



SUBDIVISION AMENDMENT APPLICATION PACKET

Thank you for your interest in submitting a subdivision amendment application. The following packet is designed to provide general information to applicants and to help guide you through this application process.









For questions regarding any of the information listed in this packet, or to set up a pre-application meeting, please contact us at cvtown@gmail.com or give us a call at **(435) 893-9178**.

GENERAL REQUIREMENTS	Reference: 16.3.11
<ol style="list-style-type: none"> 1. Amended Subdivisions Generally. The Land Use Authority as outlined in Section 16.3.1 of the Town’s Code may, consider any proposed vacation, alteration, or amendment of a recorded subdivision plat, or any portion of the recorded subdivision plat, by following and complying with all of the requirements for amending a subdivision, or vacating a public street as identified in §10-20-811, §10-20-812, and §10-20-813 of Utah State Code (as amended). 2. Vacation Of Right-Of-Way Or Public Utility Easements. The Land Use Authority as outlined in Section 16.3.1 may, consider any proposed vacation, alteration, or amendment of a recorded subdivision plat, any portion of the recorded subdivision plat, or any road or lot contained in a recorded subdivision plat by following and complying with all of the requirements for amending a subdivision, or vacating a public street as identified in §10-20-811, §10-20-812, and §10-20-813 of Utah State Code (as amended). 3. An applicant shall submit a complete application, including the fee as required as indicated on the Town’s Fee Schedule to the Town on a form prescribed by the Town, together with the number and size of plans indicated on the application form, including all digital submittals. 4. Poorly drawn or illegible plans shall be sufficient cause for rejection. The lack of any information required by this title or as outlined in §10-20-811, §10-20-812, and §10-20-813 of Utah State Code (as amended) shall be cause for the Town’s determination of an incomplete submittal and shall prohibit the Recommending Body and Land Use Authority as outlined in Section 16.3.1 from considering any material, items, or other information related to the proposed subdivision amendment. The Town shall notify the applicant of the required information lacking from the application in writing. 	
AMENDED SUBDIVISION REQUIREMENTS	Reference: 16.3.11 / 16.3.12
AMENDED SUBDIVISIONS GENERALLY	
Applicant(s) shall prepare a plat that:	
<input type="checkbox"/>	Depicts only the portion of the subdivision that is proposed to be amended;
<input type="checkbox"/>	Includes a plat name that distinguishes the amended plat from the original plat;
<input type="checkbox"/>	Describes the differences between the amended and original plat; and
<input type="checkbox"/>	Includes relevant references to the original plat.
VACATION OF RIGHT-OF-WAY OR PUBLIC UTILITY EASEMENTS	
A petition to vacate some or all of a public street or municipal utility easement shall include:	
<input type="checkbox"/>	The name, address, and signature of each owner of record of land that is adjacent to the public street or municipal utility easement between the two nearest public street intersections or accessed exclusively by or within three hundred feet (300’) of the public street or municipal utility easement who consents to the vacation; and

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| <input type="checkbox"/> | Proof of written notice to operators of utilities and culinary water or sanitary sewer facilities located within the bounds of the public street or municipal utility easement sought to be vacated. |
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NOTES

1. The submission of an incomplete application to the Town will be cause for processing delay.
2. **Amended Subdivisions Generally.**
 - a. Unless exempted from the public hearing requirements outlined in §10-20-811, §10-20-812, and §10-20-813 of Utah State Code (as amended), the Land Use Authority outlined in Section 16.3.1 of the Town's Code shall hold a public hearing to consider the approval, approval with modifications, or denial of a proposed subdivision amendment.
 - b. The Land Use Authority may not approve a petition for a subdivision amendment unless the amendment identifies and preserves any easements owned by a culinary water authority and sanitary sewer authority for existing facilities located within the subdivision.
3. **Vacation Of Right-Of-Way Or Public Utility Easements.**
 - a. The Land Use Authority outlined in Section 16.3.1 of the Town's Code shall hold a public hearing in accordance with §10-20-207 and §10-20-208 of Utah State Code (as amended) to consider the approval, approval with modifications, or denial of a proposed subdivision amendment that vacates some or all of a public street or municipal utility easement.
 - b. The Land Use Authority may only approve the vacation or amendment of a plat by finding that there is good cause for the vacation and neither the public interest nor any person will be materially injured by the vacation. The Land Use Authority may not approve a petition to vacate a public street unless the vacation identifies and preserves any easements owned by a culinary water authority and sanitary sewer authority for existing facilities located within the public street.

REVIEW PROCESS		Reference: 16.3.11 / 16.3.12	
 <p>APPLICATION RECEIVED / DETERMINATION OF COMPLETE APPLICATION Application is pre-screened by Town to ensure submittal requirements are met and fees are paid. Note: <i>If deemed incomplete, a list of missing information to submit will be provided to the applicant.</i></p>	 <p>REVIEW BY REVIEWING BODY Application is sent to Reviewing Body outlined in Section 16.3.1 for review. Note: <i>Applicant will receive a written copy of comments.</i></p>	 <p>APPLICATION MODIFICATIONS If required, applicant makes modifications to application based on comments issued by Reviewing / Recommending Bodies. Revised materials are submitted to the Town.</p>	 <p>REVIEW BY RECOMMENDING BODY Review comments from the Reviewing Body are reviewed with submitted application by Recommending Body outlined in Section 16.3.1. Note: <i>Applicant will receive a written copy of comments.</i></p>
 <p>APPLICATION MODIFICATIONS If required, applicant makes modifications to application based on comments issued by Reviewing / Recommending Bodies. Revised materials are submitted to the Town.</p>	 <p>REVIEW OF MODIFICATIONS If modifications were required, modifications will be reviewed by Town to ensure all applicable review comments have been addressed before application moves forward to Land Use Authority.</p>	 <p>REVIEW/DECISION BY LAND USE AUTHORITY Application is sent to the relevant Land Use Authority outlined in Section 16.3.1 for consideration and decision.</p>	 <p>RECORDATION Applicant is required to pay all fees required for recordation.</p>
APPEAL OF DECISIONS			
Any person aggrieved by a decision of the Land Use Authority may appeal the decision to the Appeal Authority as outlined in Section 16.3.1 of the Town’s Code.			
CONSULTATION			
If you have questions regarding the Town’s subdivision process or its regulations, please contact the Town at cvtown@gmail.com or give us a call at (435) 893-9178 .			

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SUBDIVISION AMENDMENT APPLICATION

IMPORTANT INFORMATION



CONSULTATION

Available prior to submission.
For questions, e-mail us at:
cvtown@gmail.com



SUBMISSION

Submit complete application
to the Town at:
**50 W Center St, Central
Valley, UT 84754**



REQUIRED FEES

\$100.00 + \$30.00 Per Lot
PLUS Actual Costs Of
*Professional Reviews (i.e.,
Legal, Planning, Engineering)*

APPLICANT INFORMATION

Project/Plat Name:

Address Of Subject Property:

Name Of Applicant(s):

Phone:

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Mailing Address:

E-Mail Address:

Applicant's Interest In Subject Property:

*(Note: * Requires Owner's Consent)*

If Other, Please Describe:

Owner Engineer* Contractor* Other*

Description Of Request:

OFFICE USE

Received By:

Date Received:

Type Of Plat:

- Amended Plat
- Vacation Of Right-Of-Way
- Vacation Of Municipal Utility Easement

Review/Approval Date:

Notes:

DISCLAIMER: PLEASE NOTE THAT ADDITIONAL INFORMATION MAY BE REQUIRED BY TOWN STAFF TO ENSURE ADEQUATE INFORMATION FOR STAFF ANALYSIS. ALL INFORMATION REQUIRED FOR STAFF ANALYSIS WILL BE COPIED AND MADE PUBLIC, INCLUDING PROFESSIONAL ARCHITECTURAL OR ENGINEERED DRAWINGS FOR THE PURPOSE OF PUBLIC REVIEW BY ANY INTERESTED PARTIES.

ACKNOWLEDGEMENT OF APPLICANT'S RESPONSIBILITY

1. This is to certify that I am making an application for the described action by the Town and that I am responsible for complying with all Town requirements with regard to this request. This application will be processed under the name provided below.
2. By signing this application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided to the Town are considered public records and may be made available to the public.
3. I understand that my application will not be processed until the application is deemed complete by the Zoning Administrator. I acknowledge that a complete application includes all of the required submittal requirements and that the provided documents must comply with all applicable requirements for the specific action being requested.
4. I understand that a staff report will be made available for my review prior to any public hearings or public meetings. This report will be on file and available at the Town's Offices and will be e-mailed to me once it has been finalized.

Name Of Applicant:	E-Mail Address:
Signature:	Date:

LEGAL PROPERTY OWNER'S CONSENT

Note: *If the applicant is not the legal owner of the subject property, written consent from the property owner must be provided. Properties with a single fee title owner may show consent by filling out the information below or by providing an affidavit.*

Affirmation Of Sufficient Interest: I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name Of Legal Property Owner:	Legal Description/Parcel Number:
Mailing Address:	E-Mail Address:
Signature:	Date:

1. If a corporation is fee titleholder, attach a copy of the resolution of the Board of Directors authorizing the action.
2. If a joint venture or partnership is the fee titleholder, attach a copy of the agreement authorizing action on behalf of the joint venture or partnership.
3. If a Home Owner's Association is the applicant, then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to submittal and a statement of the outcome provided to the Town along with the statement that the vote meets the requirements set forth in the CC&Rs.

DISCLAIMER: BE ADVISED THAT KNOWINGLY MAKING A FALSE, WRITTEN STATEMENT TO A GOVERNMENT ENTITY IS A CRIME UNDER UTAH STATE CODE CHAPTER 76-8, PART 5 (AS AMENDED). THE TOWN WILL REFER FOR PROSECUTION ANY KNOWINGLY FALSE REPRESENTATIONS MADE PERTAINING TO THE APPLICANT'S INTEREST IN THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION.