

Subdivision Application (Instructions)

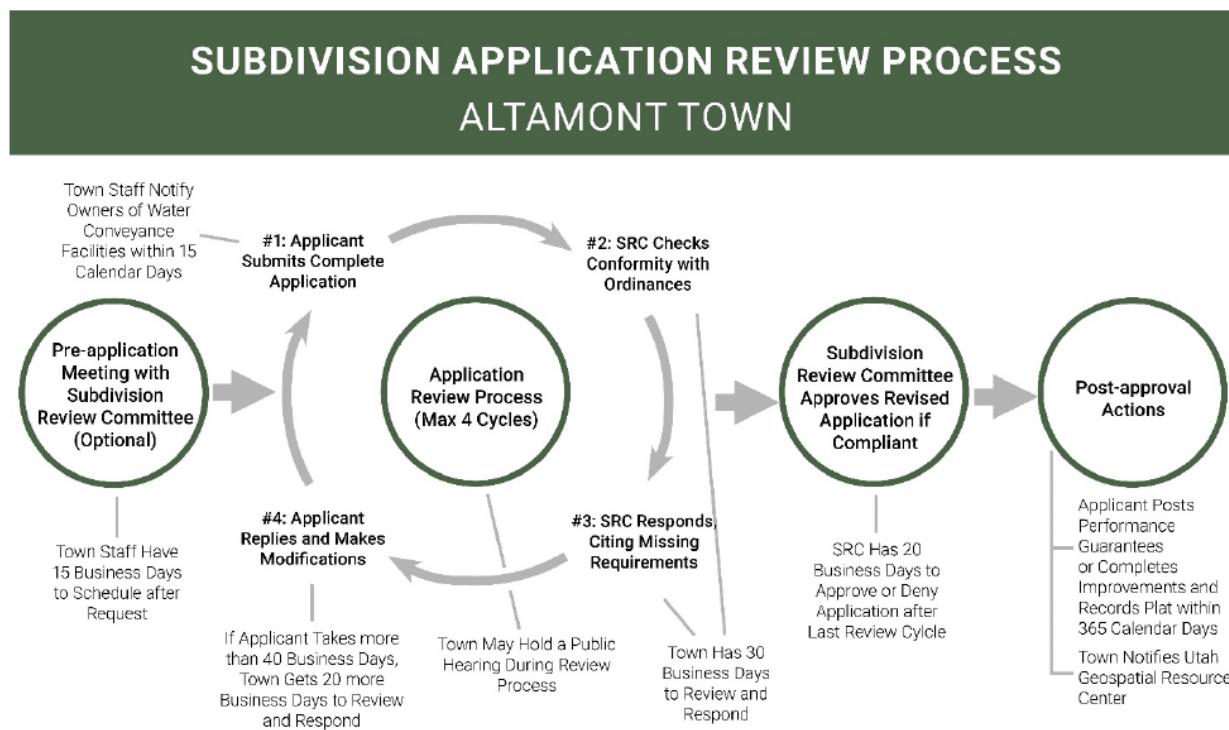
WHAT TO DO:

Submit this completed checklist and all supporting documents to the Town's Staff (altamonttown@gmail.com). Pay the application fee outlined in the Town fee schedule. Before applying, you may schedule a pre-application meeting with Town staff to review a concept plan and/or other elements of your application.

WHAT TO EXPECT:

Town staff will review your application and determine whether it is complete. If your application is complete, or if the Town decides to waive the incomplete requirements, the Subdivision Review Committee and Town staff will review and respond to your application within 30 business days. You may be required to revise your application to conform to Town development standards or to better protect the health and safety of Altamont Town residents.

The application process and requirements for all subdivisions is governed by Title 11 of the Town's municipal ordinances. The flowchart below summarizes this process.



Subdivision Application

Name of Proposed Subdivision: _____

THIS BOX IS FOR OFFICIAL USE ONLY:

County Tax Parcel Number: _____

Date Received: _____

Current Zoning of Property: _____

Receipt #: _____

Amount Paid: _____

----- CONTACT INFORMATION -----

| | |
|---|---|
| Applicant Information <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> | Property Owner #1 Information <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> |
| Property Owner #2 Information (If Applicable) <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> | Property Owner #3 Information (If Applicable) <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> |

If the property to be subdivided has more than three owners, attach supplemental information for remaining owners.

----- FINAL DOCUMENT CHECKLIST -----

- 1 **An approved land use application** that describes how the property will be used after it is subdivided. This land use application must include an approved conditional use permit, an approved variance, or citations to specific municipal ordinances that permit the intended use.
- 2 **A plat**, drawn to scale, in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The plat must include:
 - a The proposed subdivision name, which must be distinct from any subdivision name on a plat recorded in the County Recorder's office.
 - b The boundaries, course, and dimensions of all proposed parcels.
 - c The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale.

d _____ Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.

e _____ Any known and unrecorded water conveyance facility located, entirely or partially, within the plat.

f _____ Whether any parcel is intended to be used as a street or for any other public use.

g _____ Whether any parcel is reserved or proposed for dedication for a public purpose.

h _____ If any portion of the proposed subdivision is within 300 feet of an Agriculture Protection Area, the notice language found in Utah Code §17-41-403(4).

i _____ If any portion of the proposed subdivision is within 1,000 feet of an Industrial Protection Area, the notice language found in Utah Code §17-41-403(4).

j _____ If any portion of the proposed subdivision is within 1,000 feet of a Critical Infrastructure Materials Protection Area, the notice language found in Utah Code §17-41-403(4).

k _____ If any portion of the proposed subdivision is within 1,000 feet of a Mining Protection Area, the notice language found in Utah Code §17-41-403(4).

l _____ If any portion of the proposed subdivision is within 1,000 feet of a Vested Critical Infrastructure Materials Operation (extracting, excavating, processing, or reprocessing sand, gravel, or rock aggregate where that use is not permitted by Town ordinances), the notice language found in Utah Code §10-9a-904.

m _____ If the subdivision includes a condominium, the requirements found in Utah Code §57-8-13, as amended.

3 _____ **A traffic study**, if one is required by an applicable UDOT Access Management Plan (such as by virtue of the plat touching a road built or maintained by UDOT) or requested by the Land Use Authority.

4 _____ **An improvement plan**, created in accordance with applicable portions of Town code §11-200 for all public improvements proposed by the applicant or required by Town ordinances.

5 _____ **Proof of approval** by the culinary water authority, the sanitary sewer authority, the local health department, the local fire department, and the local public safety answering point.

6 _____ As applicable, **formal, irrevocable offers for dedication to the public of streets, Town uses, utilities, parks, easements, or other spaces**.

7 _____ If the plat is to be part of a community association, **signed and binding documents conveying to the association all common areas**.

8 _____ **Certifications**, including:

a _____ An affidavit from the applicant certifying that the submitted information is true and accurate (EXAMPLE ON PAGE 5).

b _____ The signature of each owner of record of land described on the plat, signifying their dedication and approval of the plat (EXAMPLE ON PAGE 6).

c _____ Certification that the surveyor who prepared the plat:

i _____ Holds a license in accordance with Utah Code 58-22; and

ii _____ Either

(1) _____ Has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or

(2) _____ Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and

iii _____ Has placed monuments as represented on the plat.

9 _____ **Copies**, including:

- a _____ One electronic copy of the final plat in AutoCAD format, with a projection assigned to the file(s) and with the proper metadata that describes what coordinate system/projection the data is assigned to.
- b _____ A PDF document of the complete application (including the plat and all other plans and supporting documents required by this Section).
- c _____ Three 8.5" x 11" printed copies of the complete application, delivered to the Town office, for review.
- d _____ A copy of the plat drawn on Mylar for signing and recording. The applicant may wait to produce this recording-form copy until the Land Use Authority has completed two review cycles, but in such case, the Land Use Authority need not approve the application until this copy has been produced and reviewed.

10 _____ **Payment of the subdivision application fee.** In addition to any fees listed on the Town's Fee Schedule you are liable for any reasonable costs the Town incurs in obtaining engineering, legal, or consulting review of the application.

----- EXAMPLE CERTIFICATIONS -----

[See following pages.]

APPLICANT'S AFFIDAVIT – SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

I, _____ (applicant/agent name), certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Altamont Town may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Altamont Town Subdivision Ordinance and that items and checklists contained in this application are basic and to the minimum requirements only and that other requirements may be imposed to ensure compliance with municipal ordinances and approved standards and specifications. Additionally, I agree to pay all fees associated with this application, as set by the currently adopted Altamont Town Consolidated Fee Schedule.

Signed:

Applicant/Agent

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal:

PROPERTY OWNER'S CONSENT & DEDICATION – SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

We certify under penalty of perjury that we are the sole owners of the property proposed to be subdivided and that we have thoroughly reviewed the subdivision application. We hereby consent to this subdivision application and, contingent on Town approval of the application, we irrevocably dedicate all portions of the property to the public that are so indicated in this application (including streets, Town uses, utilities, parks, easements, or other spaces). We further consent to agents of the Town entering onto the subject property for the purpose of making any inspections required by this application or related improvements.

Signed:

Property Owner #1

Date

Property Owner #2 (if applicable)

Date

Property Owner #3 (if applicable)

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal: