SUBDIVISION: FINAL APPLICATION PACKET

Thank you for your interest in submitting a final subdivision application. The following packet is designed to provide general information to applicants and to help guide you through this application process.

For questions regarding any of the information listed in this packet, or to setup a pre-application meeting, please contact us at **danderson@richfieldcity.com** or give us a call at **(435) 896-6439**.

PURPOSE AND INTENT OF PROCESS	**Reference: Title 16 - Subdivisions**
1. Unless exempted by Utah State Code, the subdivision process is required for any land that is divided, re-subdivided or proposed to be divided into two (2) or more lots, plots, parcels, sites, units, or other division of land for the purpose, whether immediate or future, for offer, sale, lease, or development. 2. Unless the proposed subdivision was exempted from the preliminary subdivision application process by the Zoning Administrator, the preliminary subdivision application process is required to have completed before the Zoning Administrator may accept a final subdivision application for processing. 3. All final subdivision applications shall comply with the following standards:	
FINAL SUBDIVISION REQUIREMENTS	**Reference: 16.10.010**
Final Plat Requirements:	
(1) 24 x 36 AND 11 x 17 Paper Copy + (1) Electronic PDF shall be submitted which includes: ***(Note: (1) 24 x 36 Mylar Copy of the plat shall be provided when requested by City)***	
☐	The final subdivision plat shall contain the same information as required during the preliminary subdivision application including any revisions or additions as required by the Land Use Authority as part of the preliminary subdivision approval.
☐	Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside with the lot dimensions. When the plat is bounded by an irregular shoreline or a body of water, the bearings and distances of a closing meander traverse should be given and a notation made that the plat includes all land to the water's edge, or otherwise.
☐	If a plat is revised, a copy of the old plat shall be provided for comparison purposes. All surveys shall be tied into the state coordinate system.
☐	All blocks and all lots within each block shall be consecutively numbered.
☐	On curved boundaries and all of the curves in the plat, sufficient data shall be given to enable the re-establishment of the curves on the ground. This curve data shall include the following for circular curves: radius of curve; central angle; tangent; and arc length.
☐	Excepted parcels shall be marked "Not included in this subdivision" and the boundary completely indicated by bearings and distances.
☐	All streets, walkways and alleys shall be designated as such and streets shall be named; bearings and dimensions must be given.
☐	All easements shall be designated as such and bearings and dimensions given.
☐	All lands within the boundaries of the plat shall be accounted for either as lots, walkways, streets, alleys, or as excepted parcels.
☐	All dimensions of irregularly shaped lots shall be indicated in each lot.

☐	All bearings and lengths shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.
☐	Parcels not contiguous shall not be included in one plat, not shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat, provided all owners join in dedication and acknowledgement.
☐	Lengths shall be shown to the hundredths of a foot, and angles and bearings shall be shown to seconds of an arc.
☐	A. The information of the plat shall include: 1. Name of the subdivision, astronomic north arrow and basis thereof, and date; 2. Name and address of the owner or owners of record (names must be printed on plat); 3. Total acreage of subdivision; 4. Total number of lots; 5. Township, range, section (and quarter section, if portion); 6. Graphic scale; 7. Any additional information required by local ordinance, or by state law. 8. For existing roads and streets: a surveyed and labeled depiction of their location on the map, distinguishing them as existing; and a signed and notarized note by the owner containing the following or substantially similar language: "For any existing highways, streets and roads in the said plat, I [or we] acknowledge that the same are perpetual public rights-of-way and that I [or we] will not cause the same to be gated, blocked or otherwise restricted." 9. For proposed roads and streets: a surveyed and labeled depiction of their location on the map, distinguishing them as proposed; a note entitled "Description of Proposed Roadways," or substantially similar language, and containing a legal description of the proposed roads and streets; a signed and notarized note entitled "Owners Certificate of Dedication" or substantially similar language, and containing the following or substantially similar language: "I [or we], the owner [or owners], do hereby certify that I [we] have caused to be surveyed, subdivided and platted into lots and streets as shown by the plat and any certificate hereto annexed, the hereon described [Title] Subdivision located in Richfield, Sevier County, State of Utah. I [we] do hereby dedicate for the perpetual use of the public, a tract of land to be used as public roads and streets and quit-claim any interest in said tract of land, more particularly described by the hereon Description of Proposed Roadways and shown on this plat. For any existing roads in the said plat, I [or we] acknowledge that the same are perpetual public rights-of-way and that I [or we] will not cause the same to be gated, blocked or otherwise restricted."
☐	Notation of any self-imposed restrictions, including proposed final restrictive covenants, signed by all owners of interest, and bearing the acknowledgment of a public notary, and all other restrictions as required by the Land Use Authority or in accordance with the ordinance.
☐	Endorsement on the final plat by every person having a security interest in the subdivision property subordinating their liens to all covenants, servitudes, and easements imposed on the property.

☐	The owner's certificate of dedication(s) including a legal description of the subdivision's boundaries and the dedication of any public ways or spaces. This certificate shall be signed, dated, and notarized. The owner's certificate shall include a reference to any covenants that may be declared and blanks where the County Recorder may enter the book and page number of their recording.
☐	Signature blocks prepared for the dated signatures of the City Administrator, Planning Commission Chair, City Engineer, City Attorney, Mayor, and public or private utility/service providers, as applicable.
☐	Signature blocks prepared for the dated signatures of the Sevier County Recorder.
☐	Any other signatures as required to fulfill the purposes of Title 16 of the City's Code and Utah State Code (as amended).
Final Subdivision Improvement Plan Requirements: ***Note:*** *Applications which are residential single family dwellings, two family dwellings, or townhomes and which are not located within sensitive lands which were exempted from these requirements during Preliminary Plan review, shall be required to meet all applicable requirements and standards during final subdivision application.*	
(1) 24 x 36 AND 11 x 17 Paper Copy + (1) Electronic PDF shall be prepared by a civil engineer licensed in the State of Utah and submitted which includes:	
☐	Final design and construction drawings for all proposed or required public improvements, prepared as required by the City Engineer, including the profiles and cross sections of all existing and proposed streets, and designed as required by the City, all storm drainage and flood control facilities, the elevations and location of fire hydrants, required culinary water facilities, sanitary sewer facilities, and all other provided and required public facilities and improvements. (See Section 16.09.020) ***Note:*** *The final subdivision improvement plans (i.e., construction drawings) shall conform to all applicable City standards, including standard drawings and specifications.*
Supporting Documents:	
(1) 8 ½ x 11 Paper Copy + (1) Electronic PDF shall be submitted which includes:	
☐	Title report no older than thirty (30) days from the application date;
☐	If applicable, relevant materials related to the establishment of any bonds and/or agreements.
☐	Any additional information and/or materials deemed necessary in previous approvals by City Staff, Reviewing Body, or Land Use Authority outlined in Section 16.03.010.
NOTE	
The submission of an incomplete application to the City will be cause for processing delay.	

REVIEW PROCESS	Reference: 16.10.060		
 APPLICATION RECEIVED Application is submitted and pre-screened to ensure submittal requirements are met and fees are paid.	 **DETERMINATION OF COMPLETENESS** Application reviewed/deemed complete by Zoning Administrator. ***Note:*** *If incomplete, a list of missing information to submit will be provided.*	 **REVIEW BY REVIEWING BODY** Application is sent to relevant Reviewing Body outlined in Section 16.03.010 for review. ***Note:*** *Applicant will receive a written copy of comments.*	 **REVIEW BY RECOMMENDING BODY** Review comments from Reviewing Body are reviewed with submitted application by Recommending Body outlined in Section 16.03.010.
 APPLICATION MODIFICATIONS Applicant makes modifications to application based on comments issued by Reviewing/Recommending Bodies. Revised materials are submitted to Zoning Administrator.	 **REVIEW OF MODIFICATONS** Modifications are reviewed to ensure all applicable review comments have been addressed before application moves forward to Land Use Authority.	 **REVIEW/DECISION BY LAND USE AUTHORITY** Application is sent to relevant Land Use Authority outlined in Section 16.03.010 for final review and decision.	 **RECORDATION OF PLAT AFTER REQUIRED IMPROVEMENTS COMPLETE OR COMPLETION ASSURANCES ACCEPTED** Applicant is required to pay all fees required for recordation.

IMPORTANT NOTES — **Reference: 16.10.070 / 16.04.070 / 16.13**

1. The approval of a final subdivision application shall be effective for one (1) year. If the approved final subdivision plat is not recorded within the one (1) year period, approval the final subdivision approval shall be void, and the applicant(s) shall be required to submit a new final subdivision application.
2. Prior to the expiration of approval the applicant may request an extension of time pursuant to Section 16.04.070.
3. Information regarding required improvements and guarantees are outlined in 16.13.

APPEAL OF DECISIONS

Any person aggrieved by a decision of the Land Use Authority may appeal the decision to the Land Use Hearing Officer (LUHO) as outlined in Section 16.03.010.

CONSULTATION

If you have questions regarding the City's subdivision process or its regulations, please contact the Zoning Administrator at **danderson@richfieldcity.com** or give us a call at **(435) 896-6439**.

If you would like to discuss your proposed development plan in more detail, you can request a pre-application meeting with City Staff by contacting the Zoning Administrator.

SUBDIVISION:
FINAL APPLICATION

IMPORTANT INFORMATION		
CONSULTATION Available prior to submission. For questions, e-mail us at: **danderson@richfieldcity.com**	**SUBMISSION** Submit complete application to Zoning Administrator at: **75 E Center Street, Richfield, UT 84701**	**REQUIRED FEES** $200.00 + $25.00 Per Lot ***PLUS*** *Actual Costs Of Professional Reviews (i.e., Legal, Planning, Engineering)*

APPLICANT INFORMATION		
Project/Plat Name:		
Address Of Subject Property:		
Name Of Applicant(s):	**Phone:**	
	( )	
Mailing Address:	**E-Mail Address:**	
Applicant's Interest In Subject Property: (***Note:*** ** Requires Owner's Consent)*	**If Other, Please Describe:**	
☐Owner ☐Engineer* ☐Contractor* ☐Other*		
Zoning District Of Subject Property:	**Number Of Proposed Lots/Units:**	**Total Acreage Of Proposed Project:**

OFFICE USE	
Received By:	**Date Received:**
Type Of Plat:	☐Condominium ☐Subdivision ☐Amended
Review/Approval Date:	**Number Of Lots/Units:**

DISCLAIMER: PLEASE NOTE THAT ADDITIONAL INFORMATION MAY BE REQUIRED BY CITY STAFF TO ENSURE ADEQUATE INFORMATION FOR STAFF ANALYSIS. ALL INFORMATION REQUIRED FOR STAFF ANALYSIS WILL BE COPED AND MADE PUBLIC, INCLUDING PROFESSIONAL ARCHITECTURAL OR ENGINEERED DRAWINGS FOR THE PURPOSE OF PUBLIC REVIEW BY ANY INTERESTED PARTIES.

ACKNOWLEDGEMENT OF APPLICANT'S RESPONSIBILITY

1. This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application will be processed under the name provided below.
2. By signing this application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided to the City are considered public records and may be made available to the public.
3. I understand that my application will not be processed until the application is deemed complete by the Zoning Administrator. I acknowledge that a complete application includes all of the required submittal requirements and that the provided documents must comply with all applicable requirements for the specific action being requested.
4. I understand that a staff report will be made available for my review prior to any public hearings or public meetings. This report will be on file and available at the City's Offices and will be e-mailed to me once it has been finalized.

Name Of Applicant:	**E-Mail Address:**
Signature:	**Date:**

LEGAL PROPERTY OWNER'S CONSENT

Note: *If the applicant is not the legal owner of the subject property, written consent from the property owner must be provided. Properties with a single fee title owner may show consent by filling out the information below or by providing an affidavit.*

Affirmation Of Sufficient Interest: I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name Of Legal Property Owner:	**Legal Description/Parcel Number:**
Mailing Address:	**E-Mail Address:**
Signature:	**Date:**

1. If a corporation is fee titleholder, attach a copy of the resolution of the Board of Directors authorizing the action.
2. If a joint venture or partnership is the fee titleholder, attach a copy of the agreement authorizing action on behalf of the joint venture or partnership.
3. If a Home Owner's Association is the applicant, then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

DISCLAIMER: BE ADVISED THAT KNOWINGLY MAKING A FALSE, WRITTEN STATEMENT TO A GOVERNMENT ENTITY IS A CRIME UNDER UTAH STATE CODE CHAPTER 76-8, PART 5 (AS AMENDED). THE CITY WILL REFER FOR PROSECUTION ANY KNOWINGLY FALSE REPRESENTATIONS MADE PERTAINING TO THE APPLICANT'S INTEREST IN THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION.