



DAGGETT COUNTY PLANNING AND ZONING MAJOR SUBDIVISION PERMIT APPLICATION

The Subdivision Permit Application **MUST BE COMPLETELY FILLED OUT** before it will be considered for Approval. If the zoning for the parcel(s) to be subdivided are not appropriate for the subdivision desired you should go through the rezoning process before or in tandem with the required subdivision information. Approval of a zoning change does not guarantee approval of the subdivision.

Owners(s) of Record:

Name(s): _____ Phone(s): _____
Mailing Address: _____ City, St & Zip: _____
E-mail Address: _____ Fax: _____

Authorized Representative to Whom All Correspondence is to be sent (If different than above):

Name: _____ Phone(s): _____
Mailing Address: _____ City, St & Zip: _____
E-mail Address: _____ Fax: _____

Project Information:

Proposed Name of Subdivision: _____

of Proposed Lots: _____

Parcel #(s) Affected: _____ Current Zoning: _____

Section(s): _____ Township(s): _____ and Range(s): _____

Type of Development: Single Family _____ Multi-Family _____ Mobile Home _____

Planned Unit Development _____ Other (Please Specify) _____

Proposed Source of Culinary Water: Private _____ Public (Provider) _____

If private, how many acre feet of water rights are associated with subdivision? _____

Proposed Source of Sewer: Private _____ Public (Provider) _____

If, private, did all lots pass percolation test (Show location on survey map)? Yes ____ No ____

Is any part of the proposed Subdivision part of an Agricultural Protection Area (APA) or within 300 feet of any designated APA? Yes ____ No ____

Is the proposed Minor Subdivision within a Habitat Conservation Plan Area? Yes ____ No ____

Does the proposed Minor Subdivision meet the County or local Fire Department requirements (Please provide proof)? Yes ____ No ____

Are there any hazards or areas of concern within the proposed Subdivision as listed in Section 2300-6 (3) that need to be addressed before approval can be granted? Yes ____ No ____

Is the proposed Subdivision within the boundaries of a Special Service District(s)? Yes ____ No ____

Is the proposed Subdivision affected by an Irrigation Company or Canal Company within its boundaries or on its borders? Yes ____ No ____

Information and Instructions Required For a Major Subdivision Submittal

The property owner(s) shall complete prior application and ensure that all items listed below are completed as required for each phase of the approval process. Hearings and other required meetings will not be scheduled until all items are complete and documented. Submit application and all required documentation to the Planning Commission Secretary, Cindy Keller at the Daggett County Courthouse; 95 North 1st West; Manila, UT 84046, (435) 784-3009 (fax).

Proposed Name of Subdivision: _____

Owner(s) or Agent(s) Name: _____ Phone Number: _____

_____ Phone Number: _____

Date Application Received by County Staff: ___/___/___ Staff Initials: _____

I. Concept Plan Presented to Planning and Zoning Commission: ___/___/___

II. Preliminary Subdivision Plat as specified in the Subdivision Ordinance (2400-1-10):

_____ A. General Requirements met as described in Sec. 2400-1 (A)

_____ Plat prepared by Utah licensed Engineer or land surveyor

_____ Scale of not more than 1 inch equal one hundred feet

_____ Prepared in pen or print and numbered in sequence on tracing cloth or mylar

_____ 10 or more copies presented to the County

_____ B. Features; The preliminary subdivision Plat shall show the following: Sec. 2400-1 (B)

_____ Layout Plan to a scale of no more than 1 inch (1" = 100 feet (100'))

_____ Title Block in lower right hand corner as described in Sec. 2400-1 (B)(2)(I-IV)

_____ A vicinity map of the site at a minimum scale of 1" = 1000'

_____ Surveyed boundary of the proposed subdivision as listed in Sec. 2400-1 (B)(4)

_____ Existing monuments found during the survey with physical description

_____ Topographical contour of no greater than feet

_____ Identification of natural features and tabulation of acreage.

_____ Location & dimensions of existing buildings, property lines, fences and zoning

_____ Location of Platted lots, and features as listed in Sec. 2400-1 (B)(9)

_____ Lots, roads, rights-of-ways, easements created by subdivision with boundaries, bearings, lengths, widths, name, number, or purpose.

_____ Proposed roadway locations, dimensions, names, numbers, cross sections showing proposed cuts and fills exceeding three (3) feet

_____ Location of existing and proposed water, sewer, wells & drainage systems as described in Sec. 2400-1 (B)(12, 13, 15)

_____ Location of proposed power lines, bridges, other utilities and common spaces, including their dimensions and purpose. Sec. 2400-1 (B)(14)

_____ Location of all existing & proposed Drinking Water Source Protection Zones

_____ A development phasing schedule for each phase, size of phases & proposed phasing of public and private infrastructure

_____ Stamped, addressed, envelopes or labels for all owners of record

_____ Payment of Preliminary Plat Fee

_____ C. Evidence of Availability of Necessary Services: Sec. 2400-2

_____ Approval from TriCounty Health and DEQ for water needs & system

- _____ Subdivision is hooked in to a State approved system if water lines are within 300 feet of any part of the proposed subdivision's property boundary
- _____ Evidence of adequate water rights of 1.0 acre feet of water per unit (if necessary)
- _____ Water Quality Analysis completed for major subdivisions using wells and springs
- _____ Subdivision is connected to State approved sewer system if sewer lines are within 300 feet of the proposed subdivision's boundary line
- _____ Where onsite wastewater disposal is used the application must include final percolation test results and approval by TriCounty Health Department or Utah Department of Environmental Quality.
- _____ D. Suitability of the Area for a Subdivision: Sec. 2400-3
 - _____ Letter or report from Conservation District identifying soil types & any soil constraints for the area of the proposed subdivision
 - _____ Letter from State or Local agencies identifying compliance with any existing Habitat Conservation Plans affecting the area of the proposed subdivision
 - _____ Letter from agency providing fire protection giving approval for proposed subdivision and any conditions required to provide protection & suppression.
 - _____ Letter from the District Fire Warden or County Building Inspector stating that the proposed subdivision meets the Wildland Urban Interface Code
 - _____ Other Information as required: _____
 - _____ Other Information as required: _____
- _____ E. Required Coordination with Municipalities & Service Providers: Sec. 2400-4
 - _____ If within one-half (1/2) mile of incorporated municipality, a letter acknowledging the proposed subdivision, identifying impacts and
 - _____ Letter from UDOT or Federal Highways if within 500' acknowledging the propose subdivision and indentifying potential impacts.
 - _____ Letter from any Special Service Districts affected acknowledging the proposed subdivision and identifying any potential impacts.
 - _____ Letter from all Irrigation and Canal Companies governing boards – See Sec. 2400-4 (4)
- _____ F. Preliminary Plat Engineering Fees: Sec. 2400-5
 - _____ The Applicant will pay all engineering review fees for the appointed engineer.
- _____ G. Planning Commission to Determine a Complete Application: Sec. 2400-6
 - Accepted as Complete ___/___/___ Planning Commission Chair: _____
- _____ H. Preliminary Subdivision Plat Approval – Procedures Planning Commission: S.2400-8
 - _____ Public Hearing scheduled and posted to all owners within 1000 feet of proposed subdivision
 - _____ Posted in at least 3 public places in Daggett County at least 14 days before scheduled hearing
 - _____ Provide 14 days notice of public hearing to all municipalities and counties within 1 mile of proposed subdivision
 - Preliminary Plat Approved: ___/___/___ Planning Commission Chair: _____
- _____ I. Preliminary Subdivision Plat Approval – Procedures County Commission
 - _____ Post notice of County Commission hearing as described above
 - Preliminary Plat Approved: ___/___/___ County Commission Chair: _____

III. Final Subdivision Application & Plat (Section 2500):

- _____ A. General Final Subdivision Plat Requirements: Sec. 2500-1
 - _____ Plat prepared by licensed engineer or land surveyor and form is acceptable to the Daggett County Recorder
 - _____ Notation made of any self-imposed or county imposed restrictions
 - _____ Endorsement on plat of all those having a security interest in the subdivision property that they are subordinating their interests
 - _____ All monuments, corners & other points properly established and noted.
 - _____ Endorsement on plat of all those having a security interest in the subdivision property that they are subordinating their interests
 - _____ The owner's notarized certificate of consent including a legal description of the subdivision's boundaries and the dedication of public ways or spaces and a reference to any covenants
 - _____ A certificate showing the name and registration number of the engineer or surveyor responsible for making the plat, and certifying to the plat's accuracy
 - _____ Signature blocks prepared for the dated signatures of the Planning Commission Chair, County Commission Chair, County Engineer, County Recorder, County Attorney, and County Treasurer.
 - _____ Final design and construction drawings of all required public improvements consistent with the requirements of the County
 - _____ Tax clearance from the County Treasurer, indicating that all taxes, interest and penalties owing for the property have been paid
 - _____ Payment of the final plat application fee as established by Resolution by the County Commission
- _____ B. Final Plat Engineering Review Fees are to be paid by applicant: Sec. 2500-2
- _____ C. Plat Materials; Size and Copies-Include 10 paper copies along with the linen or mylar copy and an 8 ½ by 11 or 14 black line original, plus digital version: Sec. 2500-3
- _____ D. Multiple Sheets and Plat Accuracy-All sheets should be numbered and referenced to an index map and accurate as described in Sec. 2500-4
- _____ E. County Commission to Determine a Complete Application: Sec. 2500-5
Date Accepted as Complete ___/___/___ Commission Chair: _____
- _____ F. Incomplete Final Subdivision Applications that are not completed within thirty (30) days shall be returned to the applicant: Sec. 2500-6
- _____ G. Final Subdivision Plat Approval is a ministerial action assuring compliance with all applicable requirements: Sec. 2500-7
Approved: ___/___/___ Commission Chair: _____
- _____ H. Approved Subdivision Plat must be recorded within one (1) year of approval: Sec. 2500-8
Date Recorded: ___/___/___
- _____ I. Site Preparation Work Prohibited and no building permits issued until the Final Plat has been approved and recorded: Sec. 2500-9