



COMMUNITY DEVELOPMENT

152 East 100 North Vernal, Utah
435-781-5336

Subdivision Checklist – DESIGN AND ENGINEERING PHASE	Required at Submittal of Application	Office Use Only
Authorized Signature on all Required Forms		
Three (3) 24"x36" hard copies of the Design Plans completed by a qualified engineer licensed in the State of Utah (Plan requirements are found on the final pages of this document)		
Digital copy of the Design Plans (PDF)		
A development phasing schedule (if applicable)		
A geotechnical evaluation completed by a qualified engineer licensed by the State of Utah		
A traffic study for subdivisions with more than 30 lots (traffic study standards are found at the end of this document)		
Letters or official comments from the power company, telephone/internet company, and gas company which will be providing services to the subdivision		
If the proposed subdivision is adjacent to a state or federal road, then a letter identifying potential impacts shall be provided from UDOT		
If the proposed subdivision is located within the boundaries of an improvement district or special assessment area, a letter (or official comments) identifying potential impacts shall be provided from the associated district/assessment area.		
If a canal, ditch, irrigation line or other irrigation infrastructure is located within the proposed subdivision, then a letter (or official comments) from the governing board of the irrigation/canal company shall be provided stating potential impacts		
Payment of the nonrefundable application fee		
Other items as determined by the subdivision type		

***Incomplete applications will not be accepted**

My signature below indicates that I have carefully reviewed and verified that all of the above items have been included with my application. I have checked each item or indicated N/A for items that do not apply. I have ensured that my plans and application are complete.

Owner or Authorized Agent Signature _____ Date _____

Printed Name of Signee _____



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**SUBDIVISION APPLICATION
ENGINEERING AND DESIGN PHASE**

**SUBDIVISION TYPES: 1- STANDARD 2-PLANNED UNIT DEVELOPMENT (PUD) 3-CLUSTER
4-SEASONAL**

<input type="checkbox"/> Standard Subdivision Fee: \$100 + \$10/lot	Total Fee: _____	Receipt #: _____
<input type="checkbox"/> Planned Unit Development Fee: \$200 + \$10/lot		
<input type="checkbox"/> Cluster Subdivision Fee: \$100 + \$10/lot		
<input type="checkbox"/> Seasonal Subdivision Fee: \$100 + \$10/lot		
SUB # _____ Name of subdivision: _____		
# of Lots: _____ # of Phases _____ PC. Meeting Date: _____		
Approved <input type="checkbox"/> Denied <input type="checkbox"/>		

PROPERTY INFORMATION AND LOCATION	
Property Address: _____	Parcel #: _____
Section _____	Township _____ Range _____
City: _____	Zip: _____

PROPERTY OWNER(S) INFORMATION	
Name(s): _____	
Mailing Address: _____	
Phone #: _____	Email: _____

AGENT FOR THE PROPERTY OWNER(S)	
Name(s): _____	
Mailing Address: _____	
Phone #: _____	Email: _____

ENGINEER/SURVEYOR

Name: _____ Company: _____

Mailing Address: _____

Phone #: _____ Email: _____

Professional License #: _____

A subdivision shall be processed in three phases 1) the Preliminary Plat Phase, 2) the Design and Engineering Phase, and 3) the Final Plat Phase. Each phase shall be actively pursued to completion. The approval of the Engineering and Design Phase is valid for one (1) year from the date of approval from the planning commission, during which time the applicant must submit a Final Plat Application, or the application will be deemed null and void. Should a prior application become void, the applicant must reapply. There shall be no presumption of approval of any aspect of the process.

The Land Use Authority may request specific information found to be incomplete in its review and table further action until the information is submitted. Denial shall include written findings of fact and decision. Denial may be based upon incompatibility with the general plan, geological concerns, location, the inability of the county or utility providers to provide public services, or the adverse effect on the health, safety, and general welfare of the county and its residents.

The Development Review Committee (DRC), consisting of utility companies and other public agencies, will review all preliminary plat applications prior to going to the land use authority for consideration. The application must be in compliance with the requirements of the DRC before going to the land use authority.

Approval of the Preliminary Plat Application shall not constitute final approval of the subdivision, but allows the applicant to proceed with the preparation of the Design and Engineering Application.

Owner or Authorized Agent Signature _____ Date _____

Printed Name of Signee _____

The design and engineering plans shall show the following:

- The layout of the proposed subdivision at a scale of not more than one inch equals one hundred feet, or as recommended by the zoning administrator;
- The proposed name of the subdivision and the section, township, range, principal median and county of its location;
- A title block showing:
 - Name and address of owner(s) of record and name and address of the licensed engineer or firm responsible for preparing the plans,
 - Date of preparation of the plans and any revision dates;
- Signature blocks prepared, as required and provided by the county, for the dated signatures of the planning commission chair, Uintah County road department, Uintah Fire Suppression Special Service District, Electrical utility provider, natural gas provider, water and/or sewer provider, STRATA Networks, United States Postal Service and Tri-County Health Department (when applicable);
- North arrow, graphic and written scale and basis of bearings used;
- Tabulation of the number of acres in the proposed subdivision, showing the total number of proposed new lots and the areas of each lot;
- Topographic contour intervals, not greater than ten feet, for the entire subdivision site;
- The identification and location of known natural features on the subdivision site, including but not limited to, wetlands as identified by the U.S. Army Corps of Engineers, water bodies, flood ways and drainage ways, slopes exceeding thirty percent, and any other natural features as required by the zoning administrator, planning commission or county commission, including a tabulation of the acres in each;
- The location and dimensions of all existing buildings, existing property lines and fence lines;
- The location of all existing platted lots within, or contiguous to the subdivision site;
- All rights-of-way and easements proposed to be created by the subdivision with their boundary, bearings, lengths, widths, name, number, or purpose, shall be given;
- All proposed new roads shall be shown, including the dimensions of all rights-of-way. A cross section of all roadways showing how they will be constructed. All proposed roads shall be designed to comply with the road standards of the county;
- Location and size of existing and proposed culinary water and sewer lines and/or, the location of all wells proposed, active and abandoned, and springs used for culinary water, the location of percolation test holes and proposed septic systems and drain fields, as applicable, and the location of fire hydrants, and secondary water facilities, if proposed, shall be shown. All utilities must be stubbed to each property;
- Location and size of existing and proposed irrigation canals, ditches, and easements, as applicable, and existing and proposed storm drainage improvements for both surface and flood water, including location, size and depth of storm drainage facilities. Storm drainage facilities must be designed and built to the 100 year 24 hour storm event;
- Location of existing and proposed power lines and power poles, telephone lines and easements, gas lines and easements, other utilities with necessary easements, equestrian, pedestrian and bicycle trails, existing livestock trails, and any farm areas or open space areas, including the location and dimensions of all property proposed to be set aside for public or private reservation, with designation of the purpose of those set asides, and conditions, if any, of the dedication or reservation. This shall include any improvement plans for these areas, i.e. landscaping, irrigation, playgrounds, etc. ;
- Location of all existing drinking water source protection zones located on the subdivision site;
- As required by the zoning administrator, located on the preliminary plat or separate map, the identification of the required minimum building set-back lines for each lot;
- All plat notes identifying agricultural protection areas and other proposed, or required protective and restrictive covenants.
- Plan, profile and typical cross-section drawings of the roads, bridges, culverts, sewers, and drainage structures;
- A grading and drainage plan indicated by solid-line contours superimposed on dashed-line contours of existing topography;

- 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;
- Proposed and existing sewage system layouts;
- Water courses and proposed storm water drainage systems including culverts, water areas, streams, areas subject to occasional flooding, marshy areas or swamps;
- Areas within the FEMA 100-year flood plain;
- Location and type of all required fences.
- Other items as required by the subdivision type.

Traffic Study Standards

- A. A traffic study will be performed when there are more than 30 lots or units in the subdivision for the roads within the development and the access points where new roads tie into existing roads. The traffic study must be completed by a qualified engineer licensed in the State of Utah and must provide at least the following information:
1. estimated site-generated traffic;
 2. impact on the public street system and on the ultimate development;
 3. identify onsite and off-site improvements that might be needed as a result of the development;
 4. the relationship of the development to the surrounding roadway network;
 5. access location and design;
 6. interconnection and cross-access with adjacent properties; and
 7. on-site circulation and parking