

Final Subdivision Application



THIS BOX IS FOR OFFICIAL USE ONLY:

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INSTRUCTIONS: Submit this completed checklist and all supporting documents to the Zoning Administrator, Ryan Robinson (ryan@alpineut.gov). Pay the first part of the preliminary application fee (\$100 + \$90 per lot) on the city website. Before submitting a final application, you must have obtained an approval on the related preliminary application. The review and approval process, as well as the application requirements, are governed by [Title 4](#) of the City's Development Code.

Alpine City values your privacy. We collect only the information necessary to provide requested services. Refusal to provide this information may prevent us from fulfilling your request. Your data may be shared with authorized third parties. For more details, including where your data may be stored, visit <https://www.alpineut.gov/170/Recorder>.

----- GENERAL INFORMATION -----

Name of Proposed Subdivision: _____

County Tax Parcel Number: _____ Current Zoning of Property: _____

Applicant Name: _____ Phone: _____

Applicant Email: _____

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

- 1 _____ **A revised narrative or summary statement** describing any changes made from the preliminary application.
- 2 _____ **A final plat**, drawn clearly, to scale, and in accordance with generally accepted surveying standards. The borderline of the final plat must be drawn in heavy lines leaving a space of at least 1.5" on the left side and a 0.5" margin on the other sides.

The plat must be drawn so that the top of the drawing faces either north or west, whichever accommodates the drawing best. The plat must be made to a scale large enough to clearly show all details, and at a scale no smaller than 1" = 100', or as required by the City.

The final plat submission must conform in all major respects to the preliminary plat, including all required modifications, as previously reviewed and approved by the City. But for subdivisions of more than 25 lots, the final plat should be a phase of the related approved preliminary plan (see Phase Development in the City's Development Code [4.06.030\(5\)](#)).

The plat must include:

 - a _____ The basis of bearings, north arrow, date, name of the subdivision, name of the County, name of the City, township, range, section, and quarter section, address block, block and lot number of the property proposed for subdivision. All blocks and all lots within each block must be consecutively numbered.
 - b _____ A correct metes-and-bounds description of all property included within the subdivision.
 - c _____ The bearings, distances, lengths, and curve data of boundary and lot lines, subject to the following:
 - i _____ The bearings, distances and curve data of all perimeter boundary lines must be indicated outside the boundary line, not inside the lot dimensions. On curved boundaries and all curves on the final plat, sufficient data must be given to enable the re-establishment of the curves on the ground. This curve

data must include the following for circular curves: radius of curve, central angle, tangent, arc length, chord length, and chord bearing.

- ii _____ All bearings and lengths must 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. All dimensions of irregularly shaped lots must be indicated in each lot. Lengths must be shown to hundredths of a foot, and angles and bearings must be shown to seconds of arc.
- d _____ All lands within the boundaries of the plat, accounted for either as lots, walkways, streets, or ground in common ownership, public paths, open space and excepted parcels (derelict parcels are not allowed).
- e _____ When required by the City, the dimensions of all buildable areas (note that the designated buildable area should not be less than 5,000 square feet, except in the TR-10,000 zone; also all dwellings and other habitable structures and accessory buildings must be located within the designated buildable area).
- f _____ The bearings and dimensions of all streets and walkways.
- g _____ The bearings and dimensions of all easements.
- h _____ If lots front on an arterial street, a note requiring a circular driveway or prohibiting backing onto the arterial street.
- i _____ Required plat notations for agricultural, industrial, critical infrastructure and mining protection areas:
 - i _____ Agricultural Protection Areas. If the subdivision is within 300' of the boundary of an agriculture protection area, the plat must include the following notice: "Agriculture Protection Area. This property is located in the vicinity of an established agriculture protection area in which normal agricultural uses and activities have been afforded the highest priority use status. It can be anticipated that such agricultural uses and activities may now or in the future be conducted on the property included in the agriculture protection area. The use and enjoyment of this property are expressly conditioned on acceptance of any annoyance or inconvenience which may result from such normal agricultural uses and activities."
 - ii _____ Industrial Protection Areas. If the subdivision is within 1,000' of the boundary of an industrial protection area, the plat must contain the following notice: "Industrial Protection Area. This property is located in the vicinity of an established industrial protection area in which normal industrial uses and activities have been afforded the highest priority use status. It can be anticipated that such industrial uses and activities may now or in the future be conducted on property included in the industrial protection area. The use and enjoyment of this property is expressly conditioned on acceptance of any annoyance or inconvenience which may result from such normal industrial uses and activities."
 - iii _____ Critical Infrastructure Materials Protection Areas. If the subdivision is within 1,000' of the boundary of a critical infrastructure materials protection area, the plat must contain the following notice: "Critical Infrastructure Materials Protection Area. This property is located in the vicinity of an established critical infrastructure materials protection area in which critical infrastructure materials operations have been afforded the highest priority use status. It can be anticipated that such operations may now or in the future be conducted on property included in the critical infrastructure materials protection area. The use and enjoyment of this property is expressly conditioned on acceptance of any annoyance or inconvenience which may result from such normal critical infrastructure materials operations."
 - iv _____ Mining Protection Areas. If the subdivision is within 1,000' of the boundary of a mining protection area, the plat must contain the following notice: "Mining Protection Area. This property is located within the vicinity of an established mining protection area in which normal mining uses and activities may now or in the future be conducted on property included in the mining protection area. The use and

enjoyment of this property is expressly conditioned on acceptance of any annoyance or inconvenience that may result from the normal mining uses and activities.”

- j _____ All stakes, monuments, and other evidence indicating the boundaries of the subdivision as found on the site, including:
 - i _____ The location of all monuments placed in making the survey, including a statement as to what, if any, points were reset by ties; and
 - ii _____ All rights-of-way monuments at angle points and intersections as approved by the City/County Surveyor.
 - k _____ The name, stamp, and signature of a professional land surveyor, licensed in the State of Utah, who prepared the plat, together with the date of the survey, the scale of the map, and the number of sheets.
 - l _____ On the title sheet of the final plat, the following (these certificates may be combined where appropriate):
 - i _____ Professional Land Surveyor’s Certificate Of Survey: “[NAME OF PROFESSIONAL LAND SURVEYOR], do hereby certify that I am a Professional Land Surveyor, and that I hold License No. _____, in accordance with Title 58, Chapter 22, of the Professional Engineers and Land Surveyors Act; I further certify that by authority of the owners I have completed a survey of the property described on this subdivision plat in accordance with Section §17-23-17, have verified all measurements, and have subdivided said tract of land into lots and streets, together with easements, hereafter to be known as [NAME OF SUBDIVISION AND PHASE NUMBER IF APPLICABLE] and that the same has been correctly surveyed and monumented on the ground as shown on this plat.”
 - ii _____ Owners Dedication Certificate: “Known all men by these presents that we, the undersigned owner(s) of the above-described tract of land, having caused said tract to be subdivided into lots and streets to be hereafter known as [NAME OF SUBDIVISION] do hereby dedicate for perpetual use of the public all parcels of land, other utilities, or easements shown on this plat as intended for public use. In witness whereof, we have hereunto set out hands this ____ day of _____, 20____. [Add appropriate acknowledgments.]”
 - iii _____ Signature lines for the Surveyor, Property Owner(s), City Engineer, City Attorney, Planning Commission Chair or pro-tem, and Mayor or pro-tem with attestation by the City Recorder.
 - iv _____ A signature block in the lower right-hand corner for the County Treasurer, County Surveyor, and County Recorder.
 - v _____ A Notary public’s acknowledgement for each signature on the plat.
 - m _____ Any other requirements, restrictions and improvements approved during by the City during the preliminary application process.
- 3 _____ **Final plans (construction drawings).** The final plans must conform to the Alpine City Standard Drawings and Specifications and must indicate the layout, profile, and detail design of the following:
- a _____ Grading/Drainage Plan. The proposed grading and drainage plan must be indicated by solid-line contours superimposed on dashed-line contours of existing topography for the area of the final plat. Such contours must be at 2’ intervals for predominant ground slopes within the tract between level and 5% grade, and 5’ contours for predominant ground slopes within the tract over 5% grade. In case of predominantly level topography throughout a subdivision, 1’ contour intervals may be required.
 - b _____ Street Plan. The proposed street plan must include street profiles and typical cross-section drawings of proposed roads, bridges, culverts, sewers, and other drainage structures.
 - i _____ The street plan must show proposed grades including centerline grades of existing streets in adjacent properties for a minimum distance of 100’.

- ii _____ Where a portion of an existing easement is contiguous to a proposed easement or right-of-way of a new subdivision, proof of the dedication of the existing easement or right-of-way acceptable to the City is required.
 - iii _____ When a new street will intersect with a State Highway, a copy of the State Highway permit is required.
 - c _____ Stormwater Drainage/Management Plan, including water courses and proposed storm drainage systems including culverts, water areas, streams, and flood plain areas. Approximate boundaries of areas subject to inundation or storm water overflows of an intensity estimated to occur with a return frequency of once every 100 years.
 - d _____ Stormwater Pollution Prevention Plan (SWPPP), unless specifically exempted by the City Engineer or the State of Utah.
 - e _____ Utility Plan, including the location and profiles of proposed sewer, water, pressurized irrigation, storm drain lines, and any other proposed utility. This plan must also include a composite utilities easement plan showing the location, size, and proposed use of all easements. (Note that all utilities must be constructed within approved easements.)
- 4 _____ **Articles of incorporation/bylaws.** When a proposed subdivision contains areas that are reserved in private ownership for community use, including common areas, the following is required: the name, proposed articles of incorporation and bylaws of the owner, or organization empowered to own, maintain, and pay taxes on the common areas and any access easements that may be required.
- 5 _____ **A current title report.** The current title report must disclose all recorded matters of title regarding the property and must be prepared and dated not more than thirty days before the proposed recordation of the final plat. The title report must set forth the names of all property owners included in the final plat and must include a list of all mortgages, judgements, liens, easements, contracts, and agreements of record in the County which affect any property covered by the final plat. If the report discloses any encumbrances, then the City Attorney will determine whether other parties will be required to approve the final application before the City will review it.
- 6 _____ **Other Supporting Documents.** The following are required unless specifically waived by the City:
- a _____ The substance of all other covenants, grants of easements or restrictions to be imposed upon the use of the land, buildings, and structures within the proposed subdivision. Copies of protective covenants, trust agreements, and home owner's association articles and by-laws, including those required by the City to govern re-subdivision, and other potential changes which might significantly alter the subdivision as approved by the City.
 - b _____ Monument record or survey notes pertaining to the proposed subdivision's perimeter survey.
 - c _____ A statement obtained by the developer from each utility company involved, stating that they have reviewed the proposed plats and plans and are setting forth their comments concerning the extent of the services and the design of utility easements. This must include an Irrigation Company letter and/or letter from ditch easement holders.
 - d _____ The Alpine City Utility Easement Verification form, signed by all utilities that will service the subdivision including power, gas, post office, etc. (Alternatively, a "Will Serve" letter from each utility is also acceptable.)
 - e _____ A Geotechnical Report, including at least the following:
 - i _____ Existing site conditions.
 - ii _____ Ground water evaluation.
 - iii _____ Seismic evaluations.

- iv _____ Laboratory testing results of onsite materials.
 - v _____ Foundation recommendations.
 - vi _____ Lateral earth pressures.
 - vii _____ Floor slab recommendations.
 - viii _____ Drainage requirements (both surface and subsurface).
 - ix _____ Site preparation and grading.
 - x _____ Pavement recommendations.
 - xi _____ Soils profiles for the tract proposed for subdivision where there are geologic hazards known to the subdivider or the city.
 - xii _____ Soil corrosivity test and results.
 - xiii _____ Calculations to substantiate foundation recommendations, lateral earth pressures, and pavement recommendations.
- f _____ An environmental impact study *if required by the City*. This study must be prepared by an independent consultant chosen from a list approved by the City of qualified consultants. It must address the following issues that impact the community and must identify remedies to any of the issues.
- i _____ Impact on Environment:
 - (1) _____ Faults and Earthquake Hazards. A hazard inherent in the crust of the earth which is dangerous or potentially dangerous to life, property or improvements, due to the movements, failure or shifting of the earth. Distances to major geological fault lines must be shown.
 - (2) _____ Subsurface Rocks and Soils. Rock formation and soil types should be shown. Areas must be identified that may be susceptible to slippage or other problems related to stability. The report must also address potential impacts of development on adjacent areas.
 - (3) _____ Slope and Elevations. Contours of the land in 2'-foot intervals with a minimum 5' contour on steep hills.
 - (4) _____ Groundwater Recharge. Identify potential impacts on the purity of groundwater or subsurface aquifers that may result from the planned development.
 - (5) _____ Flood Hazards. A hazard to land or improvements due to inundation or overflow water having sufficient velocity to transport or deposit debris, scour the surface soil, dislodge or damage buildings, or erode the banks of water courses. Any increases in potential downstream flooding or silt flows as a result of development must be identified, along with impacts on downstream areas of any planned runoff diversions. All handling of waterflows must be in accordance with the Federal Water Pollution Control Act (FWPCA).
 - (6) _____ Flood Plains. Areas identified by the Federal Emergency Management Agency (FEMA) as floodplain areas must be specifically noted, along with anticipated impacts. Proposals which include alteration to any established creek, stream or other natural watercourse must include approval from the U.S. Army Corps of Engineers and Division of Water Resources.
 - (7) _____ Erosion Hazards. Areas defined by the City Engineer as being subject to erosion.
 - (8) _____ Wildlife Habitat. Specific types of wildlife that are to be found at the site prior to development, including reptiles, birds and mammals. Animal movement corridors must be identified, along with any barriers that development might present to existing animal movement and migration patterns. Special attention should be devoted to any species listed as endangered or protected by the Environmental Protection Agency.

(9) _____ Air Quality. Address any changes in air quality that are to be anticipated beyond those that would be expected as a result of normal residential development and resulting traffic flows. Any features of development, such as large structures, which might alter existing air current must also be identified.

(10) _____ Flora. Information on the existing vegetation in the area to be developed, as well as plans to retain the natural flora. Types of trees, shrubs, grasslands and crops must be identified, with special attention devoted to any species listed as endangered or protected. An estimate will be provided of the percentage of natural vegetation to be retained.

ii _____ Impact on Infrastructure:

(1) _____ Traffic and Transportation. Information on anticipated traffic impacts resulting from a new development. Such analysis must address traffic increases on residential streets, addition to traffic flows during peak period (such as the morning commute) and any anticipated needs created for new traffic corridors.

(2) _____ Culinary Water and Sewer. Impacts on the sewer and culinary water supply must be addressed. Utility accesses should be noted and any potential impacts discussed as they relate to health, safety or barriers to movement of residents or wildlife.

(3) _____ Storm Drainage. In addition to the other drainage plans and water-related studies required for this application, the environmental impact study must address any potential impacts on the purity of ground water or subsurface aquifers that may result from the planned development. Point sources of any discharge to public waterways must be shown and non-point sources must be identified if changes are anticipated as a result of the proposed development. Any increases in potential downstream flooding or silt flows must be identified, along with the impacts on downstream areas of any planned runoff diversions. All handling of waterflows must be in accordance with the Federal Water Pollution Control Act (FWPCA).

(4) _____ Public Safety/Fire Protection. Identify water supply, water lines, fire hydrants, and other protective devices as may be required by City ordinances.

iii _____ Impact on Quality of Life

(1) _____ Aesthetics and Cultural. Address aspects of development that may impact the rural environment of Alpine City, including any landscape design features that may be inconsistent with retention of views or a rural atmosphere. Any features of development that will contrast with surrounding land uses will also be addressed, including population densities that are significantly different from adjacent areas or any anticipated changes in cultural patterns in the area. The report must also note any sites of historical significance either on or within a quarter mile of the development site.

(2) _____ View Scapes. Address aspects of development that may impact viewsheds including any landscape design features that may be inconsistent with retention of views. This section should also include any unusual cuts or fills required and any development on hillsides or prominent rises.

(3) _____ Parks, Trails and Recreational Facilities. Address the impact on demand for existing Alpine City recreational facilities in accordance with DCA4.07.200, and indicate what features or facilities, if any, will be included in the development to contribute to the recreational needs of both residents and non-residents of the development. The following specific recreational aspects must considered and any significant impacts addressed:

(a)_____ Hiking, walking and jogging.

(b)_____ Access to mountains.

- (c)_____ Location of parks.
- (d)_____ Open space.
- (e)_____ Picnicking.
- (f)_____ Sports activities.

(4) _____ Noise. Proposed developments that include other than residential uses must contain an evaluation of the potential for increased noise. If an increase is anticipated in the ambient noise level as a result of the development, all other land uses within a half-mile radius must be identified, and the potential impact of the noise increase on those existing uses will be evaluated. Intermittent noise that may result from uses anticipated at the completed development must be identified if it will be out-of-character, whether due to intensity or frequency, with noise generated by existing uses within a half-mile radius.

iv _____ If land is to be dedicated for schools, roads, parks, or other public purposes, or when land within a subdivision is to be purchased by a public agency for public use, a letter of intent from the public agency receiving the dedication, agreeing to the dedication and stating how applicable improvement standards will be met.

v _____ Cost estimates for construction of streets and related facilities, water distribution system, sewage collection system, flood plain protection, storm drainage facilities, erosion control, trails, revegetation, and such other facilities as may be required to be reviewed by the City Engineer.

7 _____ **Certifications**, including:

- a _____ An affidavit from the applicant certifying that the submitted information is true and accurate (EXAMPLE ON PAGE 8).
- b _____ A certificate for clear title, proving that the applicant is the owner or the equitable owner of the land proposed to be subdivided and consents to the subdivision application (EXAMPLE ON PAGE 9).
- c _____ Certification by the surveyor who prepared the plat the location of alignments, boundaries, and monuments are accurate and that the surveyor is licensed in Utah.

8 _____ **Copies of the plat and plans**, including:

- a _____ Paper copies of the final plat and final plans. These should include one D size, 24" x 36" copy and one 11" x 17" copies of both the plat and the plans, drawn to scale.
- b _____ An electronic copy of the final plat and final plans in a format specified by the City Staff.
- c _____ *When requested by the Zoning Administrator*, one Mylar copy of the Final Plat, delineated in permanent ink. This will not be required until the City's review is complete.

9 _____ **Payment of the final subdivision application fee.** See the City's current fee schedule. Currently, this is \$100 + \$90 per lot + the actual cost of City Engineer's review (in addition to the fee for the related preliminary application). When you submit your final application, pay the \$100 + \$90 per lot. The City will inform you of the additional cost of the Engineer's review when the review is complete.

----- **EXAMPLE CERTIFICATIONS** -----

[See following pages.]

APPLICANT'S AFFIDAVIT – FINAL 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 Alpine City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Alpine City Subdivision Title and understand 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 Alpine City Consolidated Fee Schedule.

Signed:

Applicant/Agent

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal:

PROPERTY OWNER'S CONSENT & DEDICATION – FINAL 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 final subdivision application. We hereby consent to this final subdivision application and, contingent on city approval of the final application, we irrevocably dedicate all portions of the property to the public that are so indicated in this application (including streets, City uses, utilities, parks, easements, or other spaces).

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: