



# Major Subdivision Preliminary Plat Application

**Fee \$750.00 (+\$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 #: \_\_\_\_\_  
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(For office use only)

Permit #: \_\_\_\_\_ Fee \$750.00+ \_\_\_\_\_ = \_\_\_\_\_ Receipt #: \_\_\_\_\_

## Application Determination:

<b>Approved</b>	<b>Denied</b>	<b>Conditions imposed?</b>	<b>Yes</b>	<b>No</b>
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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 application for a major subdivision preliminary plat shall be submitted to the Community Development Department. When the staff determines that the application is complete and correct, and all signatures are on the plat, notice will be sent to all surrounding landowners giving them 14 days to give written comment. Prints of the plat will be sent to those entities listed in (2)(c) giving them 20 days to submit comments to the Community Development Department. The zoning administrator shall take written public comment and review the application. A decision on the application shall be made by the planning commission. If the plat needs to be corrected, the zoning administrator shall postpone the planning commission hearing date until the plat is corrected.

**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 Major Subdivision Preliminary application shall include:

- | Applicant | County   |
|-----------|--|
| (a)       | The Application; Completely filled out and signed.   |
| (b)       | A PDF copy, legibly reproducible for a 24"x36" print, of the plat for distribution to affected entities;   |
| (c)       | Proof of ownership demonstrated by a title report completed within the previous six months;  |
| (d)       | Utility service approval;  |
| (e)       | Evidence of water rights for all lots;   |
| (f)       | A completed County Health Department subdivision feasibility study;  |
| (g)       | Approval of the subdivision name from the County Recorder's office;  |
| (h)       | If the applicant is not the owner of record, a notarized statement from the owner stating that the owner has authorized the applicant to make the application; |
| (i)       | A letter from the applicable fire authority acknowledging that fire protection can and will be provided to the subdivision;                                    |
| (j)       | Any unpaid fees owed to Tooele County for the development of land, code enforcement, or building permits.  |
| (k)       | A pedestrian circulation plan; and   |
| (l)       | A road connectivity plan.  |

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. 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.

## **MASTER PLAN/PRELIMINARY PLAT REQUIREMENTS**

The master plan shall show:

- (1) the general location of the subdivision and the property boundaries;
- (2) lot and road layout;
- (3) parcels located within the subdivision;
- (4) the acreage of the entire tract and the acreage of the portion to be developed;
- (5) phasing plan for the development, including lots per phase;
- (6) the sites of any use other than single-family dwellings;
- (7) total development area and the number of proposed dwelling units;
- (8) easements and rights-of-way; and
- (9) parcels of land to be dedicated or set aside for schools, roads, parks, trails, or other public purposes.

## **DESIGN STANDARDS**

All new subdivisions shall comply with the design standards outlined in **Chapter 35-6** of Tooele County's Land Use Code. If plans do not address each requirement in this code section it will be cause for denial.

## **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) and property owner(s) do hereby understand the foregoing requirements and attest that all information is complete and true.

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APPLICANT'S SIGNATURE

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DATE

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PROPERTY OWNER'S SIGNATURE

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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