



EASTERN SUMMIT COUNTY

CHECKLIST AND REVIEW PROCEDURE FOR PLAT AMENDMENT

- **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.
- ***Warranty Deed(s):*** Please submit current deed(s) for each parcel involved in the Plat Amendment; available from the Summit County Recorder's Office.
- ***Petition Letter:*** Identify the reason(s) for the Plat Amendment.
- ***Fee:*** One payment will be accepted for both the Planning and Engineering fees.
 - ***Planning Fee:*** Administrative Process: \$360.00, Public Process: \$760.00
 - ***Engineering Fee:*** \$40.00
- ***2 copies of a detailed amended plat (Please submit 1 copy on 11" x 17" paper size and 1 copy on 24" x 36" paper size, drawn to scale), including:***
 - Vicinity Map;
 - Subdivision name, including "Amended" (i.e. Red Hawk, Lot 4 Amended);
 - Location, dimensions, and areas of all proposed changes to the plat;
 - Adjacent lot/property description illustrated on the plat to indicate the location of the plat amendment within the overall subdivision plat and surrounding areas (these illustrations not within the proposed plat amendment shall be indicated with less line weight);
 - All information from existing plat to be included on amended plat, including:
 - Owner's Dedication and Acknowledgment block and Consent to Record for any lien holders;
 - Date of plat, approximate true north point, scale, name of land surveyor;
 - Location and dimensions of all boundary lines of property, water bodies, streams, drainage ditches, existing streets, easements, alleys and other public rights-of-way and building envelopes (if necessary);
 - All monuments erected, corners, and other points established and legends for metal monuments;

- Number of lots and addresses for each lot;
- Notation and explanation of all easements;
- Notation of any self-imposed and other restrictions, requirements of service providers and the Community Development Director;
- Signature blocks for the following:
 - County Recorder;
 - Planning Commission;
 - County Manager;
 - County Engineer;
 - County Attorney;
 - County Assessor.
- Statement certifying all lots are buildable;
- All notes on original plat to be included on amended plat.

○ *1 electronic copy of the amended plat in PDF format.*

○ *ADDITIONAL INFORMATION MAY BE REQUIRED.*

• **REVIEW PROCEDURE**

1. The planner will review the application and send the request to the Summit County Engineering Office, the Summit County Recorder's Office, and any other 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. If the Plat Amendment is to combine lots or adjust and/or alter lot lines:

- a. The planner will schedule a potential public hearing before the Planning Commission, which includes noticing all property owners located within 300' of the subject parcel. If adverse public comment is received within 10 days from the date of the notice, a public hearing will be held with the Planning Commission. Following the public hearing, the Planning Commission shall make a recommendation to the Community Development Director regarding an approval, approval with conditions, or denial of the plat amendment. If no adverse public comment is received, a public hearing will not be held.
- b. 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).
- c. The planner sends the mylar to the applicable County Departments for the final review and signatures.
- d. 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.***
- e. The plat is recorded in the Summit County Recorder's Office.

3. If the Plat Amendment is to adjust building pads, change subdivision titles, alter plat notes in any way, and all others that do not affect a public or private road:

- a. 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.
- b. The application will then follow the process identified under adjusting and/or altering lot lines.

4. If the Plat Amendment is to amend a private road:

- a. 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.
- b. After conducting a public hearing, the Planning Commission will make a recommendation to the County Manager for approval, approval with conditions, or denial of the application.
- c. 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 request.
- d. The application will then follow the process identified in the aforementioned Section 2, a-e, adjusting and/or altering lot lines.

5. If the Plat Amendment is to amend a public road:

- a. 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.
- b. After conducting a public hearing, the Planning Commission will make a recommendation to the County Council for approval, approval with conditions, or denial of the application.
- c. The planner will schedule a hearing before the County Council. After reviewing the application, staff report, and Planning Commission findings and recommendations, the County Council will approve, approve with conditions, or deny the request.
- d. The application will then follow the process identified in the aforementioned Section 2, a-e, adjusting and/or altering lot lines.



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

PLAT AMENDMENT 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: Administrative Process (no public hearing required), \$360.00. Public Process (public hearing required), \$760.00. **Engineering Fee:** \$40.00

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.

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: _____