



Minor Subdivision Checklist

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • www.alpineut.gov

Minor subdivisions include developments of three (3) or fewer lots that meet the requirements of the Alpine City Development Code (see Section 4.5). In this process, the preliminary and final plats required for most subdivisions are simplified and combined. With new minor subdivisions only preliminary and final will be required. Applicants must still follow the City's planning process including making and attending appointments with the Development Review Committee (DRC), the Planning Commission, and the City Council.

Please follow this checklist to ensure a complete and proper Minor Subdivision submittal.

Submission Requirements

- | Applicant Use | Office Use | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The subdivider shall meet with the DRC to discuss the proposed subdivision before submitting an application or any plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit all required documentation to the City Planner, including: <ul style="list-style-type: none">• The Minor Subdivision Checklist, Minor Subdivision Application, and required fees;• an electronic copy of the site plan (AutoCAD & PDF);• three (3) D size (22"x 34") copies of the site plan drawn to scale; and• three (3) 11"x 17" copies of the site plan drawn to scale. |

Plat Requirements

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The Plat is drawn to scale |
| <input type="checkbox"/> | <input type="checkbox"/> | The Plat is certified as to accuracy by a registered land surveyor licensed to do such work in the State of Utah. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Plat shall be delineated in permanent ink on mylar. |
| <input type="checkbox"/> | <input type="checkbox"/> | If the Plat is revised, a copy of the old plat has been provided for comparison purposes. |

Drawing Requirements (See Section 4.6.3.3)

Applicant Use	Office Use	
<input type="checkbox"/>	<input type="checkbox"/>	The bearings, distances, and curve data of all perimeter boundary lines are indicated outside the boundary line, not inside the lot dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	All blocks and all lots within each block are numbered consecutively.
<input type="checkbox"/>	<input type="checkbox"/>	On curved boundaries and all curves in the plat, sufficient data is given to enable the re-establishment of the curves on the ground. This curve data must include the following for the circular curves: <ul style="list-style-type: none">• Radius of curve• Central angle• Tangent• Arc length• Chord length• Chord bearing
<input type="checkbox"/>	<input type="checkbox"/>	Derelict parcels have not been created.
<input type="checkbox"/>	<input type="checkbox"/>	All streets and walkways are designated as such and streets are named; bearings and dimensions are given.
<input type="checkbox"/>	<input type="checkbox"/>	All easements are designated as such; and bearings and dimensions given.
<input type="checkbox"/>	<input type="checkbox"/>	All lands within the boundaries of the plat are accounted for either as lots, walkways, streets, or ground in common ownership, public paths, open space, and excepted parcels.
<input type="checkbox"/>	<input type="checkbox"/>	All dimensions of irregularly-shaped lots are indicated in each lot.
<input type="checkbox"/>	<input type="checkbox"/>	All bearings and lengths are 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.
<input type="checkbox"/>	<input type="checkbox"/>	Buildable areas, when required by the DRC or Planning Commission, are noted with all dimensions. The Designated Buildable Area is not less than five thousand (5,000) square feet. All dwellings and other habitable structures and accessory buildings are located within the Designated Buildable Area.
<input type="checkbox"/>	<input type="checkbox"/>	Parcels not contiguous are not included in one plat, nor is more than one plat 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 are shown to hundredths of a foot, and angles and bearings are shown to seconds of arc.

The information on the plat shall include:

- Name of subdivision
- Map north arrow
- Date
- Name and address of owner or owner(s) of record
- Total acreage of subdivision
- Total number of lots
- Township, range, section (and quarter section, if portion)
- Public and private open space
- Graphic scale
- City engineer and County surveyor's certificate
- City attorney's approval certificate
- Planning Commission approval certificate
- City Council approval certificate
- Any additional information required by Alpine City ordinance or State law
- An address block
- Current zoning at time of final approval
- Design criteria for elevation of 5,000 feet
- Design criteria for snow load of 45 pounds per square foot
- Show orientation of driveway in cases where lot fronts on arterial street

Location of all monuments is shown.



Minor Subdivision Application

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Contact Information

Applicant / Sponsor _____ Attn. _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Engineer _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Project Information

Name of Subdivision _____ Date _____

Project Address _____ Proposed Number of Lots _____

Project Size (in acres) _____ Current Zoning _____

Source of Water Rights

Irrigation Stock _____ # of Shares _____ Company _____

Other Water Rights _____ # of Shares _____ Company _____

Other Acceptable Contribution _____

Requesting Cash in lieu of Water Rights Option

Minor Subdivision Fee _____ Amount Paid _____ Date Paid _____

(\$100.00 City Engineer Review + \$90.00 per lot + \$250.00 Plat Amendment fee for lots located in a recorded subdivision)

Applicant Signature _____ Date _____

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>.