PRELIMINARY 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: ☐Agent ☐Contractor ☐Architect ☐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

	Residential	Non-Residential	Number of Lots/Units	Amount Due
Planning Department	$300 per lot/unit	$2,500		
Engineering Department	$350	$400		
Surveyor Fee	$50 per lot/unit	$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

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

☐ Preliminary title report (dated within 30 days from the date of application submittal)

☐ Existing conditions record of survey *(drawn to scale)* that has been filed with the office of the Summit County Recorder and complies with State Code 17-73-504 – including:

    ☐ existing easements, whether of public record or not

    ☐ existing roads and other public or private rights-of-way

    ☐ existing ditches, streams, lakes, ponds, or other water bodies

    ☐ existing structures and their setbacks from all property lines

    ☐ delineation of wetlands, floodplains, slopes exceeding 30%, geologic hazards, ridgelines, and avalanche zones

    ☐ any other existing conditions not identified above

☐ Proposed preliminary 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

PRELIMINARY SUBDIVISION PLAT APPLICATION REVIEW PROCESS

Pre-Application Meeting
The applicant is advised to set up a meeting with a planner to discuss concept plans prior to submitting an application.

Preliminary 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.

Preliminary Review
- Planning staff and service providers review the application for compliance with relevant Codes. Planning staff will send a comprehensive list of comments to the applicant.

Occurs within 15 business .

Planning Commission Meeting
- Based on the ability to comply with relevant Codes and service provider requirements, planning staff will recommend approval or denial of the Preliminary Subdivision Plat to the Planning Commission.
- The Planning Commission will hold one public hearing and make a decision on the application.

Maximum of one public hearing

Preliminary Approval
A preliminary approval letters will all comments and conditions of approval will be sent to the applicant.

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.

Submit Final Subdivision Plat