



COMMUNITY DEVELOPMENT

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

Subdivision Checklist – DESIGN PHASE	Required at Submittal of Application	Office Use Only
Authorized Signature on all Required Forms		
Two (2) 24"x36" hard copies of the Design Plans		
Digital copy of the Design Plans (PDF)		
Location of any FEMA Flood Plain on subject property		
Soils Report		
Owner Agent Affidavit if the owner is being represented by others		
Approval letter from the Uintah Fire Suppression Special Service District		
Traffic Study (Major Subdivisions and PUD's)		

*****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
DESIGN PHASE

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

<input type="checkbox"/> Standard Subdivision Fee: \$100	Total Fee: _____	Receipt #: _____
<input type="checkbox"/> Major Subdivision Fee: \$500		
<input type="checkbox"/> Planned Unit Development Fee: \$500		
SUB # _____ Name of subdivision: _____		
# 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 concept phase, 2) the design phase, and 3) the final plat phase. Each phase shall be actively pursued to completion. The approval of the design 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 Design Plans 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 and other phases of development.
- Details and specifications from the Uintah County Manual of Road and Street Design, and details for proposed utilities.
- Information and details showing compliance with the requirements of the DRC.
- Plan, profile and typical cross-section drawings of roads, bridges, culverts, sewers, and drainage structures.
- Location of Fire Hydrants, Catch Basins, Light Poles, Street Signs, and other utilities.
- Street numbers.
- 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.
- Complete grading, drainage, and storm water plans including 100 year storm calculations.
- Location of existing trees.
- Other items as required by the Subdivision Ordinance.
- Signature blocks for the following:
 - Planning Commission
 - Fire Marshal
 - Water/Sewer District
 - Road Department
 - Power Utility
 - Gas Utility
 - Strata

Owner or Authorized Agent Signature _____ Date _____

Printed Name of Signee _____