



**COMMUNITY DEVELOPMENT**

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

| <b>Subdivision Checklist – CONCEPT PHASE</b>  | Required at<br>Submittal of<br>Application | Office<br>Use<br>Only |
|---|--|-----------------------|
| Authorized Signature on all Required Forms  |  |                       |
| Two (2) 24"x36" hard copies of the Concept Plan   |  |                       |
| Digital copy of the Concept Plan (PDF)  |  |                       |
| Water and Sewer Availability Letter (see contact info below)  |  |                       |
| Septic Feasibility Letter from Tri County Health (when applicable – see contact info below)   |  |                       |
| Location of any FEMA Flood Plain on subject property  |  |                       |
| 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   |  |                       |
| Provide documentation for all easements, rights of ways, and other interests on the property  |  |                       |
| Documentation regarding ditches, drainages, and canals  |  |                       |
| Information regarding any items relevant to the property from the Ashley Valley Storm Water Master Plan (i.e. drainages, proposed improvements) |  |                       |

**\*\*\*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 \_\_\_\_\_

**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  
CONCEPT PHASE**

**SUBDIVISION TYPES: 1- STANDARD: 1-15 LOTS 2-MAJOR: 16-99 LOTS 3-PLANNED UNIT DEVELOPMENT (PUD)**

**Standard Subdivision Fee: \$100 + Fire District Fee** Total Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**Major Subdivision Fee: \$400 + Fire District Fee**

**Planned Unit Development Fee: \$400 + Fire District Fee**

**Fire District Fees: 1-30 lots - \$70, 31-100 lots - \$120, 101+ lots - \$170**

SUB # \_\_\_\_\_ Name of subdivision: \_\_\_\_\_ Recorder Approval

# of Lots: \_\_\_\_\_ # of Phases \_\_\_\_\_ PC. Meeting Date: \_\_\_\_\_ Approved  Denied

**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 concept phase, 2) the design phase, and 3) the final plat phase. Each phase shall be actively pursued to completion. The approval of the concept phase is valid for one (1) year. Any application that exceeds the one (1) year time limit as stated in the Subdivision Ordinance will be deemed null and void, and the subdivider for the development will waive 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. There shall be no presumption of approval of any aspect of the 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, 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 applications for Major Subdivisions and PUDs prior to being presented to Planning Commission. The application must reflect compliance with the requirements of the DRC prior to the Planning Commission meeting.

The Concept Plan shall include the following minimum information:

- Subdivision Vicinity Map including the location of the subdivision within the parcel and its relationship to the surrounding area.
- The location, width, and other dimensions pertaining to proposed and existing roads.
- The lot size and frontage for each lot.
- Any proposed landscaping and any improvements to be held in common ownership (HOA).
- Existing waterways, ditches, canals, flood plains, utilities, easements, or other significant features of the property.
- Conceptual grading and drainage

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_