



SUBDIVISION: FINAL PLAT APPLICATION PACKET

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







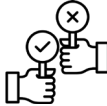

For questions regarding any of the information listed in this packet, or to set up a pre-application meeting, please contact us at cvtown@gmail.com or give us a call at **(435) 893-9178**.

GENERAL REQUIREMENTS	Reference: 16.4.1
<ol style="list-style-type: none"> 1. An applicant shall prepare a concept plan, preliminary plan, and final plat consistent with the standards contained herein and shall pay for the design, review, construction, and inspection of the improvement required. 2. The applicant is responsible for obtaining and becoming familiar with all applicable subdivision ordinances, construction regulations, and all other rules and related standards of the Town. 3. The Land Use Authority shall review submitted plans and plats for design and conformance to the applicable requirements of the General Plan, land use and other adopted ordinances, and shall process the plans and plats as provided for in Title 16 - Subdivisions of the Town's Code. 4. The Land Use Authority designated in Section 16.3.1 of the Town's Code shall have the final jurisdiction in the approval of subdivision plans and plats. 	
FINAL PLAT SUBDIVISION REQUIREMENTS	Reference: 16.4.11
<input type="checkbox"/> Application. A final plat application shall be completed and signed by the owner(s) as identified on the property assessment rolls of Sevier County, or by an authorized agent of the owner(s) of the land proposed to be subdivided.	
<input type="checkbox"/> Fees. The final plat application shall be accompanied by any fees as outlined in the Town's Fee Schedule.	
Final Subdivision Plat Requirements: The mylar copy of the final plat shall be submitted to the Town at the request of the Land Use Authority, until then submission of a paper copy of the final plat shall be sufficient for review purposes.	
<input type="checkbox"/> The final plat shall consist of a mylar with the outside or trim dimensions of twenty four inches by thirty six inches (24" x 36"). The borderline of the plat shall be drawn in heavy lines leaving a space of at least one and one half inches (1 ½") on the left side and at least one half inch (½") margin on the other sides. The plat shall be so drawn that the top of the drawing faces either north or west, whichever accommodates the drawing best. All lines, dimensions, and markings shall be made on the mylar with approved waterproof black ink. The plat shall be made to a scale large enough to clearly show all details, and in any case shall not be smaller than one inch equals one hundred feet (1" = 100'). Workmanship on the finished drawing shall be neat, clean cut and readable.	
<input type="checkbox"/> The final plat shall conform in all respects to the preliminary plan/plat as previously reviewed and approved by the Land Use Authority and shall have incorporated all modifications required in its review. The Land Use Authority may approve a final plat which has been modified to reflect improvements in design or changes which have	

	<p>occurred on the property proposed for subdivision in its natural surroundings and environment since the time of the preliminary plan/plat review and approval.</p>
<input type="checkbox"/>	<p>The final plat shall be prepared, and certification made as to its accuracy by a registered land surveyor licensed to do such work in the state. A professional execution of the plat shall be made in every detail. A poorly drawn or illegible plat shall be sufficient cause for its rejection.</p>
<input type="checkbox"/>	<p>The plat shall fully and clearly show all stakes, monuments and other evidence indicating the boundaries of the subdivision as found on the site. Any monument or benchmark that is disturbed or destroyed before acceptance of all improvements shall be replaced by the applicant under the direction of the County Surveyor. The following required monuments shall be shown on the final plat:</p> <ol style="list-style-type: none"> 1. The location of all monuments placed in marking the survey, including a statement as to what, if any, points were reset by ties; 2. All right-of-way monuments at angle points and intersections as approved by the County Surveyor.
<input type="checkbox"/>	<p>The final plat shall contain 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. The following certificates, acknowledgements, and descriptions as outlined in 16.4.11 of the Town's Code shall appear on the title sheet of the final plat, and such certificates may be combined where appropriate.</p> <ol style="list-style-type: none"> 1. Professional Land Surveyor's "Certificate of Survey". 2. Owners Dedication Certificate. 3. Notary Public's Acknowledgement for each signature on the plat. 4. A correct legal description of all property included within the subdivision. 5. Signature lines/blocks as may be required by the Land Use Authority for the Town Attorney, Town Engineer, Culinary Water/Sanitary Sewer/Fire Authority, Planning Commission Chair, Mayor with an attestation by the Town Recorder. Signature blocks for the County as may be required by the County including Treasurer, County Surveyor and Recorder shall be provided with the County Recorder provided in the lower right-hand corner of the final plat. 6. Such other affidavits, certificates, acknowledgements, endorsements, and notarial seals as are required by law, this title, and the County.
<input type="checkbox"/>	<p>The final plat shall ensure the following standards have been met:</p> <ol style="list-style-type: none"> 1. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside with the lot dimensions. When the plat is bounded by an irregular shoreline or a body of water, the bearings and distances of a closing meander traverse should be given and a notation made that the plat includes all land to the water's edge, or otherwise. 2. If a plat is revised, a copy of the old plat shall be provided for comparison purposes. All surveys shall be tied into the state coordinate system. 3. All blocks and all lots within each block shall be consecutively numbered. 4. On curved boundaries and all the curves on the plat, sufficient data shall be given to enable the re-establishment of the curves on the ground. This curve data shall include the following for circular curves: <ol style="list-style-type: none"> a. Radius of curve. b. Central angle. c. Tangent. d. Arc length.

5. Excepted parcels shall be marked “not included in this subdivision” and the boundary completely indicated by bearings and distances.
6. All streets, walkways and alleys shall be designated as such and streets shall be named; bearings and dimensions must be given.
7. All easements within the boundaries of the plat shall be accounted for either as lots, walkways, streets, alleys, or as excepted parcels.
8. All dimensions of irregularly shaped lots shall be indicated in each lot.
9. All bearings and lengths shall 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.
10. Parcels not contiguous shall not be included in one (1) plat, nor shall more than one (1) plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one (1) plat, provided all owners join in dedication and acknowledgement.
11. Lengths shall be shown to hundredths of a foot, and angles and bearing shall be shown to seconds of an arc.
12. The information of the plat shall include:
 - a. Name of subdivision, astronomic north arrow and basis thereof and date;
 - b. Name and address of the owner or owners of record (names must be printed on plat);
 - c. Total acreage of subdivision; total numbers of lots;
 - d. Township, range, section (and quarter section, if portion);
 - e. Graphic scale;
 - f. Any additional information required by local ordinances or by state law; and
 - g. For existing roads and streets:
 - i. A surveyed and labeled depiction of their location on the map, distinguishing them as existing; and
 - ii. A signed and notarized note by the owner containing the following or substantially similar language: “For existing highways, streets and roads in the said plat, I [or we] acknowledge that the same are perpetual public rights-of-way and that I [or we] will not cause the same to be gated, blocked or otherwise restricted.”
 - h. For proposed roads and streets:
 - i. A surveyed and labeled depiction of their location on the map, distinguishing them as proposed;
 - ii. A note entitled “Description of Proposed Roadways,” or substantially similar language, and containing a legal description of the proposed roads and streets; and
 - iii. A signed and notarized note entitled “Owners Certificate of Dedication” or substantially similar language, and containing the following substantially similar language: “I [or we], the owner [or owners], do hereby certify that I [we] have caused to be surveyed, subdivided and platted into lots and streets as shown by the plat and any certificate hereto annexed, the hereon described [Title] Subdivision located in Central Valley, Sevier County, State of Utah. I [we] do hereby dedicate for the perpetual use of the public, a tract of land to be used as public roads and streets and quit-claim any interest in said tract of land, more particularly described by the hereon Description of Proposed Roadways and

	<p>shown on this plat. For any existing roads in the aid plat, I [or we] acknowledge that the same are perpetual public rights-of-ways and that I [or we] will not cause the same to be gated, blocked or otherwise restricted.”</p> <p>i. Signatures on the plat:</p> <ul style="list-style-type: none"> i. Land Use Authority approval and acceptance date; ii. Owner of record signatures which are notarized; and iii. Other signatures as required to fulfill the purposes of Title 16 - Subdivisions of the Town’s Code and Utah State Code (as amended).
<input type="checkbox"/>	<p>Title Report. Prior to the recordation of the final plat, the applicant shall submit a current title report for review. The current title report shall disclose all recorded matters of title regarding the property and which is prepared and dated not more than thirty (30) days before the proposed recordation of the final plat. The title report shall set forth the names of all property owners included in the plat and shall include a list of all mortgages, judgments, liens, easements, contracts and agreements of record in the County which shall affect the property covered by such plats. If the opinion of title discloses such encumbrances, then at the option of the Town Attorney, the holders or owners of such mortgages, judgments, liens, easements, contracts, or agreements shall be required to join in and approve the application before the plat shall be acted upon by the Land Use Authority.</p>
<input type="checkbox"/>	<p>Covenants, Deed Restrictions, Etc. When a subdivision contains lands that are reserved in private ownership for community use, including common areas, the applicant shall submit with the final plat, the name, proposed articles of incorporation and bylaws of the owner, or organization empowered to own, maintain and pay taxes on such lands and common areas and any access easements which may be required by the County.</p>
<input type="checkbox"/>	<p>Construction Drawings. Final versions of construction drawings as required by this title.</p>
<input type="checkbox"/>	<p>Applicable State Issued Permits. When a new street will intersect with a state highway or will cross a railroad, a copy of the state highway permit or railroad crossing permit shall be required.</p>
<input type="checkbox"/>	<p>Improvement Completion Guarantee. Where required improvements are not to be completed by the applicant or developer prior to approval of the final plat, the applicant or developer shall provide applicable cost estimates for construction of streets and related facilities, water distribution system, sewage collection system, floodplain protection, storm drainage facilities and such other facilities as may be required.</p>
NOTES	
<ol style="list-style-type: none"> 1. The submission of an incomplete application to the Town will be cause for processing delay. 2. After the final plat has been acknowledged, certified, approved, and signed by all respective parties, the applicant(s) shall record the final plat in the Office of the Sevier County Recorder. The applicant shall be required to pay all fees, including copies, for the recording of all final subdivision documents and final plat. 3. No excavation, grading or re-grading shall take place on any subdivision site, and no building permits shall be issued by the Town, until the final subdivision plat has been recorded in the Office of the Sevier County Recorder, or completion assurances have been accepted by the Town as provided herein. 	

REVIEW PROCESS		Reference: 16.4.12	
 <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 OF PLAT AFTER REQUIRED IMPROVEMENTS COMPLETE OR COMPLETION ASSURANCES ACCEPTED Applicant is required to pay all fees required for recordation.</p>
<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.</p>			
<p>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.</p>			

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SUBDIVISION: FINAL PLAT 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

\$1,000.00 + \$75.00 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*

**Zoning District Of Subject
Property:**

**Number Of Proposed
Lots/Units:**

**Total Acreage Of Proposed
Project:**

OFFICE USE

Received By:

Date Received:

Type Of Plat:

Condominium Subdivision Amended

Review/Approval Date:

Number Of Lots/Units:

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.