



**Community Development Department**

P.O. Box 128  
60 North Main Street  
Coalville, UT 84017  
summitcountyutah.gov

**PLAT AMENDMENT**

Snyderville Basin   
Eastern Summit County

Please email this application form, along with the documents listed under “Submittal Requirements” to [planningapplications@summitcountyutah.gov](mailto: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**

	Administrative Process*	Public Process*	Amount Due
<b>Planning Department</b>	\$500	\$1,000	
<b>Engineering Department</b>	\$300	\$400	
<b>Surveyor Fee</b>	\$50 per lot/unit	\$50 per lot/unit	
<b>TOTAL AMOUNT DUE</b>			

\*The type of process will be determined when the application is received

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.

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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.

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- Written description of the proposal
- Preliminary title report (dated within 30 days from the date of application submittal)
- Draft deeds with new legal descriptions for each parcel involved in the plat amendment
- 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 plat amendment prepared by a surveyor or engineer licensed in the State of Utah (*drawn to scale*) - including:
  - scale and north arrow
  - subdivision name, including “Amended” (e.g. Red Hawk, Lot 4 Amended)
  - location, dimensions, and areas of all proposed changes to the plat
  - adjacent lot/property description illustrated on the plat to indicate the location of the plat amendment within the overall subdivision plat and surrounding areas (these illustrations should be indicated with less line weight)
  - all information from the existing plat to be included on the amended plat, including:
    - Owner’s Dedication and Consent to Record for any lien holders
    - location and dimensions of all boundary lines of property, water bodies, streams, drainage ditches, existing streets, easements, and other building envelopes
    - all monuments erected, corner, and other points established and legends for metal monuments
    - number of lots and addresses for each lot
    - notation and explanation of all easements
    - statement certifying that all lots are buildable
    - all notes on the original plat to be included on the amended plat
  - signature blocks for the following:
    - County Recorder
    - Land Use Authority
    - Fire District
    - County Engineer
    - County Attorney
    - County Treasurer
    - Public Safety Answering Point