



# Residential Subdivision Final Plat Application

Santa Clara City  
2603 Santa Clara Dr  
Santa Clara, UT 84765  
(435) 656-4690 FAX: (435) 879-5298

**Subdivision Name:** \_\_\_\_\_

## Applicant(s)/Property Owner(s) Information

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*(If additional property owners please add addendum)*

## Property Description

Section(s): \_\_\_\_\_ Township(s): \_\_\_\_\_ Range: \_\_\_\_\_

Current Zoning Designation: \_\_\_\_\_

Parcel Size (acres): \_\_\_\_\_

Number of Lots: \_\_\_\_\_

Major Cross Street(s): \_\_\_\_\_

## Approvals Required By:

- Technical Review Committee (Staff) - meets every Thursday at 8:00 a.m.
- Planning Commission - meets every second Tuesday of each month at 6:00 p.m.
- City Council - meets the second and fourth Wednesdays of each month at 5:00 p.m.

**Attached checklists serve as a guide for adhering to Santa Clara City's subdivision process/requirements. City Staff will use the checklists 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: \_\_\_\_\_

# Subdivision/Development Approval Checklist

## FINAL PLAT CHECKLIST

|   |   |     | <b>I. Final Plat Requirements</b>  |
|---|---|-----|--|
| Y | N | N/A | A. TRC with developer  |
| Y | N | N/A | A. Submittal of: 1) Engineering Drawings (3 copies); 2) Final Plat (8 11"x17" & 1 8.5"x11"); 3) One (1) Mylar; and 4) Engineer Cost Estimates  |
| Y | N | N/A | B. Completeness Review (Chapter 16.24)   |
|   |   |     | <b>1. Description and delineation (16.24.20)</b>   |
| Y | N | N/A | a. Name of subdivision approved by the Planning Commission   |
| Y | N | N/A | b. Identification system for all lots: name of streets, easements, and lot sizes   |
| Y | N | N/A | c. Traverse of the perimeter of the subdivision  |
| Y | N | N/A | d. Monumentation and survey control <ol style="list-style-type: none"> <li>1. Official Monuments</li> <li>2. Street Monuments</li> <li>3. Street centerline data and street widths...</li> <li>4. Property Corners set prior to recording of final plat.</li> </ol>  |
| Y | N | N/A | e. Dedication to the public of all streets, easements, etc.  |
| Y | N | N/A | f. North arrow, scale, point of beginning, legal description and basis of bearing.   |
| Y | N | N/A | g. Subdivision boundary closures shall be .01 or less on exterior boundaries and .02 on interior lots  |
|   |   |     | <b>2. Standard Forms (16.24.030)</b>   |
| Y | N | N/A | a. Surveyor's "Certificate of Survey"  |
| Y | N | N/A | b. Owner's "Certificate of Dedication"- signed by all owners   |
| Y | N | N/A | c. Notary Public's Acknowledgement of all signatures   |
| Y | N | N/A | d. Notarized Consent of all Leinholders  |
| Y | N | N/A | e. Planning Commission's "Certificate of Approval"   |
| Y | N | N/A | f. City Engineer's "Certificate of Approval"   |
| Y | N | N/A | g. City Surveyor's "Certificate of Approval"   |
| Y | N | N/A | h. City Attorney's "Certificate of Approval"   |
| Y | N | N/A | i. City Council's "Certificate of Approval"  |
| Y | N | N/A | j. A one-and-one half by five-inch space in the lower right-hand corner of the plat for the county recorder.   |
| Y | N | N/A | k. Quit Claim Deed from Irrigation Company – Heights Only  |
| Y | N | N/A | l. General Notes – The following general notes must appear on the plat: <ol style="list-style-type: none"> <li>1. Notes Pertaining to the Issuance of building permit until all utilities are installed</li> <li>2. Notes Pertaining to Unstable Soil Conditions</li> <li>3. Basis of Bearings for Plat</li> <li>4. Property is Subject to Findings, Summary and Conclusions of a Geotechnical Report</li> <li>5. R-of-W Landscaping Requirements &amp; Subsequent Maintenance Requirements</li> </ol> |

|   |   |     |   |
|---|---|-----|---|
|   |   |     | <b>3. Additional Information Submitted with Final Plat (16.24.040)</b>  |
| Y | N | N/A | a. Deed restrictions in final form signed by all owners of any interest: if applicable  |
| Y | N | N/A | b. Engineer's itemized estimate of the cost of all required improvements to be developed in the subdivision and a separate cost estimate for any upsizing of piping |
| Y | N | N/A | c. Current title report   |
| Y | N | N/A | d. Final utility plans: Water, sewer, power and natural gas   |
| Y | N | N/A | e. Final drainage plans   |
|   |   |     | 1. Complete drainage system for entire subdivision  |
|   |   |     | 2. Comprehensive of drainage system to include area of subdivision but surrounding areas.   |
|   |   |     | 3. Final Plans and profiles for all streets to be constructed: reviewed and approved by engineer  |
|   |   |     | 4. Erosion control plan where applicable  |
| Y | N | N/A | f. Soils report covering each lot in the subdivision as per geotechnical requirements prepared by a soils testing laboratory acceptable to the City                 |
| Y | N | N/A | g. Irrigation Company: existing ditch/easement issues on property   |
| Y | N | N/A | <b>D. Conformance to Applicable Rules and Regulations</b>   |
|   |   |     | <b>1. Subdivision plan complies with all applicable laws, plans, and regulations:</b>   |
| Y | N | N/A | a. Zoning Ordinance   |
| Y | N | N/A | b. General Plan   |
| Y | N | N/A | c. UDOT; Health Department, etc.  |
| Y | N | N/A | d. Standards adopted by the City including all boards, commissions, etc.  |
| Y | N | N/A | E. Self-imposed Restrictions Incorporated – Restrictions:   |
| Y | N | N/A | F. Special Conditions Incorporated (ex. Historical district) – E.G.:  |
| Y | N | N/A | G. Planning Commission Review and Recommendation- Date(s) of review: Date of Recommendation   |
| Y | N | N/A | H. Inclusion of Planning Commission Changes   |
| Y | N | N/A | I. Final Plat and Engineer drawings are to comply with all sections of the City's Design Standards found in Chapter 16.28 (Red lines comply)                        |
| Y | N | N/A | J. Engineering Plans Approved by City Engineer and City Staff   |
|   |   |     | Public Services                      Date signed: _____   |
|   |   |     | Public Safety                        Date signed: _____   |
|   |   |     | City Engineer                        Date signed: _____   |
| Y | N | N/A | K. City Council Review and Adoption of Final Plat-Date of Review(s):<br>_____ Date of Adoption: _____   |
| Y | N | N/A | L. Inclusion of City Council Changes  |