

Preliminary Subdivision Application



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 applying, you may schedule a meeting with City staff to review a concept plan and/or other elements of your application. The review and approval process, as well as the application requirements, are governed by [Title 4](#) of the City's Development Code.

THIS BOX IS FOR OFFICIAL USE ONLY:

Date Received: _____

Receipt #: _____

Amount Paid: _____

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: _____

----- **PRELIMINARY DOCUMENT CHECKLIST** -----

- 1 _____ **A narrative or summary statement describing:**
 - a _____ The proposed subdivision including its location, total development area, general lot sizes, current zoning designation, and number of proposed dwelling units.
 - b _____ The estimated number of gallons per day of water requirements where a distribution system will be utilized.
 - c _____ The estimated number of gallons per day of sewage to be treated.
 - d _____ The number of acres in public and/or private ownership, intended use, and maintenance responsibilities for all common and public improvements, utilities, and open space.
 - e _____ How any required findings, recommendations, conclusions or required documents, reports, studies or similar required by this title have been integrated into the design of the proposed subdivision.
 - f _____ An itemized construction cost estimate and proposed method of financing the streets and related facilities, water distribution system, sewage collection system, storm drainage facilities, and any other necessary utilities, including trails, landscaping and revegetation and erosion control.
- 2 _____ **A preliminary plat**, drawn clearly, to scale, and in accordance with generally accepted surveying standards. The plat must include:
 - a _____ Located at the top and center of the preliminary plat, the proposed name of the subdivision, which must be distinct from any other plat already recorded with the County Recorder's Office.

- b _____ A layout of the proposed subdivision, at a scale of no more than 1" = 100', or as recommended by the Zoning Administrator and/or City Engineer.
- c _____ The boundaries, course, dimensions, and total acreage of all of the parcels of ground divided, by their boundaries, course, and extent, whether the applicant proposes that any parcel of ground is intended to be used as a street or for any other public purpose.
- d _____ 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 length and width of the blocks and lots intended for sale.
- e _____ Every existing or proposed right-of-way and easement grant or record for underground utility facilities.
- f _____ A title block, placed on the lower right-hand corner of the plat showing:
 - i _____ Name and address of the owner of record and the name and address of the licensed surveyor responsible for preparing the preliminary plat, and
 - ii _____ Date and preparation of the preliminary subdivision plat, and all revision dates.
- g _____ Signature blocks for the dated signatures of the Planning Commission Chair, Mayor, City Engineer, City Attorney, and required private or public utility/service providers.
- h _____ North arrow, graphic and written scale, and basis of bearings used.
- i _____ A vicinity map of the site at a minimum scale of 1" = 1,000', or as recommended by the Zoning Administrator and/or City Engineer, showing the perimeter outline of the proposed subdivision, accesses, abutting subdivision outlines and names, names of adjacent property owners, and adjacent streets within two miles of the proposed subdivision.
- j _____ A traverse map of the monumented (see DCA 4.06.030 Part 5) perimeter of the proposed subdivision. The traverse shall have an error of closure of not greater than 1/30,000. Survey tie into a legal corner or other permanent marker established by the County Surveyor is required.
- k _____ The location of any common space or public 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. Location, function, ownership, and manner of maintenance of common open space not otherwise reserved or dedicated for public use (in compliance with the City's OpenSpace Zone).
- l _____ All easements, clearly shown.
- 3 _____ **Preliminary plans (construction drawings).** The following is required to be provided at the same scale as the preliminary subdivision plat, on separate sheets as necessary:
 - a _____ The identification and location of the 5350' elevation line and sensitive land areas as depicted on the City's Sensitive Lands or Geologic Hazard Maps.
 - b _____ The identification of known natural features including, but not limited to, jurisdictional wetlands as identified by the U.S. Army Corp of Engineers, areas of slope exceeding 30% grade, flood channels as identified by any federal or state agency, all water bodies and drainage ways, and any other natural features as required by City Staff or the Land Use Authority for the entire subdivision site, including the total acres in each. Where improvements to irrigation ditches are required, written approval from the irrigation company, or private ditch owner, or easement holder is required City.
 - c _____ The existing site contours 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. Elevations must be based on National Geodetic Survey area level data. In cases of predominantly level topography throughout a subdivision, 1' interval contours may be required.

- d _____ The location of any known human-made features on, or contiguous to the proposed subdivision site, including existing platted lots, all utility easements, railroads, powerlines and power poles, bridges, culverts, drainage channels, rights-of-way and easements, field drawings, and well or spring protection areas.
- e _____ The location of sites intended for multi-family dwellings, shopping centers, community facilities, industry, or other uses, exclusive of single-family dwellings, as may be permitted by the City's Zoning Ordinance.
- f _____ The location and dimensions of all existing buildings, including those housing animals, fence lines, and property lines overlaid with the proposed subdivision layout.
- g _____ The layout of existing power and the source and connection to the existing power supply.
- h _____ All existing and proposed roadway names, locations and dimensions, with typical cross sections of all new roads proposed to be dedicated to the City, showing the grades, proposed cuts and fills exceeding 3'. The proposed radius of all center line curves must be included.
- i _____ The location and general 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 (if/when applicable), overlaid with the proposed subdivision layout plan.
- j _____ The proposed storm drainage system, including the general proposed pipe sizes, inlets, detention areas, and drainage arrows.
- k _____ The location of all existing and proposed fire hydrants, including the general sizes of all existing and proposed water lines serving fire hydrants.
- l _____ Required setback lines including front, side, and rear as required by the zoning district in which the proposed subdivision is located.
- m _____ Dimensions of all buildable areas must be shown for PRDs, irregular lots, or any other lots as requested by City Staff, Planning Commission or Land Use Authority.
 - i _____ Buildable areas will be required to be shown on lots that contain slopes greater than 20%, mapped floodplain boundaries, faults, or other natural hazards. In standard subdivisions, these shall be reviewed on a case-by-case basis.
 - ii _____ Ordinarily, the designated buildable area must not be less than five thousand square feet (5,000 sq. ft.) except in the TR-10,000 zone and must be shown on the preliminary and final plat together with a notation to the effect that all main and accessory buildings will be located within the designated buildable area. But the designated buildable area may be amended by City Staff as long as the minimum setback requirements of the underlying zone are met.
- n _____ The location of all existing and proposed street lights identifying the general location, type, and light output of all street lights.
- o _____ The location of all existing and proposed locations (including general quantities or areas) of street trees, shrubs, and other landscape materials and plantings.

4 _____ **Certifications**, including:

- a _____ An affidavit from the applicant certifying that the submitted information is true and accurate (EXAMPLE ON PAGE 5).
- b _____ 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.

- 5 _____ **A preliminary title report.** This report must cover all associated parcels of land within the proposed subdivision, and must have a title commitment date of not more than thirty days from the application date. The report must indicate all easements, restrictions, covenants, and reservations of record.
- 6 _____ **Paper copies of the preliminary plat and preliminary plans.** These should include two D size, 24" x 36" copies and two 11" x 17" copies of both the plat and the plans, drawn to scale.
- 7 _____ **An electronic copy of the preliminary plat and preliminary plans** in a format specified by the City Staff.
- 8 _____ **Payment of the preliminary 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. When you submit your preliminary 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 – PRELIMINARY 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: