

Washington City 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.

Planned Community Development 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;
See Chapter 29, Purpose;
- (4) Required plans as per Chapter 29 of the Washington City Zoning Ordinance, including required text, exhibits and studies;
See attached 29.2.101 PCD Application;
- (5) A copy of the legal description in Microsoft Word format written and on disk or e-mailed to zoning@washingtontcity.org;
- (6) One 24"x 36" site exhibit matching the legal description;
- (7) One 8.5"x 11" or 11"x 17" (reduced), 30 copies if colored, site exhibit, matching the legal description;
- (8) One copy of the County Ownership Plat(s) identifying the parcels included in the legal description;
- (9) Make sure project is bonded with Public Works prior to recording.
- (10) Pay all fees at the time of application. No Exceptions. Incomplete applications will be returned.

- 29.1.104 General Considerations**—The PCD shall be designed so as to: (a) Preserve existing trees, native land cover, natural water courses, and topography; (b) Prevent excessive grading and scaring of the landscape;

and (c) Interface with existing street plans and/or subdivisions contiguous to the proposed PCD.

29.2 Application and Review Procedures

29.2.101 PCD Application—The Application shall be made on a form provided by the City and must include written consent by the owner/owners of all property to be included in the PCD. The PCD Application shall include:

- (1) A map of existing sites;
- (2) A preliminary schematic (Defined under 27.2.102);
- (3) A written Statement of Intent of Objectives;
- (4) A completed application form;
- (5) Payment of required fees;

PCD Zone Change Fees:

Filing Fee: \$500.00 + Acreage Fee + \$1.00 for each mailing notice.

Acreage Fee: 200 – 500 acres: \$25.00 per acre

Over 500 acres: \$10.00 per acre

29.2.102 Schematic Plan Review

- (1) A Schematic Plan shall be required of all applicants. This provides the applicant with an opportunity to consult with and receive assistance from the City regarding the regulations and design requirements applicable under this Chapter and/or pursuant to the Development Agreement;
- (2) A Schematic Plan shall include:
 - (a) An accurate map showing boundaries, topography, important physical features, adjacent properties, and a sketch of the proposed PCD land uses, major roadways and other items the applicant determines may clarify the intent of the project;
 - (b) A general statement of the intent and long range planning goals and objectives;
- (3) The Schematic Plan shall be submitted to the City staff for preliminary review. After submittal, the staff shall present the Schematic Plan to the Planning Commission at the regularly scheduled Planning Commission meeting for their information and preliminary comments;
- (4) The Schematic Plan requirement is designed to provide the applicant with helpful information and suggestions before he/she incurs the expense and time involved in preparing a detailed PCD-Project Plan. However, only the City Council may bind the City and only the City Manager and Planning Commission can make official recommendations to the City Council. The City employees, planning staff, and individual planning commissioners, may make recommendations, suggestions, and dispense information regarding applicable ordinances, but such comments or suggestions shall in no way be binding upon the City;

29.2.103 PCD Project Plan—After completion of the schematic review by the City staff and Planning Commission, the Applicant shall submit a PCD Project Plan which shall include the following:

- (1) A Map of Existing Sites—The map of the existing site as required under Section 27.2.101 shall show the following information of the site prior to the demolition of any existing improvement or alterations to natural vegetation and terrain:

 - (a) Vicinity map (scale to be determined by Planning Staff during Staff and Developer Meeting);
 - (b) Scale and north arrows;
 - (c) Site boundaries, dimensions, and acreage;
 - (d) Topography with contours at not greater than ten foot (10') intervals;
 - (e) Existing vegetation, location and designation of their current uses;
 - (f) Existing structures and designation of their current uses;
 - (g) Existing roads and other improvements;
 - (h) Location of existing public utilities and utility easements;
 - (i) Such other data as may be required as a result of unique conditions or circumstances associated with proposed PCD;
 - (j) Description and location of existing public utilities and services including fire and police stations, schools, hospitals, and their proximity to the PCD;

- (2) Specific Site Plan—The Specific Site Plan shall consist of a plan showing the major details of the proposed PCD Project together with supporting information as required hereunder. The Plan will be prepared at a scale determined by the City staff at the Schematic Plan review stage. The Specific Plan guides the creation of the PCD and insures that the completed development will meet the standards envisioned at the time of approval. The design Guidelines and Standards that are established within the Specific Plan shall function as the primary and use regulatory tool establishing the land use controls, standards, and procedures applicable to development and construction of the PCD. The Specific Site Plan shall contain the following information:

 - (a) Proposed name of the PCD;
 - (b) Scale and north arrows;
 - (c) Name, address, phone number and fax number of applicant, owner(s), and the preparer(s) of the plan;
 - (d) All proposed land uses, densities, and proposed

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- units within the PCD, including a land use summary and population projections for the proposed units, comparison of the proposed densities with the densities permitted in similar Washington City zoning districts;
 - (e) Designation of major roads and highways both within the proposed PCD and those that interface or adjoin the proposed PCD;
 - (f) Topography with contours no greater than ten foot (10') intervals;
 - (g) Public and civic facilities, both currently existing and proposed, including, without limitation, schools, churches, fire stations, police stations, hospitals, and existing utility service locations;
- (3) Design Guidelines and Standards—Design guidelines and standards, which will show in detail the internal land use standards and regulations to be applied to the PCD, including all proposed land use regulations, procedures, specifications, as well as specific building and architectural standards and criteria as applicable;
- (4) Grading Concept Plan;
- (5) Utilities Plan—This plan designates the location of main lines for water, sewer, gas, electric, and phone services;
- (6) General Landscaping Plan—A General Landscaping Plan designates:
- (a) Proposed Open Spaces;
 - (b) General landscaping criteria, including a list of plants and materials to be used. These criteria will be followed by a detailed landscaping plan which will be submitted with the application for final plat approval on each phase;
- (7) Preliminary Geology and Soils Report—A more detailed geology and soils report will be provided with a final plat application on each phase;
- (8) Cultural Resource Study—A cultural resource study is intended to identify any potential historical or pre-historical resources on the project site;
- (9) Site Design Plan—The Site Drainage Plan includes designation of existing natural drainage patterns, together with any proposed modifications or construction of additional drainage and/or retention facilities;

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- (10) Traffic Study and Analysis;
- (11) Noise Impact Report;
- (12) Project Phasing Plan—A project phasing outlines approximate time frames for the beginning and completion of each phase of proposed development and construction;
- (13) The names and addresses of all adjoining property owners;
- (14) Construction and Maintenance Responsibilities;
- (15) Reports and Studies—The applicant shall provide such additional studies as may be pertinent to the specific site, context, and characteristics of the proposed PCD, as may be required under State or Federal law, including, without limitation, biology studies, environmental studies, wetland analysis, and EPA assessments;
- (16) Written Statement—The Written Statement to be submitted with the PCD Application shall contain the following information:
 - (a) A statement of the purpose and intent; and long range planning goals and objectives, including design intent, general architectural themes, and guidelines;
 - (b) A statement of the ownership, proposed tenancy and legal description of the land included in the PCD Project Plan together with a preliminary title report;
 - (c) A statement of any internal land use standards, regulations, which will be applied to properties and uses within the proposed PCD;

Planned Unit Development 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;
See Chapter 20, Purpose;
- (4) Required plans as per Chapter 20 of the Washington City Zoning Ordinance, including required text, exhibits and studies;
See 20.4 and 20.5;
- (5) A copy of the legal description in Microsoft Word format written and on disk or e-mailed to zoning@washingtoncity.org;
- (6) One 24"x 36" site exhibit, matching the legal description;
- (7) One 8.5"x 11" or 11"x 17" (reduced), 30 copies if colored, site exhibit, matching the legal description;
One 24"x 36" colored elevation and legends, landscaping, parking (covered and uncovered), walls, and dumpsters area;
- (8) Thirty 8.5"x 11" or 11"x 17" (reduced), colored elevation and legends, landscaping, parking (covered and uncovered), walls, and dumpsters area;
- (9) One copy of the County Ownership Plat(s) identifying the parcels included in the legal description;
- (10) Make sure project is bonded with Public Works prior to recording.
- (11) Pay all fees at the time of application. No Exceptions. Incomplete applications will be returned.

PUD Zone Change Fees:

Filing Fee: \$400.00 + 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

20.4 General Requirements:

- (1) The applicant will submit an application for a zone change on the standard zone change application form of the City along with a Site Development Plan, as outlined in section 20.5 of this ordinance, for a Planned Unit Development Zone Change;
- (2) Prior to review of the development plan and text by the Planning Commission, the applicant shall pre-file the proposed request with the planning staff for review. The planning staff shall contact interested department personnel of the City of other agencies for review purposes. After review by staff, which review time shall not exceed 30 days after submission of all required text. This review time may be extended if agreed to by both the applicant and staff, the staff shall furnish to the applicant any comments

regarding the zone change request that may help the applicant in preparing the request for submission. Staff shall hold such meetings with the applicant as are deemed necessary for proper review;

- (3) All requests shall be accompanied by a colored site development and written text for the entire property proposed to be developed. For residential projects approved by the City Council, the applicant shall proceed to prepare and submit a preliminary plat, followed by a final plat as set forth in the Washington City Subdivision Ordinance, and all improvement design standards set forth in the Washington City Subdivision Ordinance shall be followed, where applicable, in submitting an application;
- (4) A Planned Unit Development shall be in single or corporate ownership at the time of application, or the subject of an application filed jointly by all owners of the property;
- (5) Preservation, maintenance and ownership of open spaces within the development shall be accomplished by:
 - (a) Dedication of land as a public park or parkway system; or
 - (b) Granting to the City a permanent open space on or over the said private open spaces to guarantee that the open space will remain perpetually in common use, with ownership and maintenance being the responsibility of an Owner's Association established with articles of association and by-laws which are satisfactory to the City Council; or
 - (c) Complying with the provision of the Condominium Ownership Act of 1963 (UCA 57-8, as amended), which provides for the payment of common expenses for the upkeep of the common areas and facilities;

20.5 Content of Written Text/Site Plan:

- (1) The applicant shall prepare a Site Plan and written text that show and clearly explain the projected use of land including percentages of land devoted to various types of land use, such as building coverage, parking area, landscaped area, etc;
- (2) The text shall indicate the type, character and proposed height of all buildings. The plot plan, elevations, and perspective drawings may be prepared as necessary by the applicant to help the Planning Commission and City Council to better understand the proposal;
- (3) The density in terms of dwelling units per gross acre of land shall be indicated;
- (4) The locations of any proposed school sites, churches, parks or other common or open spaces shall be identified;
- (5) A phasing plan, if the development is proposed to be developed in phases, shall be submitted;
- (6) Topography at contour intervals of 2 feet shall be submitted unless waived by the planning staff;

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- (7) A landscape plan showing the general location of lawn area, shrubs, trees, and fencing shall be submitted. (This may be a part of the site or plot plan);
- (8) The amount of develop able land area reserved for landscaping shall be indicated (with a minimum of 30% of the site area developed by landscaping);
- (9) All utilities shall be underground unless otherwise approved by the Planning Commission. Transformer equipment shall be screened from the streets and from adjacent properties;
- (10) Refuge storage areas shall be screened so that materials stored within these areas shall not be visible from access streets, freeways adjacent properties. Storage or refuge areas shall not be located within required building setbacks not within utility easements;
- (11) The plans submitted shall include a general lighting plan indicating location of lights to be installed on site;
- (12) Safe and convenient turning space shall be provided for cars, sewer vehicles, refuge collections vehicles, fire fighting equipment, ect, at the end of private drives and dead-end streets;
- (13) The effect of the development on traffic conditions on abutting streets, shall be shown;
- (14) The layout of the site with respect to locations and dimensions of vehicular and pedestrian entrances, exits, drives and walkways;
- (15) The location, arrangement, and dimensions of truck loading and unloading facilities;
- (16) The arrangement and adequacy of off-street parking facilities;
- (17) The surfacing and lighting of off-street parking facilities;
- (18) The circulation patterns within the boundaries of the development;
- (19) The text material shall set forth planning objectives to be accomplished through the development of the project, and show that the requested PUD Zoning is in conformance with the cities master plan and complies with the requested zoning;
- (20) Location, grades, widths, and type of all improvements proposed for all streets;
- (21) A plan showing the location of all water, sewer, and drainage line in and through the project;
- (22) Copies of any deed restrictions, restrictive covenants, by-laws, architectural controls, or other requirements that may be appurtenant to the proposed development;
- (23) The size, location, design and nature of signs, if any and the intensity and direction of area floodlighting shall be detailed in the text materials;
- (24) A grading and drainage plan shall be submitted with the Site Development Plan;
- (25) A Geotechnical report identifying and possible flood, slope, faulting, soils, or other related hazards on the site shall be submitted with the application;

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- (26) The proposed use of the particular location shall be shown as necessary or desirable and that such use will provide a service or facility which will contribute to the general well-being of the neighborhood and the community;
- (27) It shall be shown that under the circumstances of the particular case, the proposed use will not be detrimental to the health, safety, or general welfare of person residing in the vicinity of the Planned Unit Development;

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@washingtontcity.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) 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

Preliminary & Final Plat Process

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

- A. **3.6.2 Agreements with Adjacent Owners.** Copies of any required agreements with adjacent property owners to the proposed subdivision, Utility easements and street improvements.
 - B. **3.6.3 Soil Report.** A preliminary soil report prepared by a registered civil engineer, based upon adequate test borings or excavations (when required by the Planning Commission).
 - C. **Water Rights Transfer Contract.** A preliminary contract to transfer to the municipality all water rights then attached to parcel or parcels to be subdivided.
 - D. Two sets of mailing labels for all property owners within in a 300 foot radius from the border of the subject property.
 - E. A statement describing the purpose for the zone change request, and showing the consistency with the General Plan for the City.
 - F. Three 24"x36" copies of the preliminary plat drawing (ownership specific) showing the land to be subdivided, properly and accurately drawn to scale, and according to the subdivision ordinance.
 - G. One 8.5"x11" or 11"x 17" (reduced), 30 copies if colored, of the preliminary plat drawing (ownership specific) showing the land to be subdivided, properly and accurately drawn to scale, and according to the subdivision ordinance.
 - H. A copy of the legal description in Word format written and on disk or emailed to zoning@washingtoncity.org.
 - I. Make sure Construction Drawings have been submitted to Public Works for approval.
 - J. Pay all fees at the time of application. No Exceptions. Incomplete applications will be returned.
- 5) **3.5.3 Preliminary 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: \$200 + \$25 per lot + \$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.

3) Preliminary Plat Submittal Process per Section 3- Plats, Ordinance 80-4, Washington City Subdivision Ordinance.

- A. **3.3 Submission of Preliminary Plat.** At least 25 days prior to the date of the Planning Commission meeting.
- B. **3.4.1 Conditions of Planning Commission Approval.** The Planning Commission shall approve only those preliminary plats which it finds have been developed in accordance with the standards and criteria specified in this ordinance and all other ordinances of this municipality including, but not limited to, the zoning ordinances, majors street plan, the master plan and the building codes.
- C. **3.4.2 Soil Controls.** The Planning Commission shall determine from the concept plan review of the preliminary plat the possible need for environmental impact analysis, which would take into account the soil, slope, vegetation, drainage and other geological characteristics of the site. If the site requires substantial cutting, cleaning, grading or other earthmoving operations in construction of structures or roads in the proposed development, the Planning Commission may require the applicant to provide soil erosion and sedimentation control plans and specifications prepared by a registered civil engineer.
- D. **3.4.3 Approval or disapproval of preliminary plat.** The Planning Commission shall within 45 days after the preliminary plat is filed with the Planning Commission, approve the preliminary subdivision plan if it finds that the subdivision complies with the requirements of the municipality's ordinances, contingent on the packet completion. The Planning Commission may conditionally approve a preliminary subdivision plat imposing such conditions as it may require in order to bring the subdivision plat into compliance with the requirements of the municipality's ordinances. In the event the Planning Commission disapproves the preliminary plat, it shall do so within 45 days after the date the subdivider made application for approval and it shall state in writing to the subdivider each reason for the disapproval.
- E. **3.4.4 Authorization to proceed.** One copy of the approved preliminary plan with written conditions attached and signed by the chairman of the Planning Commission shall be retained by the Planning Commission and one copy shall be given to the subdivider. Receipt of the signed copy by the subdivider shall be authorization for the subdivider to proceed with the preparation of plans and specifications for the improvements required in the final plat. Prior to the construction of any improvements required by this ordinance, the subdivider shall provide the engineer with all plans, information and data necessary to install and construct the improvements. This information shall be examined by the engineer and shall be approved if he determines them to be in accordance with the

requirements of the municipality's ordinances. Construction of buildings shall not be begun until after the final plat has been approved and filed with the county recorder. **Approval of the preliminary plat by the Planning Commission does not constitute acceptance of the subdivision by the Planning Commission.**

- F. The City Council shall consider the recommendation of the Planning Commission and either approve, approve with conditions or disapprove the preliminary subdivision plat.
- G. If the City Council disapproves the preliminary plat, it shall do so within seventy-five (75) days following the date of the first meeting to consider the preliminary plat. The Council shall issue a written statement, to the subdivider, listing its reasons for disapproval.

4) 3.5.2 Preliminary Plat-Forms and Contents.

- A. Scale of Plat. The preliminary plan shall be drawn to scale not smaller than 100 feet to the inch and shall be on standard 24 inch by 36 inch paper.
- B. The preliminary plan shall have the proposed name of the subdivision with sufficient information to locate accurately the property shown on the plan.
- C. When the plan submitted covers only a part of the subdivider's tract, or is part of a larger vacant area, the plan shall show the location of the subdivision as it forms part of the larger tract or parcel of land. A sketch of the prospective future street system of the unplanned parts shall be submitted and the street system of the part submitted shall be considered in light of the adjustments and connections with the future street system of the larger area.
- 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 when required by the Planning Commission.
- F. Include boundary lines for the tract to be subdivided.
- G. 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.
- H. 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.

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- I. 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.
- J. 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.
- K. 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.
- L. Identify all proposed off-site and on-site water facilities, sanitary sewers, storm drainage facilities and fire hydrants.
- M. 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.
- N. Each sheet of the preliminary plat shall contain the name of the subdivision, the scale (not less than 100 feet to the inch), sheet number and a north arrow.
- O. Boundary lines of adjacent tracts of unsubdivided land, showing the property ownership and monuments.

6) 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.
- C. The subdivider shall provide, to the Planning Commission, two sets of mailing labels for owners of property within 300 feet of the proposed subdivision.

7) Authorization to Proceed.

- A. Following the City's approval of the preliminary plat, one copy of the approved plan, including any written conditions, shall be given to the subdivider and one copy shall be retained by the Planning and Zoning Department.
- B. Approval of the preliminary plat shall be valid for a period of twelve (12) months, unless an extension is granted by the Planning Commission.
- C. Approval of the preliminary plat by the City does not constitute acceptance of the subdivision or guarantee approval of the final plat. Construction shall not proceed until final plat and construction drawings have been approved by municipality.
- D. Make sure Construction Drawings have been submitted and approved by Public Works, prior to submitting final plat.

8) 3.7.1 Final Plat-Development and Submission

- A. A final plat of the subdivision covering all or part of the approved preliminary plat shall be prepared by a licensed surveyor, in conformance with the design standards of the subdivision ordinance.
- B. The final plat shall be submitted within one year from the date of preliminary plat approval. If this time frame is not adhered to the preliminary plat approval shall be deemed to have been withdrawn.
- F. Three copies (24"x36") of the final plat drawing.
- G. One 8.5"x11" or 11"x 17" (reduced), 30 copies if colored, of the final plat drawing.
- H. Title report, current within two weeks, concerning the property described on the plat.
- I. Copy of the CC & R's, Declaration of Annexation for subsequent phases.
- J. Make sure Construction Drawings have been submitted and approved by Public Works.
- K. The project must be bonded with Public Works prior to recording.
- L. Two CD's of actual recorded Plat (mylar) one to go to the County Recorders and one to stay on file at Washington City.
- M. Pay all fees at the time of application. No Exceptions. Incomplete applications will be returned.

Final Plat Fees.

Per Lot: \$40.00 (**\$400.00 minimum**)

Endangered Species: \$250.00 per acre

Storm Drain Impact: \$4,630.00 per acre

9) 3.7.2 Contents, Procedure and Form of Final Plat

- A. The final plat shall be prepared on a sheet of approved tracing linen having outside or trim line dimensions of 26" x 30" and the border line of the plat shall be drawn in heavy lines, leaving a space of at least one and one-half inches on the left side and at least one-half inch margin on the other sides.
- B. The final plat shall be prepared to a scale, large enough to clearly show all detail, but not smaller than 100 feet to the inch.
- C. The final plat shall contain the name and general location of the subdivision, printed in bold letter at the top of each sheet.
- D. The final plat shall contain a north point, the scale of the drawing and the date on each sheet.
- E. The final 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.
- F. The final plat shall contain the names, widths, lengths, bearings and curve data on center lines of proposed streets, alleys and easements
- G. The final plat shall contain the boundaries, bearings and dimensions of all portions within the subdivision intended for dedication to the City.
- H. The final plat shall contain the boundaries, bearings and numbers of all lots, blocks and parts reserved for any reason within the subdivision.
- I. 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.
- J. 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.
- K. The final 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.

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- L. Under Note: List **only** setbacks required under special circumstances. Do not list standard setbacks on the plat.

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

<p><u>PUBLIC WORKS APPROVAL:</u></p> <p>THE HEREON SUBDIVISION HAS BEEN REVIEWED AND IS APPROVED IN ACCORDANCE WITH INFORMATION ON FILE IN THIS OFFICE _____ DAY OF _____, 200_.</p> <p>_____</p> <p>PUBLIC WORKS, CITY OF WASHINGTON, UTAH</p>

10) 3.7.2 Final Plat-Approval Process

- A. Following the submission of the final plat to the Planning Commission, the plat will be circulated for comment and review.
- B. The subdivider shall submit along with the final plat, a complete set of construction plans and profiles, prepared by a licensed professional engineer, of all existing and proposed streets within the subdivision.
- C. The City Engineer or a Licensed Engineer designated by the City shall approve or disapprove the final plat.
- D. The Planning Commission shall approve or disapprove the document. If no action is taken within this period of time, the plat shall be deemed to have been approved by the Planning Commission. However, this action shall not operate to waive the requirements of any applicable City ordinance.
- E. The final plat shall then be considered by the City Council. The City Council will approve the final plat if they find it to be in full compliance with City ordinances and the laws of the State of Utah.
- F. The final plat/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.
- G. 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.
- H. Must satisfy Washington County Water Conservancy District impact fee before submitting final plat application, submit verification with final plat application.
- I. The title company will have two business days, from the time they pick up the mylar, to record the mylar with Washington County.