



EASTERN SUMMIT COUNTY

CHECKLIST AND REVIEW PROCEDURE FOR FINAL SUBDIVISION PLAT

- **SUBMISSION REQUIREMENTS**

- ***Application form:*** Completed and signed by the property owner(s).
- ***Approval of the property owner(s) if different from the applicant:*** The property owner(s) must sign the back of the application form, or submit a letter indicating their ownership and authorization for the submittal of the application.
- ***Fee:*** One payment will be accepted for both the Planning and Engineering fees.
 - ***Planning Fee:*** \$300.00 per lot/unit
 - ***Engineering Fee:*** \$15.00 per lot/unit
- ***2 copies of a detailed Final Plat (Please submit 1 copy on 11" x 17" paper size and 1 copy on 24" x 36" paper size, drawn to scale), including:***
 - The locations, dimensions, and areas of all proposed lots/development;
 - Indication of the use of any lot (single-family, open space, agriculture);
 - The date of the plan, approximate true north point, scale, and title of the subdivision/development, and the name of the land surveyor;
 - The general location and dimensions of all boundary lines of the property (expressed in feet and decimals of a foot); water bodies, streams, and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, and bridges; existing streets and easements, alleys, and other public ways; and building envelopes, if necessary, and setback lines;
 - Lots shall be consecutively numbered or lettered in alphabetical order with addresses, approved by the County, for each lot;
 - A notation and explanation of drainage easements, site easements, and reservations, if any; and endorsement of the owner;
 - Notation of any self-imposed restrictions, and locations of any building lines proposed to be established in this manner, if required by the Community Development Director in accordance with the Development Code;
 - Signature blocks for the following:
 - County Recorder;
 - Planning Commission;
 - County Manager;
 - Health Department;
 - County Engineer;
 - County Attorney;
 - County Sheriff;
 - Fire District;

- Rocky Mountain Power Company (if applicable);
- Questar Gas (if applicable).

- Endorsement on the plan by every person having a security interest in the property that he is subordinating his liens to all covenants, servitude and easements imposed on the property, and all conditions of development approval imposed by the County;
- All monuments erected, corners, and other points established in the field in their proper places. The material of which the monuments, corners, or other points are made shall be noted at the representation thereof or by legend; except, that lot corners need not be shown. The legend for metal monuments shall indicate the kind of metal and the diameter, length and weight per lineal foot of the monuments;
- Notes on the plat stating, *“Further subdivision of such lands, whether by deed, bequest, divorce, decree, or other recorded instrument, shall not result in a buildable lot until the same has been approved in accordance with the Eastern Summit County Development Code.”*

“All lots/structures within this development must meet all building permit requirements at the time of building permit issuance.”

- All other applicable plat notes necessary to meet the requirements of the Development Code.

- *1 electronic copy of the aforementioned materials in PDF format.*
- *ADDITIONAL INFORMATION MAY BE REQUIRED.*

- **REVIEW PROCEDURE**

1. The planner will review the application. If the Final Plat has not had previous service provider review, the plat will be sent to applicable service providers for their review and comment. When their comments are received, the planner will contact the applicant to discuss the service provider recommendations.
2. The planner will schedule a hearing before the County Manger. After reviewing the application, and staff report, the County Manager will approve, approve with conditions, or deny the request.
3. If the County Manager determines that significant changes have been made to the application between preliminary and final review, the County Manager may remand the application to the Planning Commission for additional review and comment.
4. Upon a request from the planner, the applicant gains the requested signatures on the final mylar and submits it with the “Owner’s Dedication and Consent to Record” signed and notarized by the property owner(s).
5. The planner sends the mylar to the applicable County Departments for their final review and signatures.
6. Upon a request from the planner, the applicant submits a Title Report for review by the County Attorney. ***Please keep in mind that the County Attorney is the last one to sign the plat and they must do so within 30 days from the date of the Title Report.***
7. The plat is recorded in the Summit County Recorder’s Office.



Community Development Department
P.O. Box 128
60 North Main Street
Coalville, Utah 84017
Phone: 435-615-3124
Fax: 435-615-3046
www.summitcounty.org

FINAL SUBDIVISION PLAT APPLICATION FORM

Owner(s) of Record:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Fax: _____

Authorized Representative to Whom All Correspondence is to be Sent:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Fax: _____

Project Information:

Parcel #: _____ Subdivision Name: _____

Address: _____ Section: _____ Township: _____ Range: _____

Do you currently have constructions plans turned in for Building Permit review? YES (plan check #) _____ NO

Project Description (acreage, building square footage, number of lots, etc.):

FOR OFFICE USE ONLY

Planning Fee: \$300.00 per lot/unit, **Engineering Fee:** \$15.00 per lot/unit

- Snyderville Basin**
- Eastern Summit County**

RECEIPT #: _____ DATE RECEIVED: _____ RECEIVED BY: _____

OWNER(S) ACKNOWLEDGEMENT

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid. Notification and publication fees for required public hearing notices (individual notices mailed to property owners - \$2.00 per notice; 14 day publication of legal notice in local newspaper - cost of notice) will be billed to applicant at the time a hearing is scheduled. Notification fees must be paid within 10 days of billing.

PLEASE NOTE REGARDING FEES; the payment of fees and /or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner(s) Signature: _____ Date: _____