



COMMUNITY DEVELOPMENT

152 East 100 North Vernal, Utah

435-781-5336

Subdivision Checklist – FINAL PLAT PHASE	Required at Submittal of Application	Office Use Only
Plat, on reproducible mylar, with all signatures except for Planning Commission and County Commissioner Signatures (Final Plat requirements listed on final page of this application)		
Two (2) paper copies of the final mylar plat		
An 11"X17" black-line original plat		
A digital copy in a format acceptable to the county recorder		
Final design drawings, prepared by a licensed engineer, and approved by the land use authority, for the road system, and all other required subdivision improvements, facilities and amenities.		
A tax clearance from the Uintah County Treasurer, indicating that all taxes, interest, and penalties have been paid		
Owner Agent Affidavit if the owner is being represented by others		
Payment of the nonrefundable final plat application fee, and surveyor fee		
Bond Money		

*****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
FINAL PLAT PHASE

<input type="checkbox"/> Standard Subdivision <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Cluster Subdivision <input type="checkbox"/> Seasonal Subdivision	\$100 per lot Application Fee: \$ _____ \$100 + \$15 per lot Surveyor Fee: \$ _____ Receipt #: _____ Total Fee: \$ _____
SUB # _____ Name of subdivision: _____	
# of Lots: _____ # of Phases _____ PC Meeting Date: _____ Approved <input type="checkbox"/> Denied <input type="checkbox"/>	
CC 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: _____

4-SEASONAL

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. An approved Final Plat is valid for six (6) months from the date of approval, at the end of which time the plat shall be recorded in the office of the Uintah County Recorder. If the approved final subdivision plat is not recorded within the six (6) month period from the date of approval, the application will be deemed null and void, and the applicant shall be required to submit new preliminary and design/engineering applications. 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.

Upon approval and recordation of the Final Plat, owners of lots within the recorded plat may begin to apply for building permits. No building permits shall be issued until a final subdivision plat has been recorded.

Owner or Authorized Agent Signature _____ Date _____

Printed Name of Signee _____

Final Subdivision Plat requirements

A final subdivision plat, prepared by a licensed land surveyor, conforming to current surveying practice and in a form acceptable to the Uintah County recorder for recordation. The final subdivision plat shall be presented in black ink on reproducible mylar at the same scale and contain the same information, except contour lines but containing any changes, additions or revisions required by the county, for the approved preliminary plat. All revision dates must be shown as well as the following:

- Notation of any self-imposed restrictions, or other restrictions as required by the county commission in accordance with this chapter.
- All monuments that are erected, corners and other points established in the field in their proper places. Monuments shall be established along the external boundary of the subdivision and at all lot corners with a detailed description of monuments found and monuments set, indicated separately. Where monuments exist but are not firmly set or of a durable material they should be rehabilitated and documented. Unless extenuating circumstances dictate, the minimum size of monuments set should be not less than 5/8 inch in diameter with a minimum length of 24 inches and be detectable by a magnetic locator. Monuments set shall be durably and visibly marked or tagged with the registered business name or the letters "L.S." followed by the license number of the surveyor in charge.
- A subdivision name, approved by the County Recorder, and the general location of the subdivision, in bold letters at the top of the sheet. The Township, Range, and Quarter Section shall be shown on the top of the plat.
- Where a subdivision complies with a different subdivision option provisions, the final plat shall indicate underneath the subdivision name words describing the subdivision option that the subdivision was approved under.
- A north point or arrow which shall make the top of the sheet either north or east, however, exceptions may be approved, the scale of the drawing and the date of the survey noted in the heading. (Meaning the date year and month the survey markers were placed).
- Accurately drawn boundaries, showing the distance and bearings of all lines traced or established by the survey, and dimensions of all boundary lines of the subdivision. These lines should be slightly heavier than street and lot lines. The Basis of Bearing between two monumented corners of the Public Land Survey System, sufficient for retracement shall also be noted on the final plat. A measurable mathematical relationship between the property and the monument from which it is described shall be shown. If that monument is not in place, its mathematical location must be shown as well as a mathematical relationship to monuments in place. All measured bearings or distances or bearings and distances calculated from measurements shall be separately indicated from those of record if not in agreement. The mathematical relationship between all monuments found or set shall be indicated.
- Dimensions of straight lines shall consist of the bearing and length. Dimensions of curved lines shall consist of the radius, arc length, central angle, tangent, chord distance and chord bearing. All bearings and angles shall be given to seconds of arc, and length or distances shall be given to hundredths of a foot.
- The names, widths, lengths, bearings and curve data on center lines of proposed streets, alleys and easements; 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, areas and numbers of all lots, blocks and parts reserved for any reason within the subdivision. All proposed streets shall be numbered consecutively under a definite system approved by the County and conform as far as practicable to the adopted street numbering system of Uintah County.
- A house number indicating the street address for each lot in the subdivision shall be assigned by the County and marked on each lot so as to face the street frontage. Corner lots shall have a house number assigned for each frontage. Homes that are built on approved flag lots or right of ways shall have the address assigned and posted at the access point from a County Road or private road.
- The owner's certificate of consent, including a legal description of the subdivision's boundaries and the dedication of all required public ways or spaces. This certificate shall be signed, dated and notarized. There shall also be added lines for each owner's name to be printed. The owner's certificate should include a

reference to any covenants and blanks where the county recorder may enter the book and page number of their recording.

- A certificate showing the name and registration number of the surveyor responsible for making the survey. This certificate shall be signed, and dated.
- Signature blocks prepared for the dated signatures of the board of county commissioners' chair attested by the County Clerk, planning commission chair, county treasurer, county surveyor, county fire marshal and tri-county health department.
- Other final subdivision plat notes, as required by the land use authority.

Multiple Sheets and Plat Accuracy

Multiple plat sheets may be used. All sheets shall be numbered and referenced to an index map, and all required certificates shall appear on a single sheet (along with the index and vicinity maps). Bearings shall be shown to the nearest second; lengths to the nearest hundredth foot; areas to the nearest hundredth acre.