



City of South Salt Lake
 Community Development Department
 220 E. Morris Avenue Ste 200
 South Salt Lake City, Utah 84115
 Phone (801) 483-6011 Fax (801) 483-6060

Minor Development Subdivision – Concept Plan Application Meeting with City Staff Subdivisions for 10 Lots or Less

Name of Project: _____

Location: _____

Current Use of Property: _____

Total Acres: _____

Property ID#(s): _____

Applicant: _____

Mail Address: _____

Email Address: _____

Telephone: _____

Project Architect/Engineer _____

Mailing Address _____

Telephone: _____

Fax: _____

Fee Title Owner: _____

Mail Address: _____

Telephone: _____

-----**FOR CITY USE ONLY**-----

Staff Assigned: _____

Meeting Date: _____

Comments: _____

| <u>Fee Assessment</u> |
|-----------------------|
| Amount: _____ |
| Receipt #: _____ |
| Date Received: _____ |



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CONCEPT PLAN APPLICATION CHECKLIST

- __1. Complete application form
- __2. Copy of current Warranty Deed(s) to the property or letter from the owner authorizing applicant to represent owner's interests.
- __3. Plat map(s) from Salt Lake County Recorder's Office for the area of proposed development
- __4. Two (2) copies of the proposed development concept plan printed on 24"x 36" paper at a scale of 1" = 20', and one 11x17 reduction. Each copy is to contain the following items:
 - A. Check for availability of proposed development and street names with the Salt Lake County Auditors Office to assure that the name is not already in use – (801) 468-3294
 - B. A vicinity plan showing significant natural and manmade features, property boundaries and existing structures on the site and adjacent to any portion of the site, and all existing and all proposed adjacent streets.
 - C. The property boundaries and dimensions
 - D. Proposed subdivision layout, lot sizes and roadway widths
 - E. Those portions of the property designated by FEMA as Flood Plain, or notation that a flood plain does not impact the property.
- __5. Proposed plan for provision of ALL utilities
- __6. Proposed changes to existing zoning district boundaries, if such change will be needed
- __7. Two (2) copies of building elevations and basic floor plan
- __8. Letter of description explaining the proposed uses and project parameters.
- __9. Other items specifically needed for the type of development (see city staff)
- __10. Application fee.



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Minor Development Subdivision – Final Plat Application

The Planning Commission meets the 1st and 3rd Thursdays of each month. Applications are due ten days prior before 11:30 a.m..

Name of Project: _____

Project Architect/Engineer _____

Location: _____

Mailing Address _____

Current Use of Property: _____

Total Acres: _____ Proposed Zoning: _____

Property ID#(s): _____

Telephone: _____

Fax: _____

Applicant: _____

Fee Title Owner: _____

Mail Address: _____

Mail Address: _____

Telephone: _____

Telephone: _____

-----**FOR CITY USE ONLY**-----

Staff Assigned: _____

Meeting Date: _____

Comments: _____

| <u>Fee Assessment</u> |
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FINAL PLAT APPLICATION CHECKLIST Minor Development Subdivision

- __1. Complete the Final Plat Application and pay application fee
- __2. Letter of description explaining the proposed uses and project parameters.
- __3. Current title report
- __4. Zone changes must be approved prior to development approval.
- __5. Soils report, when required by South Salt Lake City
- __6. Traffic report, when required by South Salt Lake City
- __7. Any necessary agreements with adjacent property owners regarding storm drainage, utility provisions or other matters pertinent to development approval.
- __8. Evidence of compliance with all applicable federal, state, and local laws and regulations – if requested by South Salt Lake City.
- __9. Water and Sewer availability letters from the respective utility companies. See Development Contact sheet attached to the application.
- __10. Check for availability of proposed development and street names with the Salt Lake County Auditors Office to assure that the name is not already in use – (801) 468-3294
- __11. Signed easements and/or agreements with adjacent property owners for necessary off-site facilities or other matters pertinent to the development if not already submitted.
- __12. Sign Declaration, if required
- __13. Other items specifically needed for the type of development (see city staff)
- __14. Development fees (lights, street signs, etc)
- __15. If the Final Plat is not recorded within six (6) months from the date of city council approval, such approval shall be null and void.
- __16. One (1) copy of final protective covenants, conditions, and restrictions (CC&R's) and Sign HOA incorporation papers and bylaws, if required
- __17. Two (2) copies of the proposed building elevations showing architectural features, designs and building materials.

- __18. Two (2) copies of the interior floor plan of buildings
- __19. Two (2) copies of the preliminary plan at a scale of 1" = 20' and one 11x17 reduction. All plans must also be submitted on a disc in PDF format. The preliminary plan should be prepared, stamped and signed by a professional engineer who is licensed by the State of Utah. Each copy is to contain the following items:
- A. Preliminary Plan showing the following:
 - i. All facilities related to the project within 100 feet of the plan area.
 - ii. Layout, dimensions, and names of existing and future road right of ways. (all new names cleared through the County Auditors Office 468-3255)
 - iii. North Arrow, a tie to a permanent survey monument at a section corner, and a development name.
 - iv. The boundary lines of the development with bearings and distances
 - v. Layout and dimensions of proposed lots or units and area in square feet
 - vi. Location, dimensions, and labeling of other spaces including required open spaces, parks, public spaces, common areas, etc.
 - vii. Location or manmade features including bridges, railroad tracks, building, etc.
 - B. Grading and Drainage Plan showing the following
 - i. North arrow, road, and lot layout, and subdivision name
 - ii. Areas of substantial earth moving with an erosion control plan
 - iii. Location of existing water courses, canals, ditches, springs, wills, culverts, storm drains, etc.
 - iv. Location of any flood plain
 - v. A storm drainage plan showing water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, orifice plates, outlets to off-site facilities, and off-site drainage facilities planned to accommodate the project drainage. Drainage plans are to facilitate the 10 year storm event. An off-site discharge rate of 0.2 cubic feet per second is the maximum allowed.
 - vi. Storm drain calculations
 - C. Utility Plan showing the following:
 - i. North arrow, road and lot layout, and development name.
 - ii. All existing and proposed utilities including: sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, and street lights.
 - iii. Fire flow calculations at all hydrant locations
 - iv. Location and dimensions of all utility easements
 - v. Provisions for solid waste collection
- __20. Two (2) complete copies of the Final Plat and one reduced copy of the plat on 11"x17" paper. Each copy is to be signed and stamped by a professional engineer who is licensed by the State of Utah and to South Salt Lake City specifications. Plats are to include the following:
- a. Name and general location of the development
 - b. North arrow, scale and date of the drawing
 - c. Accurately drawn boundaries and all bearings and dimensions, tied to monuments and survey points
 - d. Indicate that all lot corners will be set
 - e. Lots, blocks, streets, easements, and parcels clearly delineated with dimensions and bearings as appropriate

- f. Street names, lot/unit addresses, and intersection coordinates according to Salt Lake County guidelines
- g. Registered land and surveyor's certificate
- h. Owners dedication certificates and acknowledgements
- i. Signature blocks for all utility providers
- j. Signature blocks for South Salt lake Community Development Department, City Engineer, City Attorney, City Council (signed by the Mayor with attest City Recorder), Salt Lake Valley Health Department, and Salt Lake County Recorder.
- k. All other Affidavits, certificates, acknowledgements, endorsements, and notary seals that may be required.
- l. Buildable areas, pad sites, and other items of special interest.
- m. Other items as needed for specific development as directed by staff

__21. Plats shall be drawn according to an accurate and complete survey to second order accuracy of the land to be developed. A traverse of the exterior boundaries of the tract, and of each block, when computed from field measurements on the ground shall close within a tolerance of one foot to twenty thousand (20,000) feet.

Note:

- 1. After approvals of the project are received and paper copies of the plat have been reviewed and approved by the city staff, *a mylar is to be prepared and submitted based on the approved plat.* Currently the plat form consists of a Mylar with the outside or trim line dimensions of twenty-four (24) inches by thirty-six (36) inches (See SL County Recorder for details).
- 2. Prior to submitting the Final Plat to South Salt Lake City and recording the plat with the County Recorder, the applicant is responsible for obtaining all the necessary signatures from non-city entities with appropriate notary acknowledgements.

Bonds are required for all utility, right-of-way improvements and all common area improvements. These bonds are due upon submittal of the signed Mylar.

Public Notice Requirements

Submit a copy of the property owner's list from Salt Lake County Recorders office.

Submit a property ownership list printed on mailing labels from Salt Lake County Recorder's Office of all adjacent property owners within 400 feet. List will include owner's property parcel I.D. number and mailing address. (ask for the list from VAST 1665 and VAST 1667)

The applicant must furnish plain white business envelopes, pre-stamped and addressed for each property owner to be noticed (do not put a return address on the envelopes). South Salt Lake City will mail the notices to all property owners within 400 feet of the subject property. Also, include an envelope for both the owner of the property and the applicant.

***When the Mylar is submitted to the City it may take up to three weeks to have it signed by all appropriate department heads and administrative officers.**

For further information regarding the Final Plat Application go to www.SouthSaltLakeCity.com and look under the municipal code for Title 15 – Land Development, Chapter 15.12- Subdivision and Development Standards.



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FEE SCHEDULE EFFECTIVE January 1, 2011

| | |
|--|-----------------------|
| 1. <u>Development</u> | |
| Concept Review | \$50.00 |
| Preliminary Review | \$300.00 + 50 per lot |
| Final Plat | \$300.00 + 50 per lot |
| 2. Design Review | \$400.00 |
| 3. Special Exception | \$150.00 |
| 4. Lot Split | \$350.00 |
| 5. <u>Recording Fee</u> | |
| Plats | As Per Cost to City |
| Documents | As Per Cost to City |
| 6. Site Plan Review (Commercial Construction Only) | \$350.00 |

PROPERTY OWNER'S AFFIDAVIT

I/we _____, being duly sworn, depose and say that I/we am/are the current owner of the property involved in this application: that I/we have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if applicable)

Subscribed and sworn to before me this _____ day of _____ 20 _____,

Notary Public

Residing in _____

My commission expires: _____

AGENT AUTHORIZATION

I/we, _____, the owner(s) of the real property located at _____, South Salt Lake City, Utah, do hereby appoint _____ as my/our agent to represent me/us with regard to this application affecting the above described real property located in the city of South Salt Lake, and authorize _____ to appear on my/our behalf before any City Board or Commission considering this application.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the _____ day of _____, 20 _____, personally appeared before me _____

_____ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

Notary Public

Residing in _____

My commission expires: _____