide developer with a copy of the Resolution documenting the City Council's approval of the subdivision final plat.
  - b. The Resolution will list the standard requirements along with any conditions set by the Council. The developer and engineer must ensure the conditions in reference to the plat and improvement plans reflected on the Resolution are met.
  
2. ESCROW AMOUNT
  - a. Developer's engineer will need to forward an estimated cost of improvements to the city engineer for review.
  - b. The engineers will coordinate to finalize a cost estimate acceptable and approved by the city engineer.
  - c. Once the required escrow amount is determined, the City will provide the developer with the escrow cost summary. Any questions regarding the amount should be directed to the developer's engineer or the city engineer.
  
3. AGREEMENTS
  - a. Two agreement documents will be provided to the developer: *Developer's Agreement* and *Escrow Agreement*. Recordation of the final plat cannot occur until both agreements are completed and submitted to the City Recorder.
  - b. The *Developer's Agreement* must be signed and submitted to the City Recorder to be recorded at the Davis County Recorder's office along with the Plat. This is a standard agreement in which the developer agrees to complete the Subdivision as presented and approved. The agreement must contain the developer's name(s), subdivision name and number of lots, and reference to the amount of funds that have been approved as escrow.
  - c. The *Escrow Agreement* is a contract entered into by the developer, the city and the escrow financial institution in order to secure the escrow amount as approved by the City. This agreement specifies that the City shall have exclusive control over release of the security proceeds and they may be released only upon written approval by the City. Once this agreement is signed the financial institution ensuring the escrow has been secured, it must be submitted to the City Recorder who will obtain the necessary city signatures. Please note this agreement is considered a protected document in that it will contain an escrow account number. The City Recorder will ensure this information is protected.
  
4. PLAT PREPARATION AND SIGNATURE
  - a. The developer's engineer needs to forward the final plat and improvement plans to the city engineer for one final review before printing the final plat and plans on the recordable mylar.
  - b. The developer's engineer must submit electronic copies (both dwg and pdf formats) of the plat and construction drawings
  - c. The developer's engineer will prepare, sign and put his/her seal on the plat mylar in accordance with the provisions of the subdivision approval and the standards as set by the Davis County Recorder's office.
  - d. The current property owner(s) signature(s) must be secured and notarized under the Owner's Dedication section of the mylar. The City's Deputy Recorder may provide the Notary service for this purpose, or notarization may be obtained elsewhere.

- e. If the plat includes signature blocks for any utility service providers, the developer must obtain those signatures before submitting the mylar to the City.
- f. Once the City receives the mylar, the City staff will ensure all city representatives' signatures are secured in a timely manner.

5. RECORDING OF THE PLAT

- a. Once all of the signatures are secured on the mylar, and the developer's agreement and escrow agreement are completed, the City Recorder will take the plat mylar and developer's agreement to the Davis County Recorder for recordation.
- b. The cost of recording is the responsibility of the developer. The City Recorder can calculate the recording fee. The city will pay the fees and invoice the developer for reimbursement. The fees will include the cost of one certified copy of the final plat to be provided to the developer.
- c. The County Recorder will notify the City when the plat has been recorded, along with the new tax ID number. The City will subsequently notify the developer.
- d. At times there are issues or inaccuracies surrounding the plat that the developer or engineer may not have discovered or addressed upon research of the property and preparation of the plat. In such a case, the County Recorder will notify the City that the plat cannot be recorded until such issues are addressed. It is the responsibility of the developer's engineer to address and correct any issues that are preventing successful recordation of the plat.
- e. The City will not instigate recordation unless all professional fees incurred to that date have been paid by the developer.

6. IMPROVEMENTS

- a. Developer's engineer shall submit two sets of mylar construction drawing to the City Engineer.
- b. Prior to construction, the developer and construction contractor must hold a preconstruction conference with the City Engineer and City staff to review construction requirements.
- c. Improvements must be completed within a period of time not to exceed two (2) years from the date of the resolution approving the subdivision.

7. INSPECTIONS / ESCROW RELEASE

- a. Upon completion of improvements, the developer's contractor will contact the City recorder to request inspection(s).
- b. The City Engineer will inspect improvements and provide the city with an escrow summary and total of escrow funds approved for release.
- c. The City Recorder will submit authorization of release of funds to financial institution.
- d. Developer is responsible for reimbursement to the city for fees incurred for all inspections, GPS surveying and mapping.

8. CONDITIONAL ACCEPTANCE

- a. After all the required improvements are completed, the developer must submit a request in writing to the City Recorder that the subdivision be "conditionally accepted".
- b. The City Engineer's office will perform a conditional acceptance inspection and either make recommendation to grant conditional acceptance, or provide the developer/contractor with a "punch list" of items that must be repaired or completed before conditional acceptance can be approved.

- c. Upon the City Engineer and staff's recommendation, the City Manager will approve conditional acceptance.
- d. Upon conditional acceptance, any remaining escrow funds with the exception of the 10% guarantee will be released.
- e. The City will not approve conditional acceptance unless all professional fees incurred to that date have been paid by the developer, including GPS surveying and mapping.
- f. Conditional acceptance sets the beginning of the one-year guarantee period.
- g. The developer agrees to make all repairs to and maintain the improvements in good working condition during the guarantee period without cost to the City.

9. FINAL ACCEPTANCE

- a. After the one-year guarantee period has expired, the developer must submit a request in writing to the City Recorder that the subdivision receive "final acceptance" by the City Council.
- b. The City Engineer's office will inspect the improvements and certify that they have been properly installed and they meet adopted city standards. The engineer will either make recommendation to grant final acceptance, or provide the developer/contractor with a "punch list" of items that must be repaired or completed before final acceptance use can be approved.
- c. The City will not approve conditional acceptance unless all professional fees incurred to that date have been paid by the developer.
- d. Upon the City Engineer and staff's recommendation, the City Council will consider final acceptance by resolution.
- e. Upon final acceptance, the 10% guarantee and any other remaining escrow funds will be released.
- f. Upon final acceptance by the City Council, the City will assume full responsibility for ownership and maintenance of improvements