



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 Thursday of each month at 5:30 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

			I. Final Plat Requirements
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)
Y	N	N/A	1. Description and delineation (16.20.020)
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
			1. Official Monuments
			2. Street Monuments
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
Y	N	N/A	2. Standard Forms (16.20.030)
Y	N	N/A	a. Surveyor's "Certificate of Survey"
Y	N	N/A	b. All centerline data and street widths shown
Y	N	N/A	c. Notary Public's Acknowledgement of all signatures
Y	N	N/A	d. Notarized Consent of all lienholders
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 Attorney's "Certificate of Approval"
Y	N	N/A	h. City Council's "Certificate of Approval"
Y	N	N/A	i. 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	j. County Treasurer's "Certificate of Approval"
Y	N	N/A	k. General Notes – The following general notes must appear on the plat:
			1. Notes pertaining to the issuance of building permit until all utilities are installed
			2. Notes pertaining to unstable soil conditions
			3. Basis of bearings for plat
			4. Property is subject to findings, summary and conclusions of a geotechnical report
			5. R-of-W landscaping requirements & subsequent maintenance requirements

			3. Additional Information Submitted with Final Plat (16.20.040)
Y	N	N/A	a. 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	b. Final utility plans: Water, sewer, power and natural gas
Y	N	N/A	c. 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
Y	N	N/A	4. Erosion control plan where applicable
Y	N	N/A	D. Conformance to Applicable Rules and Regulations
			1. Subdivision plan complies with all applicable laws, plans, and regulations:
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 16.24 (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):
			_____ Date of Adoption: _____
Y	N	N/A	L. Inclusion of City Council Changes