



Minor Subdivision Application

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

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 #: _____

(For office use only)

Permit #: _____ Fee \$750.00+ _____ = _____ 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.

A minor subdivision shall:

- (a) consist of four or fewer lots; or
- (b) comply with Utah Code Section 17-27a-605.

A minor subdivision shall not:

- (a) include the construction or dedication of new infrastructure;
- (b) be a part of, or a phase of, a larger subdivision;
- (c) be a further division of land that has been previously subdivided within the last five years; or
- (d) include commercial or industrial uses. (Ord. 2022-32, 11/29/22)

The application for a minor subdivision 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 zoning administrator within seven days after comments are to be received. If the plat needs to be corrected, the zoning administrator shall postpone a decision until the plat is corrected. If the Community Development Department determines that public infrastructure improvements are required, the applicant must proceed with the major subdivision approval processes.

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 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) | Need to list signature block requirements. |

The following items are to be submitted following the review of the plat and any needed corrections are complete:

- | 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

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.

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

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