



Uintah County Building, Planning and Zoning

Application to Amend an Existing Subdivision.

Final Plat Phase

IF THE AMENDMENTED SUBDIVISION PLAT YOU WISH TO CREATE INCLUDES THE REALIGNMENT OF ROADS OR CONSTRUCTION OF ADDITIONAL INFRASTRUCTURE YOU MAY NEED TO START THE AMENDMENT PROCESS WITH A CONCEPT OR DESIGN PHASE THAT INCLUDES INFRASTRUCTURE DESIGN AND ENGINEERING DRAWINGS.

A Subdivision amendment is the process of amending or changing in any way a recorded subdivision or plat. A subdivision amendment may be accomplished through a final plat only, or may require additional phases of approval, depending on the extent and detail of the amendment.

OFFICE USE ONLY

Name of subdivision to be amended: _____

SUB Amendment# _____ Fee: **\$400 + \$100/lot** Rec. By: _____

Application Due by: _____ *Meeting Date:* _____

Property information and location

(All lines applicable to this site must be filled in)

Section _____ Township _____ Range _____

Parcel # _____

Property Address: _____

You MUST include a parcel map obtained from the Uintah County Recorder's Office with this application!

Property owner(s) information

Name(s): _____

Mailing Address: _____

City/County: _____ State: _____ Zip: _____

Office/home phone: _____ Fax phone: _____

Mobile phone: _____ Message phone: _____

E-mail address: _____

Agent for the property owner(s)

Name(s): _____

Address: _____

City/County: _____ State: _____ Zip: _____

Office/home phone: _____ Fax phone: _____

Mobile phone: _____ Message phone: _____

E-mail address: _____

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

Engineer/Surveyor

Name(s): _____

Address: _____

City/County: _____ State: _____ Zip: _____

Office/home phone: _____ Fax phone: _____

Mobile phone: _____ Message phone: _____

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 the sub divider for that development waives all vested rights. Any extension must be requested prior to the expiration of the original approval. Should a prior application become void, the applicant must reapply at the concept phase. There shall be no presumption of approval of any aspect of the process. *Each application for a subdivision amendment shall have all required submittals before it is accepted as a complete application.*

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

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

Other submittals required for a complete application:

Failure to submit a complete application as required will void any vesting of property rights and delay the processing of the application!

Each application for a subdivision amendment shall have all required submittals before it is accepted as a complete application. No application shall be accepted until such time that the Planning Commission has approved the current approval process. There shall be no presumption of approval of any aspect of the process. No application shall be accepted for any approval process if the time limit has expired on the previous approval process.

The Planning Commission 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, incompatibility with surrounding land uses, 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.

A subdivision amendment shall be processed in one, two, or three stages, depending on the extent of the amendment (*The County Planner will determine the stages needed and where you're at!*):

- (1) a concept phase which will go to a Planning Commission Meeting;
- (2) an infrastructure design phase which will go to a Planning Commission Meeting; and
- (3) the final plat which will be placed on the Planning Commission Meeting agenda for a recommendation to the County Commission.**

(1) The applicant or authorized representative shall submit an application for final plat approval **14 days prior to a regularly scheduled Planning Commission Meeting** with all required fees and copies of all materials to the Building, Planning and Zoning Department to start the final plat phase. The final plat shall conform in all major respects any approved design phase plat. A final plat submittal shall not be accepted more than six months from the date of the design and engineering phase approval or approved extension.

(2) An application shall include:

- (a) **an application form (this form) and required fee;**
- (b) **an original 24" X 36" Mylar** of the final plat; and
- (c) **eight 8.5" X 11" copies of the final plat;** and
- (d) The final plat shall **also be submitted on a computer disk** to be entered into the County database.

Plat requirements

A poorly drawn or illegible plat will be deemed an incomplete application!

16.20.30. Final Plat. Final plat requirements.

NOTE: The plat shall consist of a sheet of mylar to the approximate dimensions of twenty-four by thirty-six inches (24 x 36"). The final plat shall be prepared and certification made as to its accuracy by a registered land surveyor licensed to do such work in the State of Utah. The plat shall be so drawn that the top of the sheet faces north. All lines, dimensions, and markings shall be made with approved waterproof black India drawing ink, or equivalent. The actual map shall be made on a scale large enough to clearly show all details, and every detail of the plat shall be legible. A poorly-drawn or illegible plat is cause for its denial. A traverse shall not have an error of closure greater than one part in 10,000.

- 1.** The names, widths, lengths, bearings and curve data on the right-of-way lines of proposed public streets, alleys and easements. Curve data should include the radius to the nearest 0.01 foot, the central angle to the nearest

second of arc, the tangent length, the arc length and notation as to non-tangent curves; also, the boundaries, bearings, and dimensions of all portions within the subdivision, as intended to be dedicated to the use of the public; the lines, dimensions, bearings, and numbers of all lots, blocks, and parts reserved for any reason within the subdivision. For all curves in the plat, sufficient data shall be given to enable the re-establishment of the curves on the ground. The curve data shall include the radius, central angle, tangent, and arc length. Lengths shall be shown to hundredths of a foot. Angles and bearings shall be shown to seconds of arc;

2. All lots and blocks are to be numbered consecutively under a definite system approved by Uintah County. Addresses shall be issued by the County Planner or designee and shall be shown on the plat with the corresponding lot number. All proposed streets shall be named or numbered in accordance with and in conformity with the adopted street naming and numbering system of the County. Streets shall be identified by names approved by the County Planner;

3. The location of public utilities, which are within, or in close proximity to, the proposed subdivision, together with existing watercourses, or other constructed features that are involved;

4. The location and description of all required monuments and description and locations of all monuments set and established by the County, or the United States government, that are adjacent or near this proposed subdivision;

5. In the case of Planned Unit Developments of Condominium Subdivisions, percentage of ownership per unit or lot must be reflected;

6. The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line. When the plat is bounded by an irregular shore line or a body of water, the bearings and distances of a closing meander traverse should be given and a notation made that the plat includes all land to the water's edge or otherwise;

7. If a plat is revised, a copy of the old plat shall be provided for comparison purposes;

8. Excepted parcels shall be marked, "Not included in this subdivision";

9. All public lands and streets shall be clearly identified;

10. All easements shall be designated as such and dimensions given;

11. All lands within the boundaries of the subdivision shall be accounted for, either as lots, walkways, streets, or as excepted parcels;

12. Bearings and dimensions shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines;

13. Parcels not contiguous shall not be included in one plat; neither shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat, provided that all owners join in the dedication and acknowledgments;

14. Surveys shall tie into the state grid or other permanent marker established by the Rectangular Survey of Public Lands; and

15. The information on the plat shall include:

a. **the name of the subdivision, true north arrow and basis thereof, and date;**

b. **boundary description of land to be included in subdivision, total area and basis of bearing;**

c. **registered land surveyor's "Certificate of Survey";**

d. **Owner's dedication with Notary Public's acknowledgement;**

e. **square footage of each lot under one acre or the lot acreage if one acre or larger;**

f. **township, range, section and quarter section if a portion;**

g. **graphic scale;**

h. **ties to a minimum of two section corners with bearings and distances;**

i. **survey monuments;**

j. **when required by the County Commission, the total water allocation in acre/feet for each lot and flow rate for its allocation of water when a public water system will not be used; and**

k. **approval signature blocks for:**

i. **any improvement, service, water, and special districts where all or part of the development is located;**

ii. **the County Surveyor;**

iv. **County or local Fire Marshal;**

v. **the Tri County Health Department;**

vi. **the County Treasurer indicating at the time of signing that the property is clear of all taxes;**

vii. **the County Planning Commission Chair; and**

viii. **the County Commission Chair attested by the County Clerk.**