

Alpine City

Major Subdivision Process



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CAPSULIZED SUBDIVISION REVIEW AND APPROVAL PROCESS

(For the complete detailed process of a major subdivision, please refer to Article 4.6 of the Development Code)

Concept Plan

1. Prepare a concept plan as outlined on the Concept Plan Checklist.
2. Attend a Development Review Committee (DRC) meeting. This meeting is usually held every Monday morning at 9:00.
3. Request a date through the City Planner to be on the Planning Commission agenda and present the concept plan.
4. At least 14 days before the requested Planning Commission meeting, complete and submit the Concept Plan Checklist and Application to the City Planner.
5. Pay all applicable fees to the City Recorder, payable to Alpine City.
6. At least 14 days before the requested Planning Commission meeting, submit the correct amount of all required documentation to the City Planner.
7. At least 14 days before the initial presentation of the concept plan to the Planning Commission, post a sign on the property to be developed and submit stamped and addressed envelopes for a notification letter, which the City Planner will write, to all of the property owners within 500 feet of the proposed development.
8. Once the requirements are met, a notice for a public hearing will be posted and the concept plan for the proposed development will be presented to the Planning Commission.
9. Once concept approval has been granted by the Planning Commission, request a date through the City Administrator to be on the City Council agenda. The concept plan will be presented to the City Council for information and any such direction as the City Council deems appropriate or necessary.
10. After the concept plan has been presented to the City Council, the applicant may apply for preliminary design plan approval.

Preliminary Design Plan

1. Obtain the Preliminary Design Plan Checklist and Application from the City Planner.
2. Request a date through the City Planner to be on the Planning Commission agenda and present the preliminary design plan.
3. Prepare a preliminary plan as outlined on the Preliminary Design Plan Checklist.
4. At least 14 days before the requested Planning Commission meeting, complete and submit the Preliminary Design Plan Checklist and Application to the City Planner.
5. Pay all applicable fees to the City Recorder, payable to Alpine City.
6. At least 14 days before the requested Planning Commission meeting submit the correct amount of all required documentation to the City Planner.
7. For developments with more than 15 lots or with complex issues such as geologic hazards, hillside development or similar issues, additional time beyond the 14 day review time may be necessary. In such cases, the developer may work with the City Engineer and the City Planner to determine an acceptable schedule.
8. The preliminary design plan is reviewed by the Planning Commission. After the approval of the preliminary design plan by the Planning Commission, the applicant may apply for final plat approval.

Final Plat

1. Obtain the Final Plat Checklist and Application from the City Planner.
2. Request a date through the City Planner to be on the Planning Commission agenda and present the final plat.
3. Prepare a final plat as outlined on the Final Plat Checklist.
4. At least 14 days before the requested Planning Commission meeting, complete and submit the Final Plan Checklist and Application to the City Planner.
5. Pay all applicable fees to the City Recorder, payable to Alpine City.
6. At least 14 days before the requested Planning Commission meeting, submit the correct amount of all required documentation to the City Planner.
7. The final plat is reviewed by the City Engineer. A Water Letter and Bond Letter will need to be obtained from the City Engineer indicating approval. The City Attorney may also review the final plat, bond agreement, and other required documents.
8. The Planning Commission will review the final plat and make a recommendation to the City Council. The applicant will then need to request a date through the City Administrator to be on the City Council agenda.
9. The final plat is presented to the City Council for review and action. The City Council may or may not follow the recommendation of the Planning Commission.
10. The City Recorder shall record the final plat with the County Clerk and Recorder. Any expenses incurred by the developer shall be borne by the developer and paid prior to recording; i.e. impact, plan check, etc.
11. A preconstruction conference will be conducted prior to construction. A preconstruction meeting provides an opportunity to begin communication and problem solving between the City Staff and the subdivider prior to the start of a major construction project. Typically the City Engineer, City Administrator, City Planner and City Public Works Director will meet with the subdivider prior to construction.