



## EASTERN SUMMIT COUNTY

### CHECKLIST AND REVIEW PROCEDURE FOR MAJOR DEVELOPMENT

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#### • CRITERIA FOR APPROVAL

1. All aspects of the specific proposal shall be in compliance with and further the goals and objectives of the General Plan;
2. All aspects of the specific proposal shall be in compliance with the Development Evaluation Standards provided in Chapter 2 of the Code;
3. The project, unless specifically involving a Specially Planned Area, shall comply with all zoning requirements described in Chapter 3 of the Code;
4. The project shall comply with the Infrastructure Standards provided in Chapter 6 of the Code;
5. All new lots created shall be clustered to the greatest extent possible and practicable, or in a manner compatible with the objectives of the General Plan;
6. The proposal shall ensure orderly growth within Eastern Summit County;
7. The proposal shall protect life and property from natural or manmade hazards;
8. The proposal shall prevent harm to neighboring properties and lands, including nuisances;
9. Development that will adversely affect the rural, small town character of Eastern Summit County in a significant manner is not appropriate and shall not be approved; and
10. The proposal shall not adversely affect the health, safety and general welfare of the public.

#### • 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.
  - Sketch Plan (1<sup>st</sup> step in process):
    - Residential Project:
      - **Planning Fee:** \$20.00 per lot/unit
    - Non-Residential Project:
      - **Planning Fee:** \$95.00 per acre of disturbed land or 1,000 sq ft of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$95.00)
  - Preliminary Plan (2<sup>nd</sup> step in process):

- Residential Project:
  - **Planning Fee:** \$250.00 per lot/unit
  - **Engineering Fee:** \$30.00 per lot/unit.
- Non-Residential Project:
  - **Planning Fee:** \$250.00 per acre of disturbed land or 1,000 sq ft of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$250.00)
  - **Engineering Fee:** \$30.00 per acre of disturbed land (if the development area is less than one acre, the fee shall be \$30.00)
- Final Plat (3<sup>rd</sup> step in process):
  - **Planning Fee:** \$300.00 per lot/unit
  - **Engineering Fee:** \$15.00 per lot/unit
- **SKETCH PLAN:**
  - **1 copy of a detailed sketch plan (11" x 17" minimum paper size, drawn to scale), including:**
    - Vicinity Map and North Arrow;
    - The creation dates of the parcel(s) to be developed in accordance with the definition of a "lot of record" as defined in Chapter 11 of the Development Code;
    - The name of the development. This name shall not duplicate the name of any plat previously recorded;
    - Name and address, including telephone number of legal owner and/or authorized representative, and citation of last instrument conveying title to each parcel of property involved in the proposed development, giving grantor, grantee, date and lands records reference;
    - Legal description and location of property, including citation of any existing legal rights-of-way, irrigation ditches, or easements affecting the property; and existing covenants on the property, if any;
    - The approximate location, dimensions, and areas of all proposed existing lots, existing structures, existing easements, watercourses, and names of all existing streets or other public roads adjacent to the proposed development;
    - A delineation of environmentally sensitive areas including, but not limited to wetlands, slopes exceeding 30%, floodplains, and ridgelines;
    - Identification of the means for providing water supply, power, sanitary sewage, collection and discharge of surface water drainage, and fire protection;
    - All areas within and adjacent to the project, including areas separated by a street, highway, road, right-of-way, or stream or watercourse, under common ownership.
  - Review Procedure for Sketch Plan:
    1. The planner will review the Sketch Plan and make preliminary findings as to whether the application complies with the "Criteria for Approval" of a Major Development and all applicable provisions of the General Plan.
    2. The planner may schedule a work session with the Planning Commission in order to gain initial feedback regarding the development.

3. After completion of the Sketch Plan review and upon a request from the planner, the applicant will submit a Preliminary Plan application and pay the associated fees.

- **PRELIMINARY PLAN:**

- ***2 copies of a detailed Preliminary Plan (please submit 1 copy on 11" x 17" minimum paper size and 1 copy on 24" x 36" minimum paper size, drawn to scale) including:***
  - A title block stating the name of the proposed development; the type of development; the name, address, and phone numbers of the legal owner(s) of property, and the professional person(s) responsible for the design and survey; and a graphic and written scale and date of preparation;
  - Location of true north and a vicinity map with section lines, township and range, including sufficient detail to show the location of the proposed development;
  - Surveyed boundaries of the development and total acreage, with the names of adjacent property owner(s) shown;
  - Topographic contour intervals no greater than five feet (5') for the specific portion of the property to be developed or altered in any fashion, unless otherwise stipulated by the Director;
  - A slope analysis showing grades ranging from 0-10%, 10-15%, and 15-30%;
  - Any past, existing, or proposed geologic or natural hazards in the area, i.e. mudslides, flooding, high water table, erosion, slipping, forest fires, etc.;
  - The location of wetlands, streams, and flood drainage channels, with all 100-year floodplains delineated;
  - The location of existing structures, public utility easements; power lines, drain pipes, culverts, ridgelines, water and sewer lines, wells and springs on or near the property;
  - When it is contemplated that services will be provided by special district or companies, letters of intent to provide service from such entities shall accompany the application;
  - The location of any active and productive agricultural land and operations and irrigation ditches and systems that affect the agricultural lands, as identified by the Agriculture Protection Advisory Board;
  - Existing vegetation;
  - The location of and impact on any critical wildlife habitat, including birthing areas, critical winter range, and migration corridors;
  - The proposed development layout, including lots, parcels, buildings, setback lines, roads, utilities, fire hydrants and water storage systems where applicable, open space, and architectural and landscape concepts;
  - The proposed grading and drainage plan and landscape and maintenance plan;
  - The location and design of public and private roads.
  - A written statement describing the consequences the proposed development will have on population, the economic structure of the community, traffic, government services (fire protection, schools, sewers, etc.), surrounding property, and the tax structure.
- ***1 electronic copy of the aforementioned materials in PDF format.***

▪ **Review Procedure for Preliminary Plan:**

1. The Preliminary Plan 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 comments.
2. The planner will schedule a public hearing before the Planning Commission which includes noticing all property owners located within 1,000' of the subject parcel.
3. After conducting a public hearing, the Planning Commission will make a recommendation to the County Manger for approval, approval with conditions, or denial of the request.
4. The planner will schedule a hearing before the County Manager. After reviewing the application, staff report, and Planning Commission findings and recommendations, the County Manager will approve, approve with conditions, or deny the Preliminary Plan.
5. After a final decision if granted by the County Manager and upon a request from the planner, the applicant will submit a Final Plat application and pay the associated fees.

○ ***FINAL PLAT:***

- ***2 copies of a detailed Final Plat (please submit 1 copy on 11" x 17" minimum paper size and 1 copy on 24" x 36" minimum 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, agricultural);
  - 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)a; 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;
  - A preliminary title report covering all property located within the subdivision/development. The report shall be prepared or be updated to within thirty (30) days of the date of recording of the subdivision plat or development plan;
  - 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 nay; 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 CDD or designated planning staff member in accordance with this Title;
  - 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 indicated the kind of metal and the diameter, length, and weight per lineal foot of the monuments;
- The following notes must be placed on the plat:
  - “Further subdivision of such lots, whether by deed, bequest, divorce decree, or other recorded instrument shall not result in a buildable lot unit 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.”
- Signature blocks prepared for the dated signatures of the following:
  - Chairpersons of the Planning Commission and County Manager;
  - County Recorder;
  - County Engineer;
  - County Attorney;
  - County Sheriff;
  - Applicable Fire District;
  - County Health Department;
  - Rocky Mountain Power;
  - Applicable Water Service Provider;
  - County Assessor.
- *1 electronic copy of the aforementioned materials in PDF format.*
- **Review Procedure for Final Plat:**
  1. The planner will schedule the item before the County Manager.
  2. 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 plan 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

## SKETCH PLAN 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

- Residential Project:** \$20.00 per lot/unit
- Non-Residential Project:** \$95.00 per acre of disturbed land or 1,000 sq ft of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$95.00)

- 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.

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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: \_\_\_\_\_



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Phone: 435-615-3124  
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## PRELIMINARY PLAN 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.):

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## 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*

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