



COMMUNITY DEVELOPMENT

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

Subdivision Checklist – PRELIMINARY PLAT APPLICATION	Required at Submittal of Application	Office Use Only
Authorized Signatures on all Required Forms		
Three (3) 24"x36" hard copies of the Preliminary Plat, prepared by an engineer /land surveyor licensed in the state of Utah (preliminary plat standards are attached on the final page of this application)		
Digital copy of the Preliminary Plat (PDF)		
Water and Sewer Availability Letter (see contact info below)		
Septic Feasibility Letter from Tri County Health (when applicable – see contact info below)		
Approval of the Subdivision Name from the Recorder’s Office		
Owner Agent Affidavit if the owner is being represented by others		
Approval letter from the Uintah Fire Suppression Special Service District		
Development phasing schedule (if applicable), including the sequence and size of each phase and proposed phasing of all private and public improvements		
A title report shall be submitted within thirty days of submission of this application		
Payment of the nonrefundable fee		

*****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. My signature also authorizes that I understand that a title report must be submitted within thirty days of submission of this application.

Owner or Authorized Agent Signature _____ Date _____

Printed Name of Signee _____

- Ashley Valley Water and Sewer**- 609 West Main St. Vernal, UT (435)789-9400.
- Maeser Water and Sewer**- 1063 North 2500 West Vernal, UT (435)789-2353.
- Jensen Water**- 5950 South 8500 East Jensen, UT (435)789-2781.
- Tridell/Lapoint Water**- 10295 North 8200 East Lapoint, UT (435)247-2475.
- Ute Tribe Water**- 7500 East Fort Duchesne, UT (435)725-0005.
- Ouray Park Water**- Randlett, UT (435)545-2415.
- Tri County Health Department** - 133 South 500 East Vernal, UT. Phone number 435-247-1160.



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**SUBDIVISION APPLICATION
PRELIMINARY PLAT 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		
Fire District Fees: 1-30 lots - <u>\$70</u>, 31-100 lots - <u>\$120</u>, 101+ lots - <u>\$170</u>		
SUB # _____	Name of subdivision: _____	Recorder Approval <input type="checkbox"/>
# 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 Preliminary Plat Phase is valid for one (1) year from the date the application is approved by the land use authority, during which time the applicant must submit an Engineering and Design 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 preliminary subdivision plat shall show the following:

- The layout of the proposed subdivision at a scale of not more than one inch equals to one hundred feet, or as recommended by the county surveyor;
- The proposed name of the subdivision and the section, township, range, principal median and county of its location;
- A title block showing:
 - a. Name and address of owner(s) of record and name and address of the licensed land surveyor and/or engineer responsible for preparing the preliminary subdivision plat,
 - b. Date of preparation of the preliminary subdivision plat and any revision dates;
- Signature blocks prepared, as required and provided by the county, for the dated signatures of the county commission chair and/or the planning commission chair;
- 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. All proposed lots are to be numbered in a system acceptable to the zoning administrator;
- A vicinity map of the subdivision site at a minimum scale of one inch equals to two thousand feet;
- The legal description of the entire subdivision site boundary;
- Surveyed boundary of the proposed subdivision; accurate in scale, dimension and bearing, giving the location of and ties to a minimum of two monumented corners of the Public Land Survey System. This information shall provide data sufficient to determine readily the location, bearing, and length of all lines and the location of all proposed monuments. The names of all adjoining property owners of record shall be shown;
- As required by the zoning administrator, on the preliminary subdivision plat or separate map, the 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 with typical cross sections. All proposed roads shall be designed to comply with the road standards of the county;
- 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;
- 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;
- 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.