



DAGGETT COUNTY PLANNING AND ZONING MINOR SUBDIVISION AND ZONE CHANGE PERMIT APPLICATION

The Subdivision Permit Application **MUST BE COMPLETELY FILLED OUT** before it will be considered for Approval.

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): _____

Is a Zone change needed: _____ Proposed zone: _____

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 ____

The proposed Subdivision has _____ adjacent lots. Envelopes or labels listing names and addresses of owners must be submitted with this application.

The Owner(s) shall provide the Board of County Commissioners with satisfactory evidence that the Owner(s) have adequate financial resources to develop and complete any facility proposed or represented to be the responsibility of the subdivider.

- | | |
|-----------------------------------|-------------------------|
| _____ Performance Bond | _____ Escrow of Monies |
| _____ Acceptable Letter of Credit | _____ Written Agreement |

Prove ability of applicant to convey a merchantable title by one of the following methods:

- | | |
|-----------------------------------|------------------------------|
| _____ Title Insurance Certificate | _____ Abstract of Title with |
| _____ Similar Proof of Ownership | _____ Current Title Opinion |

List the Names of all encumbrances, mortgages, liens, etc. on the property to be subdivided:

_____	_____
_____	_____

OWNER(S) ACKNOWLEDGEMENT

I/We hereby acknowledge that we have read the current Subdivision Ordinance upon which this application is based and are willing to comply with the requirements of that ordinance. We further understand that this application will not be considered complete and will not be reviewed until all required information is submitted.

All application fees must be paid at the time of application submittal. No application will be processed until all application fees are paid, with the exception that required engineering review fees and publication fees will be billed to applicant when the invoices are received by the County. Fees must be paid prior to your scheduled hearing.

PLEASE NOTE REGARDING FEES; the payment of fees and/or the acceptance of such fees by County Staff does not constitute any sort of approval, 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/We 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 our knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I /We understand that Daggett County may rescind any approval or take other appropriate action(s).

Owner(s) Signature: _____	Date: _____
Owner(s) Signature: _____	Date: _____

Information and Instructions Required For a Minor Subdivision Submittal

The property owner(s) shall complete this application including providing all items listed below & submit to the Planning Commission Secretary, Cindy Keller at the Daggett County Courthouse; 95 North 1st West; Manila, UT 84046.

Proposed Name of Subdivision: _____

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

Attachments required with this application by the Daggett County Subdivision Ordinance:

- _____ 1. Metes and bounds description of the parcels or lots as described in Sec. 2300-4 (2)
- _____ 2. A Record of Survey Map meeting all requirements listed in Sec. 2300-4 (2) & (4)
- _____ 4. Payment of Application Fees as described in Sec. 2300-4 \$100 + \$400 deposit(6)
- _____ 5. Evidence of Availability of Safe Culinary Water as described in Sec. 2300-5 (1)
- _____ 6. Evidence of approved Sewer connection or Perc Tests as described in Sec. 2300-5 (2)
- _____ 7. Letter of Suitability if part of a Habitat Conservation Area described in Sec. 2300-6 (1)
- _____ 8. Fire Dept. Letter stating ability to provide coverage for Subdivision - Sec. 2300-6 (2)
- _____ 9. Wildland Urban Interface requirements determined for Subdivision - Sec. 2300-6 (2)
- _____ 10. New Information provided as outlined on Hazards & Concerns Form- Sec. 2300-6 (3)
- _____ 11. Special Service District Letter of Impacts as described in Sec. 2300-7 (1)
- _____ 12. Irrigation Company Letter of Impacts as described in Sec. 2300-7 (2)
- _____ 13. Canal Company Letter of Impacts as described in Sec. 2300-7 (2)

Application Accepted as Complete ___/___/___ Planning Commission Chair: _____

Planning Commission and Applicant Activities for Public Hearing:

- _____ 1. Planning Commission Public Hearing Scheduled for ___/___/___ - Sec. 2300-11
- _____ 2. Notice to Adjoining Property owners mailed out on ___/___/___ - Sec. 2300-11 (1)
- _____ 3. Notice Posted in 3 Public Places and State website ___/___/___ - Sec. 2300-11 (2)
- _____ 4. Notice to county and municipal legislative bodies on ___/___/___ - Sec. 2300-11 (3)
- _____ 5. Subdivision submitted to and reviewed by County Engineer - Sec. 2300-8
- _____ 6. County Engineer provides County with Hazards & Concerns Form if any – Sec. 2300-8
- _____ 7. County will provide copy of Hazards & Concerns Form to applicant – Sec. 2300-6 (3)
- _____ 8. Planning Commission determines recommendation for application-Sec. 2300-11
- _____ 9. Planning Commission provides Conditions of Recommendation form - Sec. 2300-11
- _____ 10. Planning Commission transmits its recommendation to County Commission-Sec.2300-11

County Commission Approval Steps:

- _____ 1. County Commission Public Hearing Scheduled for ___/___/___ - Sec. 2300-11
- _____ 2. Notice to Adjoining Property owners mailed out on ___/___/___ - Sec. 2300-11 (1)
- _____ 3. Notice Posted in 3 Public Places and State website ___/___/___ - Sec. 2300-11 (2)
- _____ 4. Notice to county and municipal legislative bodies on ___/___/___ - Sec. 2300-11 (3)
- _____ 5. County Commission approves or denies application-Sec. 2300-11
- _____ 6. County Commission provides Conditions of Recommendation form - Sec. 2300-11
- _____ 7. All items of Conditions of Recommendation completed and Approved-Sec. 2300-11

Approval Process Complete: ___/___/___ County Commission Chair: _____
Record of Survey Map filed in County Recorder's Office: ___/___/___

Minor Subdivision fees: \$500.00

Zone Change fee: \$75.00

(Additional fees may apply for postage and postings)