



## SUBDIVISION: PRELIMINARY PLAN/PLAT APPLICATION PACKET

Thank you for your interest in submitting a preliminary plan/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 [cvtown1@gmail.com](mailto:cvtown1@gmail.com) or give us a call at **(435) 893-9178**.

GENERAL REQUIREMENTS	Reference: 16.4.1
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>	
PRELIMINARY PLAN/PLAT REQUIREMENTS	Reference: 16.4.8
<input type="checkbox"/>	<b>Application.</b> A preliminary plan 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"/>	<b>Fees.</b> The preliminary plan/plat application shall be accompanied by any fees as outlined in the Town's Fee Schedule.
<b>Preliminary Subdivision Plat Requirements:</b>	
<p>A preliminary subdivision plat shall be prepared by a registered land surveyor licensed to do such work in the State of Utah. A work-man like execution of the plat shall be made in every detail. A poorly drawn or illegible plat shall be sufficient cause for its rejection by the Town. <b>One (1) electronic PDF copy, one (1) 24" x 36" paper copy, and one (1) reduced 11" x 17" paper copy shall be presented to the Town</b>, as a submission requirement of the preliminary plan application. The preliminary plat shall show the following:</p>	
<input type="checkbox"/>	A layout plan of the proposed subdivision, at a scale of no more than one inch equals one hundred feet (1" = 100'), or as recommended by the Town.
	North arrow, graphic and written scale, and basis of bearings used.
<input type="checkbox"/>	Located at the top and center of the preliminary plat, the proposed name of the subdivision which shall be distinct from any plat already recorded in the Sevier County Recorder's Office. The name of the county; name of the municipality; township, range, section and quarter section shall also be included.
	A vicinity map or plan of the site at a minimum scale of one inch equals one thousand feet (1" = 1,000', or as recommended by the Town to identify where the subject property (i.e., property proposed for subdivision) is located including the names of all adjoining property owners of record shall be shown.
	A title block, placed on the lower right-hand corner of the plat showing:

	<ol style="list-style-type: none"> <li>1. Name and address of owner of record and the name and address of the licensed surveyor responsible for preparing the preliminary plat.</li> <li>2. Date of preparation of the preliminary subdivision plat, and all revision dates.</li> <li>3. Signature blocks for the dated signatures of the Town's Land Use Authority, and as may be required by the Town for the Town Engineer, Town Attorney, and/or as may be required for public utility/service providers, fire authority, and sanitary sewer authority.</li> </ol>
	The legal description of the entire subdivision site boundary including total acreage of the proposed subdivision.
<input type="checkbox"/>	A table including: total acreage of area proposed for development, acreage of individual phases, total acreage in lots, total acreage in open space, percent of open space, total number of lots, and density in lots per acre, and total acreage in flood zone.
<input type="checkbox"/>	<p>The boundaries, course, and dimensions of all the tracts or parcels of ground divided, by their boundaries, course, and extent, whether the owner proposes that any parcel of ground is intended to be used as a street or for any other public use, and whether any such area is reserved or proposed for dedication for a public purpose including any relevant notes or conditions.</p> <ol style="list-style-type: none"> <li>1. Dimensions of all lots shall be made to the nearest foot.</li> <li>2. An error closure of not greater than one part in 10,000 shall be required, with the survey tied into at least two (2) existing PLSS monuments or other found monuments of record.</li> </ol>
<input type="checkbox"/>	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. Lots and blocks shall be numbered consecutively. <b>NOTE:</b> Proposed subdivision and street names shall be approved by the Land Use Authority.
<input type="checkbox"/>	The location of every existing right-of-way and easement grant of record for underground water and utility facilities or other proposed public and private easement and access/driveway approaches.
<input type="checkbox"/>	All required plat notations as outlined in this title or required by Utah State Code (as amended).
<b>Preliminary Subdivision Improvement Plan Requirements:</b> <b>The preliminary subdivision improvement plans shall be provided at the same scale as the preliminary subdivision plat, or on separate sheets, if necessary. NOTE:</b> Applications which are residential single family dwellings, two family dwellings, or townhome developments and are not located within geologic hazards or potentially geologic hazards shall provide proposed subdivision improvement plans with the application for preliminary plat.	
<input type="checkbox"/>	Applicable sheets shall be prepared by a civil engineer licensed in the State of Utah.
<input type="checkbox"/>	The identification of known natural features including, but not limited to, jurisdictional wetlands as identified by the U.S. Army Corps of Engineers, areas of slope exceeding thirty percent (30%) grade, flood channels as identified by a Federal or State Agency, all water bodies and drainage ways, and any other natural features as required by the Town for the entire subdivision site, including the total acres in each.
<input type="checkbox"/>	Existing site contours, at intervals of no greater than two feet (2'), unless otherwise approved by the Town, overload with the proposed subdivision layout. contour s shall be clearly labeled. All vertical data shall be based on the 1929 North American Vertical Datum (NAVD29) or 1988 North American Vertical Datum (NAVD88). Vertical datum shall be written on the plat.









<input type="checkbox"/>	The location of any known man-made features on, or contiguous within two hundred feet (200') to the subdivision site, including existing platted lots, all utility easements, railroads, power lines and power poles, bridges, culverts, watercourses, drainage channels, irrigation ditches, road rights-of-way and easements, field drains, and well or spring protection areas.
<input type="checkbox"/>	Any known and unrecorded water conveyance facility located entirely or partially within the plat.
<input type="checkbox"/>	The location and dimensions of all existing buildings, fence lines and property lines, overlaid with the proposed subdivision layout.
<input type="checkbox"/>	The layout of existing power lines including the source and connection to the existing power supply.
<input type="checkbox"/>	All existing and proposed roadway locations and dimensions, with cross sections of all new roads, proposed to be dedicated to the Town, showing the grades of all proposed streets and roads and all proposed cuts and fills exceeding three (3) feet. The proposed radius of all center line curves shall be shown.
<input type="checkbox"/>	The location and 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, as required by the Town as applicable, overlaid with the proposed subdivision layout plan.
<input type="checkbox"/>	Proposed storm drainage system including proposed pipe sizes, inlets, detention areas, and drainage arrows.
<input type="checkbox"/>	The location of all existing and proposed fire hydrants, including the sizes of all existing and proposed water lines serving fire hydrants.
<input type="checkbox"/>	Each proposed lot shall identify required setback lines including front, side, and rear as required by the zoning district in which the proposed subdivision is located.
<input type="checkbox"/>	The location of all existing and proposed street lights identifying the location, type, and light output of all street lights.
<input type="checkbox"/>	The location of all existing and proposed street trees and other landscape plantings identifying the location and type of all street trees, shrubs and other landscape materials and plantings.
<input type="checkbox"/>	The location of cluster mailbox units.
<input type="checkbox"/>	An engineer's estimate of the costs of completing the required improvements.
<b>Required Supporting Documents:</b>	
The following supporting documents shall accompany and be part of the preliminary plan/plat application. ( <b>NOTE:</b> All costs for required supporting documents shall be borne by the applicant(s)).	
<input type="checkbox"/>	<b>Title Report.</b> A preliminary title report for the property proposed to be subdivided, provided by a title company within thirty (30) days of the date of the preliminary plan application showing clear title for all the properties in the proposed development.
<input type="checkbox"/>	<b>Tax Clearance.</b> A tax clearance from the Sevier County Treasurer indicating that all taxes, interest, and penalties owing for the property have been paid.
<input type="checkbox"/>	<b>Letter Of Soil Suitability; Soils Report/Site Specific Soils Test.</b> 1. A letter from the Soil Conservation District (Natural Resources Conservation Service, located in the USDA Building, 340 North 600 East, Richfield, Utah, 84701) or other capable agency regarding soil suitability for the proposed subdivision; or 2. A soils report, including but not limited to, slope analysis, general soils classification, suitability for development, erosion potential, recommendations for proposed methods of mitigating any constraints determined to be present as part of the development plan, and adverse impact of the natural environment,

	<p>and anything else required by the adopted standards or specifications of the Town when deemed applicable or prudent by Town Staff or the Land Use Authority. The soils report may also address hill stabilization, road design including CBR or existing soils, foundation design, groundwater impacts, and general soil stability. The report shall be stamped and signed by a civil engineer licensed in the State of Utah. The report shall include a minimum groundwater height factor for a peak month in a wet year for the lowest buildable floor elevation. The lowest buildable floor elevation shall be a minimum of three (3) feet above the highest groundwater level in a wet year.</p> <p>3. Whenever it is determined by the Town that a soils analysis or report is required for a particular site, the applicant may also be required to perform a site specific soils test prior to the issuance of a building permit.</p>
<input type="checkbox"/>	<p><b>Documentation Of Water Rights.</b> Relevant documentation from the Utah Division of Water Rights (Utah Division of Water Rights, 2031 Industrial Park Road, Richfield, Utah, 84701; (435) 896-2557) shall be provided including a change order applied for or actual water rights for the property proposed for development.</p>
<input type="checkbox"/>	<p><b>Hydraulic Modeling Report.</b> The applicant shall provide a detailed hydraulic modeling report providing documentation that the proposed development can meet the minimum pressure requirements in R309-105-9, as well as the minimum level of service established in the most recently adopted Culinary Water Master Plan. The hydraulic model used for the report shall be an update to the most current Town hydraulic model data and include the additional demands created by the proposed development. The report shall be stamped and signed by a civil engineer licensed in the State of Utah and include all recommended improvements necessary for the water system, including pipe locations and sizes, hydrant spacing, valve locations, and other improvements as necessary. Local hydraulic models only showing the proposed development will not be accepted.</p>
<input type="checkbox"/>	<p><b>Storm Water Plan.</b> The applicant shall provide a detailed storm water plan for the subdivision according to the Town’s adopted design and construction standards. This plan shall include all calculations showing that it meets all requirements of the Town’s adopted construction standards. Plans and calculation shall be stamped and signed by a civil engineer licensed in the State of Utah.</p>
<input type="checkbox"/>	<p><b>Letter Of Feasibility For Utilities.</b> A letter from each utility company involved, addressed to the Town or the relevant Land Use Authority shall be provided stating that it has reviewed the applicant’s plan(s) and is setting forth its comments concerning the extent of services, the design of utility easements to every lot within the subdivision. If such a letter cannot be provided by the relevant utility, a copy of the applicant’s preliminary design plan approved by the utility company shall be returned, initiated by the relevant utility, to the Town.</p>
<input type="checkbox"/>	<p><b>Traffic Impact Study.</b> The applicant shall submit a traffic impact study performed by a professional engineer licensed in the State of Utah which complies with UDOT Traffic Impact Study Guidelines, unless waived by the Town. The level of the study shall be specified by the Town.</p>
<input type="checkbox"/>	<p><b>Wetlands Delineation Study.</b> If the Town determines that there are potential wetlands in a development the applicant shall submit a wetlands delineation by a qualified wetlands scientist. This delineation shall be reviewed by a qualified wetlands scientist hired by the Town.</p>
<p><b>Additional Information And Materials When Necessary:</b></p>	

When the Town deems necessary, the applicant(s) may be required to provide other information or letters of feasibility, conduct studies, and provide evidence indicating the suitability of the area for the proposed subdivision, including, but not limited to:	
<input type="checkbox"/>	<b>Form 7460-1.</b> A Form 7460-1 shall be filed with the FAA whenever a proposed development is located within ½ mile of the Richfield Municipal Airport.
<input type="checkbox"/>	<b>Other Jurisdictional Approvals.</b> The applicant(s) shall acquire approvals from any other governmental agency, private/public agency or company having affected properties or utilities.
<input type="checkbox"/>	<b>Binding Dedication Documents.</b> <ol style="list-style-type: none"> <li>1. As applicable, formal, irrevocable offers for dedication of public streets, utilities, parks, easements, or other spaces and town uses.</li> <li>2. If the plat is to be a part of a community association, signed and binding documents conveying the association all common areas.</li> </ol>
<input type="checkbox"/>	<b>Proposed Restrictive Covenants Contract/CC&amp;R's.</b>
<input type="checkbox"/>	<b>Letter Of Intent.</b> A letter of intent indication how the subject property will be used after it is subdivided. <ol style="list-style-type: none"> <li>1. If the intended use is permitted by right under the Town's ordinances, the applicant shall include citations to the specific ordinance(s) the applicant believes authorizes the intended use.</li> <li>2. If the intended use requires a conditional use permit, or is otherwise conditioned on Town approval, the applicant shall include a copy of the Town-issued permit authorizing the intended use. Should an applicant seek a conditional use permit concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the conditional use permit is approved by the relevant Land Use Authority and permit is issued by the Town.</li> </ol>
<input type="checkbox"/>	<b>Other Studies.</b> Other studies, including but not limited to the topics of: <ol style="list-style-type: none"> <li>1. Adequacy or availability of public safety and fire protection;</li> <li>2. Ground water protection;</li> <li>3. Plant cover maintenance;</li> <li>4. Geologic (geotech) or flood hazards;</li> <li>5. Wildlife habitat or any other physical or environmental matters.</li> </ol>

**NOTES**

1. The submission of an incomplete application to the Town will be cause for processing delay.
2. Relevant subdivision construction standards can be found in Title 16 - Subdivisions.
3. The approval of a preliminary subdivision application does not constitute final approval, but does permit the applicant(s) to proceed with preparation/submittal of a final subdivision application.
4. Unless otherwise specified in a development agreement or during the preliminary plan approval by the Land Use Authority, the approval of a preliminary subdivision application shall be effective for a period of one (1) year from the date the preliminary plan application is approved by the Land Use Authority. If a final subdivision application is not submitted for approval within the one (1) year period, the preliminary plan approval shall be void and the applicant shall be required to submit a new preliminary plan application for review and approval. One (1) extension of six (6) months may be approved by the Town upon the written request of the applicant prior to the expiration of the original preliminary plan approval.

REVIEW PROCESS		Reference: 16.4.9	
 <p><b>APPLICATION RECEIVED / DETERMINATION OF COMPLETE APPLICATION</b> Application is pre-screened by Town to ensure submittal requirements are met and fees are paid. <b>Note:</b> <i>If deemed incomplete, a list of missing information to submit will be provided to the applicant.</i></p>	 <p><b>REVIEW BY REVIEWING BODY</b> Application is sent to Reviewing Body outlined in Section 16.3.1 for review. <b>Note:</b> <i>Applicant will receive a written copy of comments.</i></p>	 <p><b>APPLICATION MODIFICATIONS</b> If required, applicant makes modifications to application based on comments issued by Reviewing / Recommending Bodies. Revised materials are submitted to the Town.</p>	 <p><b>REVIEW BY RECOMMENDING BODY</b> Review comments from the Reviewing Body are reviewed with submitted application by Recommending Body outlined in Section 16.3.1. <b>Note:</b> <i>Applicant will receive a written copy of comments.</i></p>
 <p><b>APPLICATION MODIFICATIONS</b> If required, applicant makes modifications to application based on comments issued by Reviewing / Recommending Bodies. Revised materials are submitted to the Town.</p>	 <p><b>REVIEW OF MODIFICATIONS</b> 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><b>REVIEW/DECISION BY LAND USE AUTHORITY</b> Application is sent to the relevant Land Use Authority outlined in Section 16.3.1 for consideration and decision.</p>	 <p><b>PROCEED TO FINAL PLAT APPLICATION</b> If approved, a final subdivision application consistent with preliminary plan/plat approval should be submitted within 1 year from approval date.</p>
<p><b>APPEAL OF DECISIONS</b> 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.</p>			
<p><b>CONSULTATION</b> If you have questions regarding the Town’s subdivision process or its regulations, please contact the Town at <a href="mailto:cvtown1@gmail.com">cvtown1@gmail.com</a> or give us a call at <b>(435) 893-9178</b>.</p>			



## SUBDIVISION: PRELIMINARY PLAN/PLAT APPLICATION

### IMPORTANT INFORMATION



#### CONSULTATION

Available prior to submission.  
For questions, e-mail us at:  
**cvtown1@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:**

(       )

**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.

<b>Name Of Applicant:</b>	<b>E-Mail Address:</b>
<b>Signature:</b>	<b>Date:</b>

**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.

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

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.