

Washington City Minor Subdivision Development
Application Checklist
435-656-6325

1) **Wednesday Staff and Developer Meeting.**

*Call to schedule an appointment.

- A. Statement of project intent contained within a written concept plan, including a sketch plan of the proposed subdivision.
- B. Submit concept plan, including sketch plan, with sufficient detail to enable Staff to determine whether the proposed concept complies with city ordinances.
- C. Bring a copy of ownership plat obtained from the County Recorder's Office.

2) **3.6 Documents Required.**

- A. **3.6.1 Zone Changes.** Any proposed changes to existing zoning district boundaries or zoning classification need to be reviewed by Staff first.

Standard Zone Change required documents with application:

- (1) Schedule a time to attend Staff and Developer meeting held every Wednesday morning;
- (2) Two sets of mailing labels for all property owners within a 300 foot radius from the border of the subject property obtained from a title company;
- (3) A statement describing the purpose for the zone change request, and showing the consistency with the General Plan for the City;
- (4) A copy of the legal description in Microsoft Word format written and on disk or e-mailed to zoning@washingtoncity.org;
- (5) One 24"x 36" site exhibit, matching the legal description;
- (6) One 8.5"x 11" or 11"x 17" (reduced), 30 copies if colored, site exhibit, matching the legal description;
- (7) One copy of the County Ownership Plat(s) identifying the parcels included in the legal description;
- (8) Make sure project is bonded with Public Works prior to recording.
- (9) Must satisfy Washington County Water Conservancy District impact fee before submitting final plat application, submit verification with final plat application.
- (10) Pay all fees at the time of application. No Exceptions. Incomplete applications will be returned.

Filing Fee: \$300.00 + Acreage Fee + \$1.00 for each mailing notice.

Acreage Fee: Less than 1 acre: No Fee
1 – 100 acres: \$50.00 per acre
101 – 500 acres: \$25.00 per acre
Over 500 acres: \$10.00 per acre

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3) 1.2.23 Minor Plat Process

After Staff and Developer meeting, the subdivider shall provide, to the Planning Commission, the following documents for minor plat:

- A. Three 24"x 36" copies of the plat drawing (ownership specific) showing the land to be subdivided, properly and accurately drawn to scale, and according to the subdivision ordinance, with the location of the existing structures and utilities (existing and proposed).
- B. One 8.5"x 11" or 11"x 17" (reduced), 30 copies if colored, of the plat drawing (ownership specific) showing the land to be subdivided, properly and accurately drawn to scale, and according to the subdivision ordinance, with the location of the existing structures and utilities (existing and proposed).
- C. A copy of the legal description in Word format written and on disk or emailed to zoning@washingtoncity.org.
- D. Make sure Construction Drawings have been submitted and approved by Public Works.
- E. Title report, current within two weeks, concerning the property described on the plat.
- F. The subdivider shall provide, to the Planning Commission, two sets of mailing labels for owners of property within 300 feet of the proposed subdivision.
- G. A copy of the CC & R's.
- H. The project must be bonded with Public Works prior to recording.
- I. Two CD's of actual recorded Plat (mylar), one to go to the County Recorders and one to stay on file at Washington City.
- J. Pay all fees at the time of application. No Exceptions. Incomplete applications will be returned.

4) Minor Plat Fees.

- A. The subdivider shall pay a non-refundable plan check fee along with an inspection fee for each lot within the subdivision in accordance with the follow:

Filing Fee: \$400.00 + \$250.00 per acre (Endangered Species Fee) + \$4630.00 per acre (Storm Drain Impact Fee) + \$1.00 for each mailing notice.

- B. All fees shall to be paid on the same day the application is submitted. No Exceptions. Incomplete applications will be returned.

5) 3.4.6 Notification of Adjacent Property Owners.

- A. Subdivider shall give notice to affected property owners of the Planning Commission's meeting to consider the preliminary plat. This notice shall be given at least fourteen (14) days prior to the scheduled meeting (unless waived by the Planning Commission).
- B. The notice shall be given in written format and shall be mailed to all owners of property located within 300 feet of the proposed subdivision. The notice shall contain the time, date and location of the Planning Commission meeting. The notice shall also advise the property owners of their right to appear and offer comments regarding the proposed subdivision.

6) Plat-Form and Content.

- A. The minor plat shall be prepared to a scale, large enough to clearly show all detail, but not smaller than 100 feet to the inch, shall contain the name and general location of the subdivision, printed in bold letter at the top of each sheet.
- B. The minor plat shall contain a north point, the scale of the drawing and the date on each sheet.
- C. The minor plat shall contain accurately drawn boundary lines showing the proper bearings and dimension of the subdivision, properly tied to public survey monuments. These lines should be darker and heavier than street and lot lines.
- D. The names and addresses of the subdivider, the engineer or surveyor of the subdivision, and the owners of the land immediately adjoining the land to be subdivided.
- E. Contour map at two (2') foot intervals shall be developed.
- F. Include boundary lines for the tract to be subdivided.
- G. The minor plat shall contain the names, widths, lengths, bearings and curve data on center lines of proposed streets, alleys and easements.
- H. The minor plat shall contain the boundaries, bearings and dimensions of all portions within the subdivision intended for dedication to the City.
- I. The division of land does not require the dedication of land for street or other public purposes. A minor subdivision can be on already dedicated street or can dedicate street to city if street already exists. All street dedications and issues

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need to be approved by Public Works. Private streets also need to be approved by Public Works and stated on the plat.

- J. The minor plat shall contain the boundaries, bearings and numbers of all lots, blocks and parts reserved for any reason within the subdivision.
- K. Boundary lines of adjacent tracts of unsubdivided land, showing the property ownership and monuments.
- L. All lots and blocks shall be numbered consecutively. All proposed streets shall be named and numbered in accordance with the adopted street naming and numbering system.
- M. Each lot shall show the street address assigned thereto. In case of corner lots, an address will be assigned for each part of the lot having street frontage.
- N. Indicate the location of existing sanitary sewers, storm drains, water supply mains and culverts within the tract and within 300 feet of the boundaries of the proposed subdivision. If water and sewer mains are further than 300 feet from the tract, identify the location and source of water and sewer services.
- O. The location, widths and other dimensions of the proposed streets, easements, parks and other open spaces and lots, along with the proper labeling of spaces to be dedicated to the municipality.
- P. The location, principal dimension and names of all existing or recorded streets and easements within the proposed subdivision and within 600 feet of the boundary, whether recorded or claimed by usage.
- Q. The location and dimensions to the nearest existing benchmark or monument and section line. The location and principal dimensions for all water courses, public utilities and other important features and existing structures within the land adjacent to the tract to be subdivided, including railroads, exceptional topography, airports and approaches to airports.
- R. The location of existing bridges, culverts, surface and subsurface drainage ways, utilities, public buildings, pump stations or appurtenances within the subdivision or within in 300 feet.
- S. Identify all proposed off-site and on-site water facilities, sanitary sewers, storm drainage facilities and fire hydrants.
- T. Prepare a tentative plan, indicating the manner in which a one hundred (100) year flood event would be handled through storm water drainage facilities within the proposed subdivision, unless otherwise directed.

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- U. The minor plat shall contain a description of the boundaries of the subdivision together with a certification by the subdivider's engineer indicating that the lots comply with the setback requirements of the zoning ordinance.
- V. Each lot meets the frontage, width and area requirements of the zone in which it is located. The parcels have a minimum of fifty (50) feet of frontage on a dedicated street or highway.
- W. A conceptual plan and legal description of each lot in the subdivision is approved by the Planning Commission, Public Works Director, City Attorney, City Engineer, and City Manager.
- X. Under Note: List **only** setbacks required under special circumstances. Do not list standard setbacks on the plat.
- Y. The City Council shall consider the recommendation of the Planning Commission and either approve, approve with conditions or disapprove the preliminary subdivision plat.

The minor plat shall be signed by all individuals required to sign in accordance with subsections of 6-13 of Section 3.7.2 of the Subdivision Ordinance.

- (1) Legal Description;
- (2) Certificate of Survey by a registered professional engineer or land surveyor;
- (3) Owner's Certificate of Dedication;
- (4) Owner's Certificate of Transfer of water rights;
- (5) Notary Public's Acknowledgement;
- (6) City Engineer's Approval;
- (7) Public Works Director's Approval; See Public Works square wording
- (8) Planning Commission Approval;
- (9) City Attorney's Approval;
- (10) City Council's Approval-as shown by the signature of the Mayor and attested to by the City Recorder; and
- (11) Occupancy Restriction;

PUBLIC WORKS APPROVAL:

THE HEREON SUBDIVISION HAS BEEN REVIEWED AND IS APPROVED IN ACCORDANCE WITH
INFORMATION ON FILE IN THIS OFFICE _____ DAY OF _____, 200_.

PUBLIC WORKS, CITY OF WASHINGTON, UTAH

- A. The mylar, following the approval of the City Council, bearing all official signatures, shall be deposited with the office of the County Recorder for recording at the expense of the subdivider.
- B. Turn in two CD's of actual recorded Plat/mylar (with signatures) prior to recording, one to go to the County Recorders and one to stay on file at Washington City.
- C. Must satisfy Washington County Water Conservancy District impact fee before submitting final plat application, submit verification with final plat application.
- D. The title company will have two business days, from the time they pick up the mylar, to record the mylar with Washington County.