



# Major Subdivision Final Plat Application

An approved plat shall become void if not recorded within 14 months of approval.

## Fee \$1,000.00 (+\$50 per lot)

Property information and location (all lines applicable to this site must be filled in)

Name of Subdivision: \_\_\_\_\_

NOTE: This name must be exactly the name that is approved by the county recorder. You must attach the approval letter from the county recorder with this application.

Record of Survey map number(s): \_\_\_\_\_

NOTE: Record of survey map must depict all boundaries of the proposed project and must address specific items as outlined in the attached record of survey map requirements.

Parcel #: \_\_\_\_\_

(For office use only)

Permit #: \_\_\_\_\_ Fee \$1,000.00+ \_\_\_\_\_ = \_\_\_\_\_ Receipt #: \_\_\_\_\_

### Application Determination:

Approved      Denied      Conditions imposed? Yes      No

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

### Property Owner(s) Information

Name(s): \_\_\_\_\_

Address per tax rolls: \_\_\_\_\_

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

Office/home phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_

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

### Applicant's Information if different than Property Owner(s)

\*Property Owner's Authorization notarization needed.

Name(s): \_\_\_\_\_

Address per tax rolls: \_\_\_\_\_

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

Office/home phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_

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

### Surveyor's Information

Name(s): \_\_\_\_\_

Business/Firm name: \_\_\_\_\_

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

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

Office phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_

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

**35-2-1. Application expiration.** Each application shall be actively pursued to completion. An application shall become null and void, and all rights vested by that application shall be terminated, if the applicant does not complete a stage or fails to make a progress report to the Community Development Department within 180 days. Any extension must be requested before the expiration of the original application. If an application becomes void, the applicant must reapply at the first stage for that level of development. (Ord. 2022-32, 11/29/22)

**35-2-2. Application procedure.** (1) Each application shall include all required submittals before it is accepted as a complete application. No application for a subsequent stage shall be accepted until the planning commission has approved the application for the stage of the development currently under consideration. (2) There shall be no presumption of approval of any aspect of the process. (3) No application for a subsequent stage shall be accepted if a prior application has expired. (4) The Planning Commission, or the Community Development Department in the case of a minor subdivision, may request additional information determined to be incomplete and table further action until the requested information is submitted.

**35-4-1. Standards.** (1) A major subdivision is any subdivision other than a minor subdivision or a conservation subdivision. (2) Subdivisions of more than 25 lots shall be phased for development. (3) Phased developments shall include a master plan of the entire development, including street and active transportation connectivity. (4) Infrastructure and public facilities shall be dedicated. (Ord. 2022-32, 11/29/22)

**35-4-3. Phased development.** (1) Phased developments shall be designed, platted, and recorded in phased order so that the phases and required improvements are continuous. (2) When it is prudent to engineer improvements in a future phase, such improvements may be installed if shown on an approved plat of a prior phase. (Ord. 2022-32, 11/29/22)

The final plat for the first development phase shall be submitted within six months of master plan approval or the master plan approval will be void.

An approved final plat shall be valid for no more than two years. The applicant or authorized representative may obtain no more than two six-month extensions by petitioning the Planning Commission. The Planning Commission may not grant any extension without substantial progress having been demonstrated by the applicant or authorized representative.

The improvement agreements and bonds shall be forwarded to the County Manager for approval and acceptance.

**All required information in this application must be completely filled out and signed with required paperwork submitted or application will be denied.**

**All checklist items must be attached and clearly marked, tabbed, and labeled. All checklist items require a response, N/A will not be accepted.**

A minor subdivision application shall include:

- | Applicant | County   |
|-----------|--|
| (a)       | The Application; Completely filled out and signed.   |
| (b)       | A cost estimate for construction of infrastructure, approved and signed by the County Engineer;  |
| (c)       | An agreement for subdivision improvements;   |
| (d)       | An original pdf and AutoCAD file of the final plat and infrastructure design and engineering drawings for distribution to affected entities;   |
| (e)       | The type of water system proposed, historical water use, the estimated number of gallons per day of water system requirements, and a description of water storage requirements for daily fluctuations, irrigation, and fire suppression; |
| (f)       | Proof of ownership demonstrated by a title report completed within the previous six months;  |
| (g)       | Geologic technical maps and investigation reports regarding area suitability;  |
| (h)       | A completed County Health Department Subdivision Feasibility Study;  |
| (i)       | Any unpaid fees owed to Tooele County for the development of land, code enforcement, or building permits;  |
| (j)       | A pedestrian circulation plan;   |
| (k)       | A road connectivity plan; and  |
| (l)       | List required signature blocks.  |

The following items are to be submitted following the review of the approved plat:

- | Applicant | County   |
|-----------|--|
| 1         | Mylar drawn by a surveyor licensed in the State of Utah;                       |
| 2         | All signature blocks, except the zoning administrator's block shall be signed. |

## **FINAL PLAT REQUIREMENTS**

- (1) The final plat shall be prepared and certified by a registered land surveyor who holds a valid Utah license, has completed a survey of the property described on the plat, has verified all measurements and monumented any unmarked property corners, and has referenced to the filing number for the Record of Survey map filed with the County Surveyor's office. The applicant shall bond or provide to the county adequate security to place monuments as represented on the plat upon the completion of the subdivision improvements.
- (2) Every detail of the plat shall be legible.
- (3) A traverse shall not have an error of closure greater than one part in 10,000.
- (4) Each final plat shall include:
  - (a) an indication that the plat is a final plat;
  - (b) the date of the plat;
  - (c) the general location of the subdivision with name and phase and adjoining properties with ownership with Entry number of vesting deed;
  - (d) all deed lines of the proposed subdivision and all adjoining property lines;
  - (e) the 100-foot radius wellhead protection zone for all wells proposed within the subdivision, all existing wells located within the subdivision, and all existing wells located outside of the subdivision where any portion of the protection zone falls within the subdivision;
  - (f) bearing and distance tie-in to the historic and dependent survey and at least one established monument, or a statement that no historical monument could be located;
  - (g) county, township, range, section, quarter sections, plats, and true north;
  - (h) the graphic scale of the plat;

- (i) the square footage and acreage of each lot under one acre, or the acreage of each lot one acre or larger;
- (j) existing ground contours at 20-foot intervals;
- (k) the name of the subdivision as approved by the County Recorder;
- (l) the amount of water allocated to each lot in acre-feet if the subdivision does not have a public water system connection;
- (m) the following owners' dedication:

**OWNERS' DEDICATION AND CONSENT TO RECORD**

We are the owners of this tract of land and divide the same into lots and streets together with easements, to be known as (NAME OF SUBDIVISION). We dedicate to Tooele County the tracts of land designated on this plat as public roads. We also convey to any and all public and private utility companies a perpetual, non-exclusive easement over the public utility easements shown on this plat, the same to be used for drainage and the installation, maintenance, and operation of utility service lines and facilities.

- (n) the names of all owners, of record, under the signature lines in the owners' dedication; and
- (o) signature blocks for:
  - (i) all improvement, service, and special districts or areas where any part of the subdivision is located;
  - (ii) the County Engineer;
  - (iii) the County Surveyor;
  - (iv) the County Attorney;
  - (v) the County Health Department;
  - (vi) the County Treasurer, indicating that all property taxes have been paid in full;
  - (vii) the County Recorder, with space for the recordation number, the name(s) of the person(s) for whom the plat is recorded, the date and time of recording, and the fee; (viii) the fire authority having jurisdiction; and
  - (ix) the Planning Commission chair and Community Development Department, or in the case of a minor subdivision, the Community Development Department.
- (5) The bearings, distances, and curve data of all perimeter boundary lines shall be indicated outside the boundary line. When the plat is bounded by an irregular shoreline of a body of water, the bearings and distances of a closing meander traverse shall be provided, and a notation made that the plat includes all land to the water's high-level mark.
- (6) If a plat is revised, a copy of the previous plat shall be provided for comparison purposes.
- (7) All blocks and lots within each block shall be consecutively numbered.
- (8) For all curves in the plat, sufficient data shall be given to re-establish the curves on the ground. The curve data shall include the radius, central angle, cord bearing and distance, tangent, and arc length.
- (9) Excepted parcels, if any, shall be marked, "Not included in this subdivision."
- (10) All public lands shall be identified.
- (11) All public roads shall be marked as "dedicated public road."
- (12) All private roads shall be marked as "private road."
- (13) All roads shall be identified by names approved by the Community Development Department.
- (14) All lands within the subdivision's boundaries shall be accounted for as lots, walkways, streets, or excepted parcels.
- (15) Bearings and dimensions shall be given for all lot lines and easements, except bearings and lengths need not be provided for interior lot lines where the bearings and lengths are the same as those of both end lot lines.
- (16) Parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be included in one plat provided all owners join in the dedication and acknowledgments.
- (17) Lengths shall be shown to hundredths of a foot. Angles and bearings shall be shown to seconds of arc.
- (18) Surveys shall tie into the Public Land Survey System (PLSS) and shall include a description, the name, and the date for survey monuments located.
- (19) The surveyor shall provide remainder descriptions for all property from the original parcel(s) or lot(s) that is not included in the subdivision.

# INFRASTRUCTURE DESIGN AND ENGINEERING DRAWING REQUIREMENTS

- (1) Infrastructure design and engineering drawings and documents shall be submitted with the final plat and shall include:
- (a) plan, profile, and typical cross-section drawings of the roads, bridges, culverts, water, sewers, and drainage structures;
  - (b) a grading and drainage plan indicated by solid-line contours superimposed on dashed-line contours of existing topography;
  - (c) the general location of trees over six inches in diameter measured at four and one-half feet above the ground, and in the case of heavily-wooded areas, an indication of the outline of the wooded area and location of trees which are to remain;
  - (d) proposed and existing water and sewage system layouts;
  - (e) location of fire hydrants;
  - (f) proposed road layouts in dashed lines for any portion of the property to be developed in a later phase;
  - (g) water courses and proposed stormwater drainage systems, including culverts, water areas, streams, areas subject to occasional flooding, marshy areas, or swamps;
  - (h) areas within the 100-year floodplain;
  - (i) soil types and soil interpretations taken from the National Cooperative Soils Survey;
  - (j) a signing and striping plan showing the location of all street signs, striping, and traffic control devices required by the county per the Manual of Uniform Traffic Control Devices;
  - (k) a signature block for the County Engineer on each design and construction drawing;
  - (l) when the subdivision is located within the jurisdiction of a service or improvement district or area, a signature block for such service or improvement district or area;
  - (m) geologic maps and investigation reports regarding area suitability; and
  - (n) a design report stamped by an engineer licensed in the State of Utah.
- (2) All drawings shall be drawn to a scale not less than one inch equals 100 feet and indicate the basis of bearings, true north, the name of the subdivision, township, range, section, quarter section, and lot numbers of the property.
- (3) To change any aspect of the design of off-site improvements, a new set of infrastructure design and engineer drawings shall be submitted for approval. A signed set of drawings shall be onsite at all times during construction. All construction must conform to the approved plans.

## RECORD OF SURVEY MAP REQUIREMENTS

Record of Survey Map (Boundary Survey) Prerequisite for all Plat Submittals 17-27a-103 (60) "Record of survey map" means a map of a survey of land prepared in accordance with Section [10-9a-603](#), [17-23-17](#), [17-27a-603](#), or [57-8-13](#). To obtain a copy of these code Sections go to: [https://le.utah.gov/xcode/Title17/17.html?v=C17\\_1800010118000101](https://le.utah.gov/xcode/Title17/17.html?v=C17_1800010118000101)

The record of survey (ROS) map shall be completed and filed with the Tooele County Surveyor's Office prior to submitting an application for a preliminary subdivision, planned unit development (PUD) or condominium plat. The filing number of the ROS shall be referenced on the application prior to acceptance by the governing agency. Any application without the filing number reference shall be deemed incomplete.

The ROS map is a document prepared by a Professional Land Surveyor (PLS) licensed by the State of Utah which determines the boundaries of the proposed project and is an expression of his/her professional opinion of the location of the division lines between the subject property or properties and the adjoining properties. The ROS map depicts an existing condition as opposed to a subdivision, PUD or condominium plat that creates new boundaries for future ownerships and as such the ROS map should not show proposed lot lines or future subdivision boundaries. The ROS

map shall be used as a tool by those reviewing the preliminary subdivision, condominium, or PUD plat. Specific items to be addressed on the ROS map in conjunction with the plat submitted for review shall follow the State's requirements listed in the code sections mentioned above.

I (We), the above-named applicant(s) do hereby understand the forgoing requirements and attest that all information is complete and true.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

**AFFIDAVIT**

**PROPERTY OWNER'S AUTHORIZATION**

I (we), \_\_\_\_\_ the owner(s) of the real property located  
as follows: \_\_\_\_\_ and further  
described in the attached application, do authorize the applicant listed in this application permissions to act in  
our behalf regarding this application. I (We) acknowledge this application to be true and complete and  
understand and give our permissions to continue with said application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

**Notary**

STATE OF UTAH    )

:ss

County of Tooele    )

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, the property owners above personally  
appeared before me and acknowledged that he/she signed the above Notice and that the statements  
contained therein are true.

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Notary Public