



# 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 8:30 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

			<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: _____
			Parks (if applicable)              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