



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 with all signatures except for Planning Commission and County Commissioner Signatures		
Final copy of Design Drawings with all required signatures		
AutoCad and PDF files of plat		
Engineer’s Estimate of Costs or Bids for all Improvements		
Bond Money		
Owner Agent Affidavit if the owner is being represented by others		

*****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**

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

<input type="checkbox"/> Standard Subdivision	\$100 per lot + \$25 per lot Surveyor Fee
<input type="checkbox"/> Major Subdivision	Total Fee: _____ Receipt #: _____
<input type="checkbox"/> Planned Unit Development	

SUB # _____ Name of subdivision: _____

of Lots: _____ # of Phases _____ PC Meeting Date: _____ Approved Denied

CC 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 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 Final Plat shall meet industry standards, the requirements of section 16.20.050 of the Uintah County Ordinance, and the following minimum requirements:

- Plat Name – include subdivision name, phase number, units/lots to be amended.
- Plat to be signed, sealed, and certified by a Professional Land Surveyor (PLS)
- Plat to be plotted on a 24"x36" mylar sheet with a written and graphic scale and north arrow, with north being at the top of the page. A legend is required for all symbols and line types depicted.
- Exterior boundary to agree with existing or proposed division lines as depicted on filed or approved Record of Survey (ROS) map(s).
 - Exterior boundary shall be clearly defined with the Point of Beginning, lines, and curves clearly labeled. Angular data to be listed to the nearest second of arc (123°45'67") and lengths to the nearest hundredth of a foot (123.45')
 - Boundary shall be tied spatially to at least two existing (found) clearly described Public Land Survey System (PLSS) monuments (typically section corners, ¼ section corners or 1/16 section corners). Basis of bearings shall be identified and stated between two PLSS monuments.
 - Written meets and bounds, or aliquot part, legal description to agree with the exterior boundary labels with ties to monuments and statement of Basis of Bearing.
- Evidence of a title report including the effective date and commitment number shall be shown on the ROS and Final Plat.
- Existing easements of record, evidence of prescriptive easements, and proposed easements shall be shown on the plat.
- Interior streets, lots, and easements shall be adequately labeled with necessary line, curve, and offset dimensions. Boundary, street, lot or unit figures must close mathematically.
- All lot and subdivision boundary corners are to be monumented as outlined in 17-23-17 of state code.
- All lands within the boundaries of the subdivision shall be accounted for, either as public right of way or as accepted parcels.
- 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.
- Signature blocks for the following:
 - County Commission Chairperson
 - Planning Commission
 - County Surveyor
 - County Treasurer
 - Tri-County Health Department
 - Any improvement or special service district where all or part of the development is located

Owner or Authorized Agent Signature _____ Date _____

Printed Name of Signee _____