



**Uintah County
Building, Planning and Zoning
Minor Subdivision Application**

16.07.010:

A minor subdivision is a subdivision containing nine or fewer lots that are located along an improved county road, where utilities are present, or along a class D county road in the Recreation Forestry and Mining (RFM) Zone, and where no area of the proposed subdivision is traversed by the mapped lines of a proposed road, or the dedication of any land for a road—or any other public purpose—is not required or proposed.

16.07.030

An application for a minor subdivision shall be initiated by presenting a sketch plan, as required by Chapter 16.02.

OFFICE USE ONLY

Name of Subdivision: _____ SUB#: _____

Fee: \$50.00 Application fee plus \$55.00 per lot Amount Paid: \$ _____ Receipt #: _____
\$20.00 per sheet Surveyor fee

Date Received: _____

New parcel address(es): _____

Original Property Owner(s) Information

Name(s) on deed: _____

Mailing Address: _____ City: _____ Zip: _____

Office/home phone: _____ Fax phone: _____

Mobile phone: _____ Message phone: _____

A copy of the deed, offer or tax notice must be included to demonstrate ownership.

Original Property Information and Location

Section _____ Township _____ Range _____

Parcel # _____ Zone: _____

PROPERTY ADDRESS: _____ City: _____

Submit a parcel map obtained from the Uintah County Recorder's Office with this application.

Agent for the property owner(s)
(IF APPLICABLE)

Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____ Main phone: _____

Fax phone: _____ E-mail address: _____

An agent authorization form properly signed and notarized must be included with this application.

Engineer/Surveyor

Company: _____ Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

E-mail address: _____ Professional License #: _____

Each development shall be actively pursued to completion. Any application that exceeds the time limits stated in the Subdivision Ordinance will be deemed null and void and all vested rights are waived by the sub divider for that development. Any extension must be requested prior to the expiration of the original approval. Should a prior application become void, the applicant must reapply. There shall be no presumption of approval for any aspect of the process. **Each application for a subdivision shall have all required submittals before it is accepted as a complete application.**

16.07.090

After a minor subdivision has been approved by the zoning administrator, the mylar shall be filed in the office of the Uintah County Surveyor. The applicant may apply for building permits consistent with the approved minor subdivision and the requirements for a building permit once a deed has been recorded with the Uintah County Recorder.

A minor subdivision submittal shall include:

1. A completed application form and required fee
2. One 24" X 36" Mylar print of the plat to be signed by County Treasurer, & Tri County Health prior to submitting for approval, as well as signed and notarized by **all owners** of record. Planning Director is last to sign.
3. An 8½" X 11" or 11" X 17" copy of the plat for zoning office and, *if requested*,
 - a) for the Uintah School District, b) the Uintah County Sheriff, c) when a proposed subdivision lies wholly or partially within one-half mile of the corporate limits of a municipality, for that municipality's comments,
 - d) when the subdivision is located wholly or partially within the boundary of an effected improvement or special district, e) when applicable for review by any State or federal agency, f) for each servicing utility; and g) for the Utah State Department of Transportation if the property being subdivided abuts a state highway or road
4. **Proof of ownership** demonstrated by a title search, deed, property information screen, or other verifiable means (current parcel map or tax notice)
5. A notarized agent authorization form when the property owners are being represented by others
6. Utility approval forms *if required*
7. Any other material or information required by the County Planner, Planning Commission, County Commission or other affected entity.

I (We) hereby submit this as a legal and complete application on: _____

Signature of owner(s) or agent(s):

Minor Subdivision Surveyor Plat Requirements:

- The layout of the proposed minor subdivision at a scale of not more than one inch equals to one hundred feet, or as recommended by the county surveyor;
- The proposed distinct name of the minor 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 land surveyor responsible for preparing the minor subdivision plat; and
 - Date of preparation of the minor subdivision plat, and any revision dates;
- Signature blocks prepared, as required and provided by the county, for the dated signatures of all owners of record of real property contained in the minor subdivision, county zoning administrator, county treasurer, and Tri-County Health Department. The owner's certificate of consent shall be notarized; include language to convey lots in the minor subdivision, and include a reference to any covenants.
- North arrow, graphic and written scale, and basis of bearings used;
- Tabulation of the number of acres in the proposed minor subdivision, showing the total number of proposed new lots, and the areas of each lot. All proposed lots are to be numbered in a system acceptable to the zoning administrator;
- A vicinity map of the site at a minimum scale of one inch equals to two thousand feet;
- The metes and bounds legal description of each lot in the subdivision (title transfers will be by a metes and bounds description, not by lot number);
- A minor subdivision proposing a lot or lots for agricultural purposes (not being created for development purposes, as defined by Section 16.01.030 of the Uintah County Code) may be described by metes and bounds description, but shown on the minor subdivision plat. A note shall be provided on the minor subdivision plat of such restriction;
- The location and dimensions of all existing buildings and structures, existing property lines and fence lines;
- The location of all existing platted lots within, or contiguous to the minor subdivision site;
- All existing rights-of-way and easements within the minor subdivision with their name, or purpose, shall be shown.
- The location of all wells proposed, active and abandoned, and springs used for culinary water, the location of proposed septic systems shall be shown;
- Location and size of existing and proposed irrigation canals, ditches, and easements, as applicable;
- The FEMA 100 year flood plain boundary, when applicable;
- Location of existing and proposed power lines and power poles, telephone lines and easements, gas lines and easements, other utilities with necessary easements;
- Location of all existing drinking water source protection zones located on the subdivision site;
- As required by the zoning administrator, located on the minor subdivision plat, the identification of the required minimum building set-back lines for each lot.

NOTE: Plat must contain descriptions of both the original parcels and the parcels created by subdividing.