



FINAL SUBDIVISION PLAT

Snyderville Basin

Eastern Summit County

Please email this application form, along with the documents listed under “Submittal Requirements” to planningapplications@summitcountyutah.gov. You will be contacted for payment after your application has been received.

Applicant Information

Name:	Phone:
Address:	
City:	State:
Email:	Zip:
Relationship to Owner: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Other:	

Property Owner Information

Name:	Phone:
Address:	
City:	State:
Email:	Zip:

Project Description

Project Description/Use:	
Project Address:	
Parcel ID#:	Acres:
Proposed Building SF:	Number of Units:

Fees

		Number of Lots/Units	Amount Due
Planning Department	\$150 per lot/unit		
Engineering Department	\$50 per lot/unit		
Surveyor Fee	\$50 per lot/unit		
TOTAL AMOUNT DUE			

All application fees must be paid at time of application submittal. Notification and publication fees for required public hearing notices (individual notices mailed to property owners - \$2 per notice; 14-day publication of legal notice in local newspaper – cost of notice) will be billed to the applicant. Notification and publication fees must be paid within 15 days of billing.

Please note regarding fees: The payment of fees and/or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

Owner’s Acknowledgement

I hereby declare under penalty of perjury that this application form and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination or take other appropriate action.

Owner’s Signature / Date

Submittal Requirements

Additional details may be needed to ensure staff have sufficient information for analysis. All information submitted will be available for public review.

Proposed final subdivision plat prepared by a surveyor or engineer licensed in the State of Utah (*drawn to scale*) - including:

- a subdivision name that is distinct from any subdivision name on a plat recorded in the County Recorder's Office
- the boundaries course and dimensions of all the parcels of ground divided, by their boundaries, course and extent, whether the owner proposed 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
- the lot or unit reference, block or building reference, street or site address, street name or coordinate address, acreage or square footage for all parcels, unit or lots, and length and width of the blocks and lots intended for sale
- every existing right-of-way and recorded easement located within the plat for:
 - an underground facility
 - a water conveyance facility
 - any other utility facility
- Any water conveyance facility located, entirely or partially, within the plat that:
 - is not recorded
 - of which the owner of the land has actual or constructive knowledge, including from information made available to the owner of the land, in the State Engineer's inventory of canals or from a licensed surveyor
- notarized signatures of each owner of record of land described in the Plat in the owner's designation part of the Plat
- notarized signatures on the Plat by every person having a security interest in the property which sets forth that he/she is subordinating his/her liens to all covenants, servitude and easements imposed on the property, and all conditions of Development approval proposed by the County
- signatures of the County Recorder, Land Use Authority, County Engineer, Health Department, the Public Safety Answering Point, applicable Fire District and County Attorney
- certification by a surveyor licensed in the State of Utah



FINAL SUBDIVISION PLAT APPLICATION REVIEW PROCESS

Final Subdivision Application Submittal

- The applicant submits the application to www.planningapplications@summitcountyutah.gov.

Staff Completeness Check

- The application is assigned to a planner.
- The planner sends a status letters to the applicant to convey if the application is complete or incomplete.
 - If incomplete, the applicant will be provided a list of the required materials.
 - If complete, the review process begins.

Final Review

- Planning staff and service providers review the application to determine if the applicant's revisions sufficiently address all comments and/or conditions of approval from the preliminary subdivision approval.
- Planning staff will send a list of all outstanding comments to the applicant.
- A new review cycle begins when the applicant resubmits any required materials and provides a written description of how they have addressed each comment and/or condition of approval.

Occurs within 20 business

Maximum of 4 review cycles

4 more cycles added if the proposal substantially changes

County Manager Decision

- Upon findings that the project complies with all relevant codes or after the completion of 4 review cycles, planning staff will make a recommendation to the County Manager for approval or denial.
- If the Manager approves the plat, staff will provide next steps to the applicant, including the preparation of the final mylar.

Approval

- An approval letter will be sent to the applicant.
- The Manager will sign the final mylar.

Denial

The applicant will receive a letter with details as to why the proposal was denied. The decision can be appealed to the County Council within 10 days.

Plat Recorded