



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

## EASTERN SUMMIT COUNTY

### CHECKLIST AND REVIEW PROCEDURE FOR MINOR SUBDIVISION

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- **CRITERIA FOR APPROVAL**

1. All new lots created shall be clustered to the maximum extent possible.
2. Access to all lots shall be consolidated to the greatest extent practicable and reasonable.
3. Each lot shall have legal access through a recorded right-of-way or easement. Access to the property from a public road must be granted by the state or county, whichever is appropriate.
4. The project must comply with the development evaluation standards provided in Chapter 2 of the Code.
5. The project must comply with the infrastructure standards provided in Chapter 6 of the Code.
6. The minimum parcel size for new parcels created through this process will be one (1) acre.

- **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)
  - **Final Plat (2<sup>nd</sup> step in process):**
    - ***Planning Fee:*** \$300.00 per lot/unit
    - ***Engineering Fee:*** \$15.00 per lot/unit
- ***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 Appendix A of the Development Code;
  - The name of the subdivision. 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 subdivision, 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 lots;
  - 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 Minor Subdivision and all applicable provisions of the General Plan.
- ***Upon a request from the planner, the applicant will submit 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;
  - Indication of the use of each lot (single-family, open space, agriculture);
  - The date of the plat, approximate true north point, scale, title of the subdivision and the name of the land surveyor;
  - The location and dimensions of all boundary lines of the property (expressed in feet and decimals of a foot), water bodies, streams, drainage ditches, existing streets, easements, alleys, and other public ways; and building envelopes, if necessary;
  - All monuments erected, corners, and other point 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;
  - 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 and other restrictions or requirements of service

providers and the Community Development Director;

- Signature blocks for the following:
  - County Health Department;
  - County Recorder;
  - Community Development Director;
  - County Engineer.
- Endorsement on the plat by every person having a security interest in the subdivision property that he/she is subordinating his/her liens to all covenants, servitude and easements imposed on the property, and all conditions of subdivision approval imposed by the County;
- A statement certifying all lots within the subdivision are buildable, and that any further subdivision of such lots, 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 Code;
- The following notes must be placed on the plat:
  - “All lots within this subdivision must meet all building permit requirements at the time of building permit issuance.”
  - “No additional minor subdivision of the property will be allowed” and that “any further subdivision must comply with the major development review process.”
  - “The owners of property within Eastern Summit County recognize the importance of agricultural lands and operations and small rural business enterprises. It is recognized that agricultural lands and operations and rural business enterprises have unique operating characteristics that must be respected. (Owners of each lot platted in this subdivision/the owner of the residence constructed upon this lot) have/has been given notice and recognizes that there are active agriculture lands and operations and rural business enterprises within Eastern Summit County and acknowledge(s) and accept(s) that, so long as such lands and operations exist, there may be dust, noise, odor, prolonged work hours, use of roadways for the purposes of herding/moving animals, and other attributes associated with normal agricultural operations and rural businesses.”
  - “Water has not been approved for this site. It shall be the responsibility of each lot owner to demonstrate that water of adequate quantity is available for each lot prior to the issuance of a building permit. This shall be accomplished with a memorandum of decision from the State Engineer for a private well or written commitment from a municipality or private water service company.”
  - “Septic or sewerage has not been approved for this site. The property owner shall demonstrate that the property can adequately support a septic system per State/County requirements or has access to an operational, approved sewer system prior to the issuance of a building permit through an approval letter from the County Health Department.”
- *1 electronic copy of the aforementioned materials in PDF format.*
  - Review Procedure for Final Plat:

1. The Final 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 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 Community Development Director for approval, approval with conditions, or denial of the request.
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 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.



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## 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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## 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.):**

\_\_\_\_\_  
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