SUBDIVISION: PRELIMINARY APPLICATION PACKET

Thank you for your interest in submitting a preliminary 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 concept plan application process by the Zoning Administrator, the concept plan application process is required to have completed before the Zoning Administrator may accept a preliminary subdivision application for processing. 3. All preliminary plan applications shall comply with the following standards:	
PRELIMINARY PLAN REQUIREMENTS	**Reference: 16.09.020**
Preliminary Plat Requirements:	
(1) 24 x 36 AND 11 x 17 Paper Copy + (1) Electronic PDF shall be submitted which includes:	
☐	A layout plan of the proposed subdivision, at a scale of no more than one inch equals one hundred feet (1" = 100'), or as recommended by the Zoning Administrator and/or City Engineer;
☐	Located at the top and center of the preliminary plat, the proposed name of the subdivision that is distinct from any plat already recorded in the Sevier County Recorder's Office;
☐	The boundaries, course, and dimensions of all parcels of ground divided, by their boundaries, course, and extent, whether the owner proposes that any parcel of ground is intended to be used as a street or for any other public use, and whether any such area is reserved or proposed for dedication for a public purpose;
☐	The lot or unit reference, block or building reference, street or site address, the street name or coordinate address, acreage or square footage for all parcels, units, or lots, and lengths and width of the blocks and lots intended for sale;
☐	Every existing right-of-way and easement grant of record for underground utility facilities;
☐	A title block, placed on the lower right hand corner of the plat showing: 1. Name of the address of owner of record and the name and address of the licensed surveyor responsible for preparing the preliminary plat; 2. Date of preparation of the preliminary subdivision plat, and all revision dates; 3. Signature blocks for the dated signatures of the Planning Commission Chair, Mayor, City Engineer, City Attorney, and required private or public utility/service providers;
☐	North arrow, graphic and written scale, and basis of bearings used;
☐	A vicinity map of the site at a minimum scale of one inch equals one thousand feet (1" = 1,000') or as recommended by the Zoning Administrator and/or City Engineer;

☐	Surveyed boundary of the proposed subdivision; accurate in scale, dimension and bearing, and giving the location of and ties to the nearest survey monument. A tie to a section corner is required. All horizontal data shall be based on the 1927 North American Datum (NAD27) or 1983 North American Datum (NAD83) State Plan Coordinate System, Utah Central Zone, US Foot. Horizontal datum shall be clearly written on all plat drawings;
☐	The location of the property with respect to surrounding property and roads, and the names of all adjoining property owners of record shall be shown;
☐	The legal description of the entire subdivision site boundary;
☐	The location of any common space or open space areas including the location of all property to be set aside for public or private reservation, with the designation of the purpose of those set aside, and conditions, if any, of the dedication or reservation;
☐	A table including total acreage of area proposed for development, acreage of individual phases, total acreage in lots, total acreage in open space, percent of open space, total number of lots, and density in lots per acre, and total acreage in flood zone;
Preliminary 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 shall be exempt from these requirements during Preliminary Plan review, but shall be required to meet these requirements during Final Plat application.*	
(1) 24 x 36 <u>AND</u> 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:	
☐	The identification of known natural features including, but not limited to, jurisdictional wetlands as identified by the U.S. Army Corps of Engineers, areas of slope exceeding thirty percent (30%) grade, flood channels as identified by a Federal or State Agency, al water bodies and drainage ways, and any other natural features as required by City Staff, Reviewing Body, or Land Use Authority as outlined in 16.01.050 for the entire subdivision site, including the total acres in each;
☐	Existing site contours, at intervals of no greater than two feet (2'), unless otherwise approved by City Staff, Reviewing Body, or Land Use Authority as outlined in 16.01.050, overlaid with the proposed subdivision layout. Contours shall be clearly labeled. All vertical data shall be based on the 1929 North American Vertical Datum (NAVD29) or 1988 North American Vertical Datum (NAVD88). Vertical datum shall be written on the plat;
☐	The location of any known man-made features on, or contiguous within two hundred feet (200') of the subdivision site, including existing platted lots, all utility easements, railroads, power lines and power poles, bridges, culverts, watercourses, drainage channels, irrigation ditches, road rights-of-way and easements, field drains, and well or spring protection areas;
☐	The location and dimensions of all existing buildings, fence lines and property lines, overlaid with the proposed subdivision layout;
☐	The layout of existing power lines including the source and connection to the existing power supply;
☐	All existing and proposed roadway locations and dimensions, with cross sections of all new roads, proposed to be dedicated to the City, showing the grades of all proposed streets and roads and all roads and all proposed cuts and fills exceeding three feet (3'). The proposed radius of all center line curves shall be shown;
☐	The location and size of existing and proposed culinary water and sewer lines and/or, the location of all wells and springs, and the location of all secondary water locations, as

	required by City Staff or the Land Use Authority, as applicable overlaid with the proposed subdivision layout plan;
☐	Proposed storm drainage system including proposed pipe sizes, inlets, detention areas, and drainage arrows;
☐	The location of all existing and proposed fire hydrants, including the sizes of all existing and proposed water lines serving fire hydrants;
☐	Each proposed lot shall identify the required setback lines including front, side, and rear as required by the Zoning District in which the proposed subdivision is located;
☐	The location of all existing and proposed street lights identifying the location, type, and light output of all street lights;
☐	The location of all existing and proposed street trees and other landscape plantings identifying the location and type of all street trees, shrubs and other landscape materials and plantings;
☐	The location of cluster mailbox units;
Supporting Documents:	
(1) 8 ½ x 11 Paper Copy + (1) Electronic PDF shall be submitted which includes:	
☐	Soils report addressing items such as hill stabilization, road design including CBR or existing soils, foundation design, groundwater impacts, and general soil stability. The report shall be stamped and signed by a civil engineer licensed in the State of Utah. The report shall include a minimum groundwater height factor for peak month in a wet year for the lowest buildable floor elevation. The lowest buildable floor elevation shall be a minimum of three feet (3') above the highest groundwater level in a wet year;
☐	Storm water plan which includes all calculations showing that it meets all requirements of the Construction Standards and Drainage Design Manual. Plans and calculations shall be signed by a civil engineer licensed in the State of Utah;
☐	Preliminary title report for the property proposed to be subdivided, provided by a Title Company within thirty (30) days of the date of the Preliminary Plan application showing clear title for all properties in the proposed development;
☐	Traffic impact study performed by a professional engineer licensed in the State of Utah which complies with the UDOT Traffic Impact Study Guidelines, unless waived by the City Engineer;
☐	Wetland delineation study performed by a qualified wetlands scientist if the City Engineer determines there are potential wetlands in a proposed development;
☐	Tax clearance from the Sevier County Treasure indicating that all taxes, interest, and penalties owning for the property have been paid;
☐	Additional information and materials when City Staff, Reviewing Body, or Land Use Authority outlined in Section 16.03.010 deem necessary including, but not limited to: 1. Form 7460-1 when the proposed development is located within ½ mile of the City's Municipal Airport; 2. Other jurisdictional approvals having affected properties or utilities; 3. Adequacy or availability of public safety and fire protection; 4. Ground water protection; 5. Plant coverage maintenance; 6. Geologic (Geotech) or flood hazard; 7. Wildlife habitat; 8. Any other physical or environmental matters.
NOTE	
The submission of an incomplete application to the City will be cause for processing delay.	

REVIEW PROCESS	Reference: 16.09.060		
 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.	 **PROCEED TO FINAL** If approved, a final subdivision application consistent with preliminary approval should be submitted within 1 year from approval date.

IMPORTANT NOTES	Reference: 16.12 / 16.09.070 / 16.04.070

1. Relevant subdivision construction standards can be found in Chapter 16.12.
2. The approval of a preliminary subdivision application does not constitute final approval, but does permit the applicant(s) to proceed with preparation/submittal of a final subdivision application.
3. The approval of a preliminary subdivision application shall be effective for one (1) year from the date of approval by the Land Use Authority. Prior to the expiration of approval the applicant may request an extension of time pursuant to Section 16.04.070.

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:
PRELIMINARY 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** $250.00 + $30.00 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.