



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

16.12.050. Administrative Approval Procedure for Minor Subdivisions.

- A. A minor subdivision is a division of land into no more than nine lots. A minor subdivision **shall not:**
1. include the construction of new infrastructure;
 2. be a part or a phase of a larger subdivision;
 3. be allowed further division of land exceeding nine lots by way of a minor subdivision within three years of approval. Any additional division of the originally subdivided parcel within three years of the last approved division shall be accomplished through the standard subdivision process and shall include all land divided from the parcel in the last three years; and
 4. include commercial or industrial uses.

OFFICE USE ONLY	
Name of Subdivision: _____	SUB#: _____
Fee: <u>\$50.00 Application fee plus \$55.00 per lot</u> <u>\$10.00 Surveyor (File) fee</u>	Amount Paid: \$ _____ Receipt #: _____
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: _____
<i>A copy of the deed, offer or tax notice MUST be included to demonstrate ownership.</i>	

Original Property Information and Location	
(All lines applicable to this site must be filled in)	
Section _____	Township _____ Range _____
Parcel # _____	Zone: _____
PROPERTY ADDRESS: _____ City: _____	
<i>Submit a parcel map obtained from the Uintah County Recorder's Office with this application.</i>	

Agent for the property owner(s)	
(IF APPLICABLE)	
Name(s): _____	
Address: _____	
City: _____	State: _____ Zip: _____ Main phone: _____
Fax phone: _____	E-mail address: _____
<i>An agent authorization form properly signed and notarized MUST be included with this application</i>	

Engineer/Surveyor

Company: _____ Name: _____

Address: _____

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

E-mail address: _____ Professional License #: _____

5. 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 at the concept phase. 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.**

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E. Upon receiving approval of a minor subdivision plat, the original plat shall be filed in the office of the Uintah County Surveyor not more than fifteen (15) days from the date of approval by the Uintah County Planner. A minor subdivision plat, which is not filed within fifteen (15) days from the date of approval by the Uintah County Planner, shall be null and void unless a longer period of time is approved by the Planning Commission.

F. The Zoning Administrator may, at his/her discretion, require the property being subdivided to be reviewed and recommended by the Planning Commission to the county legislative body for approval.

A minor subdivision submittal shall include:

- A completed application form and required fee
- One 24" X 36" Mylar print of the plat to be signed by County Treasurer, TriCounty Health & Fire Marshal prior to submitting for approval, as well as signed and notarized by **all owners** of record. Planning Director is last to sign.
- 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
- Proof of ownership** demonstrated by a title search, deed, property information screen, or other verifiable means (current parcel map or tax notice)
- A notarized agent authorization form when the property owners are being represented by others
- Letters from the applicable sewer and water service district or (if septic) from the TriCounty Health Department, approving the means of water delivery and wastewater disposal
- Utility approval forms *if required*
- A letter stating that the nearest fire hydrant(s) to property line are within 600 feet from every lot. (The water service district will list the distance of fire hydrant, **when requested**, in the water letter.)
- Any other material or information required by the County Planner, Planning Commission, County Commission or other effected 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

Poorly drawn or illegible plats will be deemed as an incomplete application!

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D. The boundaries of each lot or parcel exempted by this part shall be graphically illustrated on a record of survey plat drawn and stamped by a licensed surveyor, and shall not be done by deed alone. The plat shall be recorded with the Uintah County Surveyor. The survey plat shall contain the following:

1. If a plat is revised, a copy of the old plat shall be provided to the County Planner for comparison purposes.
2. 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 shoreline 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.
3. 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.
4. Lengths shall be shown to hundredths of a foot. Angles and bearings shall be shown to seconds of arc.
5. 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.
6. All blocks and lots within each block shall be consecutively numbered. Addresses shall be issued by the Zoning Administrator or his designees and shall be shown on the plat with the corresponding lot number.
7. All public lands and streets shall be clearly identified.
8. All lands within the boundaries of the subdivision shall be accounted for, either as lots, walkways, streets, or as excepted parcels.
9. 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 certification and acknowledgments.
10. Each lot may be required to list the total water allocation in acre/feet and flow rate for its allocation of water that is approved at the time of subdivision approval.
11. The information on the plat shall include:
 - a) the name of the subdivision, true north arrow and basis thereof, and date;
 - b) name, address, and **signature blocks for the owners** of record [of the original track of ground]; should be a **certification, not a dedication**
 - c) the acreage of each lot carried to 3 decimal places;
 - d) township, range, section and quarter section if a portion;
 - e) graphic scale;
 - f) ties to a minimum of two section corners with bearings and distances;
 - g) survey monuments;
 - h) all fire hydrants
 - i) **approval signature blocks for:**
 - I) **the Uintah County Planner;**
 - II) **the Uintah County Fire Marshal** when applicable;
 - III) **the TriCounty Health Department** when applicable;
 - IV) any improvement, service and special districts where all or part of the development is located;
 - V) **the Uintah County Treasurer** indicating at the time of the signing of the plat that the property is clear of all back taxes; and
12. When generated on a computer, the plat shall also be submitted on a computer disk to be entered into the County data base.

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