



Community Development Department
P.O. Box 128
60 North Main Street
Coalville, Utah 84017
Phone: 435-615-3124
www.summitcounty.org

FINAL SUBDIVISION PLAT/MASTER PLANNED DEVELOPMENT

Eastern Summit County

OFFICE USE ONLY

Project #: _____ Zoning: _____
Date Received: _____ Receipt #: _____
Received By: _____ Plan Check #: _____

PROJECT INFORMATION

Project Description/Type of Use: _____
Address: _____ Tax ID#: _____
Total Project Area: _____ Acres _____ Square Feet
Building Footprint Sq. Ft.: _____ Building Gross Sq. Ft.: _____
Number of Units: _____
Name of Development: _____

APPLICANT INFORMATION

Name: _____ Phone: _____
Address: _____
E-mail: _____
Applicant's Interest in Subject Property:
 Owner Contractor Architect Engineer Other: _____

PROPERTY OWNER INFORMATION

Name: _____ Phone: _____
Address: _____
E-mail: _____

SUBMITTAL REQUIREMENTS – Certain submittal requirements may be waived by Staff depending on the circumstance of each application and whether or not certain items are necessary to understand the nature of the project.

- Site Design Narrative - written explanation of how the project addresses certain design questions.
(see attached pages)
- 1 copy of an existing conditions survey (11" x 17" minimum paper size, drawn to scale) which should include:
 - The location of existing roads, easements, rights-of-way, and irrigation ditches.
 - The location of existing structures.
 - Certified topography.
 - A delineation of existing Critical Lands, including wetlands, floodplains, slopes exceeding 30%, geologic hazards, ridgelines, avalanche zones, and streams or lakes.
 - Any other existing conditions not identified above.
- 1 copy of a detailed subdivision plat (11" x 17" minimum paper size, drawn to scale) which should include:
 - The date of the subdivision plat, approximate true north point, scale, and title of the subdivision.
 - The name and address of the owner(s) of land to be subdivided.
 - The professional land surveyor's "certificate of survey" together with the surveyor's professional stamp, signature, name, business address, and phone number.
 - A vicinity map identifying the location of the subdivision.
 - The tax identification numbers for all parcels shown on the plat.
 - The location and dimensions of all boundary lines of the subdivision, to be expressed in feet and decimals of a foot.
 - Sufficient data acceptable to the County Engineer to determine readily the location, bearing, length of all lines, and to reproduce such lines upon the ground; and the location of all proposed monuments.
 - The location and width of all proposed roads, rights-of-way, easements, and other public ways.
 - Names of all new roads.
 - The locations, dimensions, and areas of all proposed or existing lots, including building setback lines and/or building pads.
 - Addresses for each lot (to be provided by the GIS Department).
 - The location and dimensions of all property proposed to be set aside for trail, park, or playground use, or other public or private reservation, with designation of the purpose of those set aside, and conditions, if any, of the dedication or reservation.
 - Indication of the use of each lot and all other uses other than residential proposed by the applicant.
 - Lots shall be consecutively numbered or lettered in alphabetical order.
 - The following certificates, acknowledgments, and boundary descriptions:
 - Explanation of drainage easements, if any.
 - Explanation of site easements, if any.
 - Explanation of reservations, if any.
 - Owner's Dedication and Consent to Record with Notary Public's Acknowledgement.
 - Such other affidavits, certificates, acknowledgments, and notary seals as required by law.
 - Signature blocks prepared for the dated signatures of the following:
 - Land Use Authority
 - County Recorder
 - County Engineer
 - County Attorney
 - Rocky Mountain Power
 - Questar Gas
 - Applicable Fire District
 - County Assessor
 - Public Safety Answering Point
- 1 copy of a preliminary title report.
- 1 electronic copy of the required information in PDF format.
- ADDITIONAL INFORMATION MAY BE REQUIRED by the project planner to ensure adequate information is provided for staff analysis. All information required for staff analysis will be available for public review.**

Applicant Initials _____

FEES

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

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid. 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 applicant. Notification 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: _____

Print Name: _____

STAFF NOTES: _____
