



**Filing Fee: Major Subdivision: \$650 + \$35 for every lot
 Minor Subdivision or lot split: \$550**

Water Modeling Fee Table					
Number of Lots		Fee	Number of Lots		Fee
From	To		From	To	
1	9	\$300	200	349	\$1,175
10	19	\$400	350	499	\$1,650
20	49	\$475	500	599	\$2,100
50	99	\$625	700	999	\$2,650
100	199	\$825	1000 +		

Number of Lots: _____ Fee: _____

Proposed Subdivision Name: _____

Applicant(s)/ Property Owner(s) Information

LEGAL OWNER(S) OF SUBJECT PROPERTY: _____

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

APPLICANT: _____
 (If different than owner)

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

CONTACT PERSON/REPRESENTATIVE: _____
 (If different than owner)

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

Property Description

STREET ADDRESS OF PROPERTY: _____

Section(s): _____ Township(s) _____ Range: _____

ASSESSOR'S PARCEL NUMBER(S): _____

Current Zoning Designation: _____ Proposed Zoning Designation: _____

Parcel Size (acres): _____ Number of Lots: _____ Number of Phases: _____

Major Cross Street(s): _____

Legal Description: _____
 (Attach separate sheet if necessary)

Approvals Required By:

- Technical Review Committee (staff) – meets every Thursday at 8:00am.
- Planning Commission - meets every second Tuesday of each month at 6:00 pm.
- City Council – meets the second and fourth Wednesdays of each month at 5:00pm.

Attached checklists serve as a guide for adhering to Santa Clara City's subdivision process/requirements. City Staff will use the checklist for completeness, reviews and insuring code compliance for subdivisions. For comprehensive information on the subdivision requirements/process, refer to appropriate City Codes and Statutes.

Office Use Only:

Date Plan Submitted: _____ Date Plan Accepted: _____

Received by: _____ Receipt number: _____

Amt Due: _____ Amt Paid: _____

Property Owner's Authorization

The undersigned below, or as attached, is the owner(s) of the property which is the subject of this application. The undersigned does duly authorize the applicant, named within this application, to act as applicant in the pursuit of a subdividing the property.

I swear that I am (the) (a) owner(s) of the property which is the subject matter of the application, as it is shown in the records of Washington County, Utah.

DATE: _____
_____ PROPERTY OWNER

_____ PROPERTY OWNER

STATE OF UTAH)
:SS
COUNTY OF WASHINGTON)

On this _____ day of _____, 20____ personally appeared before me
_____ and _____, the signer's of the above instrument,
who duly acknowledged to me that he/she/they executed the same.

Notary Public

Commission Expires



Subdivision/Development Approval Checklist Santa Clara City

PRELIMINARY PLAT CHECKLIST

Project Name: _____

Yes	No	N/A	
I. SKETCH PLAN/CONCEPT PLAN REQUIREMENTS (16.12.030)			
Y	N	N/A	Sketch/Concept Plan review by staff and/or Planning Commission although not required is highly encouraged.
II. STATE WATER QUALITY REQUIREMENTS – (Resolution 2015-12R)			
Y	N	N/A	1. Waterline and hydrant locations in electronic format.
Y	N	N/A	2. Applicable elevation data at valve clusters and hydrants.
Y	N	N/A	3. Coordinate system used and in draining. The water model is set up in Utah State planes, NAD83 datum, South Zone, US Foot (UT83-ASF).
			4. Submit Project Notification Form (PNF) with application. Available at: http://www.sccity.org/media/uploads/2015/08/19/files/PNF-WaterQuality.pdf
III. PRELIMINARY PLAT REQUIREMENTS (16.12.040)			
Y	N	N/A	A. Submittal of: 1) Preliminary Plat Copies (eleven (11) 11” x 17” and four “Plat Size” (24” x 36”) Copies). Must be a clear and legible graphic representation of the subdivision, existing conditions, and proposed improvements as outlined in the completeness review below
B. Preliminary Plat Requirements (Chapter 16.20)			
1. Title Block (16.20.020)			
Y	N	N/A	a. Proposed name of subdivision
Y	N	N/A	b. Location of subdivision, including the address, section, township, and range
Y	N	N/A	c. Owner’s name and address
2. General Requirements (16.20.030)			
Y	N	N/A	a. North Arrow and Scale (1”= 100’ is preferred; 1”= 200’ for large subdivisions)
Y	N	N/A	b. Boundary and phasing plan of the subdivision
Y	N	N/A	c. All property under control of the owner showing part(s) being developed and overall street system (Note: The street system shall conform to the existing street master plan)
Y	N	N/A	d. Existing and proposed contour lines at vertical intervals of not greater than two feet unless approved at a greater interval by the Planning Commission.
3. Existing Conditions (16.20.040)			
Y	N	N/A	a. Location, width of all streets and homes within two hundred (200) feet of the subdivision.
Y	N	N/A	b. Boundaries of adjacent tracts of subdivided and un-subdivided land, showing ownership.
Y	N	N/A	c. Identification of the zone or zones in which the property is located.
Y	N	N/A	d. All public streets, utility rights-of-way, easements, parks, and other public open spaces within or adjacent to the proposed subdivision. All section and boundary lines within and adjacent to the proposed subdivision.
Y	N	N/A	e. Sewer mains, sewer manholes, water mains, fire hydrants, power lines, power poles, culverts, or other facilities within one hundred (100) feet of the proposed subdivision.
Y	N	N/A	f. Ditches, drainage channels, water ways and major washes.
Y	N	N/A	g. Location of the flood plain, floodways, and elevations designed by F.E.M.A. No subdivision in the city shall be allowed in a flood plain.
Y	N	N/A	h. Exceptional topography-submit necessary map, visuals, etc. that would best reveal the exceptional topography.
Y	N	N/A	i. Information required for the historic preservation ordinance if the proposed subdivision is within the historic preservation overlay zone.
Y	N	N/A	j. Vicinity map.
Y	N	N/A	k. A soils report unless waived by the City Engineer via written & signed correspondence.
Y	N	N/A	l. Inclusion of paragraph pertaining to Geotechnical Report Conclusions.
4. Proposed Plan (16.20.050)			
Y	N	N/A	a. Layout of streets and utility easements showing identification and dimensions.
Y	N	N/A	b. Layout, number and typical dimensions of lots.

Y	N	N/A	c. Building setback lines in any questionable lot area.
Y	N	N/A	d. Parcels of land intended to be dedicated for public use or set aside for use of property owners in the subdivision as common or limited common areas.
Y	N	N/A	e. Proposed plan to dispose of storm water drainage for the subdivision including proposed realignment or regarding of existing drainage ways upstream, within, and downstream of the subdivision.
Y	N	N/A	f. General plan for primary water, sewer, power systems and related accessories.
Y	N	N/A	g. Phasing plan for the subdivision.
Y	N	N/A	h. Landscape plan for proposed City maintained property (Chapter 17.90).
Y	N	N/A	i. Other items that may be requested by the Planning Commission.

5. Conformance with City Standards and Criteria (16.12.040 (I)).

Y	N	N/A	a. Historic Preservation Ordinance Requirements (Chapter 17.76)
Y	N	N/A	b. Building Codes
Y	N	N/A	c. Zoning Ordinance (Title 17)
Y	N	N/A	d. City Standards
Y	N	N/A	e. Hillside Development Permit as found in Chapter 17.80 of the City’s Zoning Ordinance
Y	N	N/A	f. Flood Damage Prevention Permit as found in Chapter 15.36 of the City’s Municipal Code

C. Review for Adequate Public Facilities (16.12.040 (M)):

NOTE: The City Council and/or staff may require the applicant to submit such additional information, data, studies, plans, analyses, or maps as may be necessary to make a factual determinations set forth herein. If so required, the applicant shall bear the full cost of meeting this requirement (16.12.040 (M) (3)). Note: Required signatures below will be garnered by Zoning Administrator.

› **Review for Adequate Public Facilities Part 1 of 4:**

Floodplain or Hillside: Proposed development is not located within a floodplain or hillside.

Owners of the development have submitted adequate documentation demonstrating that the development complies with the requirements of Public Facilities Part 1.

Comments: _____

Date: _____ **Signature:** _____
 City Engineer

› **Review for Adequate Public Facilities Part 2 of 4:**

Roads: Be served by streets within one mile of the proposed development without causing a reduction in the level of service below “C” during peak hour.

Wastewater Collection: Can be served by the existing wastewater collection system, without the off-site extension of any trunk or outfall lines.

Wastewater Treatment: The wastewater estimated to be generated by the proposed development can be accommodated and treated in accordance with city standards without any treatment plant extension.

Water Supply and Storage: The water needs of the proposed development can be accommodated in accordance with legally authorized and physically available water rights and the capacity, storage, design, of construction requirements of the Utah Health Department without additional supply or storage requirements.

Solid Waste: The proposed development can be served by the existing collection and disposal capacity expenditures or improvements.

Electrical Supply: The electrical needs of the development can be accommodated by the city power department.

Storm Drainage: The proposed development can be served by the existing storm drainage system without the off-site extension of an interceptor or major collection lines.

Comments: _____

Date: _____ **Signature:** _____
Public Services Director

› **Review for Adequate Public Facilities Part 3 of 4:**

Fire Flow: The proposed development shall be served by a central water system with appropriately located fire hydrants and adequate flows to meet insurance services office fire system grading standards (minimum of twelve-hundred and fifty (1,250) gallons per minute for a period of two hours) without additional capital improvements.

Fire Response Time: The proposed development is within two miles or a five minute response time of an existing fire station.

Owners of the development have submitted adequate documentation demonstrating that the development complies with the requirements of Public Facilities Part 3.

Comments: _____

Date: _____ **Signature:** _____
Fire Chief

› **Review for Adequate Public Facilities Part 4 of 4:**

Parks: The proposed development is within one mile of a city park or recreation facility, and within one-half mile of a community or neighborhood park, all of which meet city acreage and facility standards and can accommodate the population projected to be generated by the proposed development. The Owners of the development have submitted landscape plans that meet the Landscape Ordinance and City's Landscape Specifications for any property that will maintained by the City of Santa Clara.

Comments: _____

Date: _____ **Signature:** _____
Parks Director

Miscellaneous Notes:



SANTA CLARA CITY SUBMITTAL DEADLINES

Development Submittal Deadlines

REZONINGS	
Classification	Submittal Deadline Requirements for Planning Commission
Open Space Zone (OS)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Residential Agriculture Zone (RA)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Single-Family Residential Zone (R-1)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Commercial Zone	<u>Without site plan approval</u> , application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. <u>With site plan approval</u> , application submittal deadline is seven (7) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Planned Development Districts (PD)	Application submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District/Mixed Use Zone	Application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District Overlay Zone	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Classification	Submittal Deadline Requirements for City Council
All	Copies of application (11 copies of application with any recommended changes encouraged by the Planning Commission) must be received two (2) weeks prior to intended City Council meeting. *Staff acceptance date is one (1) week prior to the intended City Council Meeting.

Before receiving any petition, all fees must be paid along with the submittal of a complete application.

*Staff acceptance date refers to the day staff formally accepts the application as complete, all required staff reviews are complete, and final changes made to the application materials are complete.

Conceptual reviews, prior to the submittal deadline, by staff and the Planning Commission are **strongly encouraged but not required; additionally, applicants/property owners are **strongly encouraged to submit their applications in advance of the established submittal deadline requirements to avoid missing a staff acceptance deadline due to unforeseen issue(s).**

SUBDIVISIONS	
TRC & Planning Commission Reviews	
Preliminary Subdivision	Preliminary Plat submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Final Subdivision	Final Plat submittal deadline is three (3) weeks prior to the intended Planning Commission Meeting. Staff acceptance date is one (1) week prior to the intended Planning Commission Meeting.
City Council Reviews	
Preliminary Subdivision	Preliminary Plat submittal deadline is one (1) week prior to the intended City Council Meeting—submittal must include 11 copies of application materials, revised if necessary to consider recommendations of Planning Commission. Staff acceptance date is one (1) week prior to the intended City Council Meeting.
Final Subdivision	Final Plat submittal deadline is one (1) week prior to the intended City Council Meeting—submittal must include 11 copies of application materials, revised if necessary to consider recommendations of Planning Commission. Staff acceptance date is one (1) week prior to the intended City Council Meeting.

Misc. Planning & Zoning Approvals	
PD Master Plan Amendment	Same as Planned Development approval
Site Plan Reviews	Three (3) weeks prior to intended Planning Commission Meeting and two (2) weeks prior to intended City Council Meeting.
Conditional Use Permits and Home Occupations	Week & a half (1 ^{1/2}) weeks prior to the Technical Review Committee Meeting

Typical Meeting Schedules:

Note: Please refer to the submittal deadline requirements that must be met in order to have a formal Planning & Zoning application placed on the agenda and considered for approval. Agendas for these meetings are posted prior to the meeting date and can be found on the City’s web site: www.santaclaracityutah.com

Technical Review Committee (TRC) Meetings – Generally every Thursday at 8:00 a.m.

Planning & Zoning Meetings – 3rd Tuesday of each month at 6:00 p.m.

City Council Meetings—2nd & 4th Wednesday of each month at 5:00 p.m.

Final Note: Due to the time it takes to conduct reviews by staff, incorporate changes by the engineers, and meet state and local advertising deadlines, the submittal deadline requirements are firm.