



# Standard Subdivision Design Stage Application

## Fee \$620.00

Property information and location  
(All lines applicable to this site must be filled in)

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Parcel # \_\_\_\_\_

Property owner: \_\_\_\_\_

Owners address: \_\_\_\_\_

***You MUST include a parcel map obtained from the Tooele County Recorder's Office  
with this application!***

### Applicant(s) Information

Name(s): \_\_\_\_\_

Address per tax rolls: \_\_\_\_\_

City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office/home phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_

Email address: \_\_\_\_\_

***A copy of the deed, offer or tax notice MUST be included to demonstrate ownership***

*(For Office Use Only)*

SUB #: \_\_\_\_\_ Fee \$ 250.00 Receipt #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## Agent for the Applicant(s) Information

Name(s): \_\_\_\_\_  
Address per tax rolls: \_\_\_\_\_  
City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Office/home phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

## Surveyor Information

Name(s): \_\_\_\_\_  
Address per tax rolls: \_\_\_\_\_  
City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Office/home phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Name of Proposed Subdivision:** \_\_\_\_\_

NOTE: This name must be exactly the name that is approved by the county recorder. You must attach the approval letter from the county recorder with this application.

A standard subdivision shall be processed in two stages:

- (1) the design stage, which will go to planning commission public hearing and public meetings; and
- (2) the final plat, which will be placed on the planning commission public meeting agenda.

**Record of survey map number (s):** \_\_\_\_\_

NOTE: Record of survey map must depict all boundaries of the proposed project and must address specific items as outlined in the attached record of survey map requirements

A standard subdivision is a division of land into no more than 14 lots. It may be phased for development. Infrastructure and public facilities shall be dedicated. Each development shall be actively pursued to completion. Any application that exceeds the time limits stated in this Subdivision Ordinance will be deemed null and void and all vested rights are waived by the subdivider for that development. Any extension must be requested prior to the expiration of the original approval. Should an application become void, the applicant must reapply at the concept stage.

A complete application for design stage approval of a standard subdivision shall be submitted to the department of engineering.

Within 21 days after the applicant or authorized representative submits a complete application, a pre-design conference shall be set up with the applicant, the department of engineering staff, all servicing utility companies, affected entities, county health department, county recorder, and any other private or public body that has jurisdiction or an interest in providing public or utility services to the subdivision.

After the pre-design conference, the applicant shall submit to the department of engineering the corrected preliminary plat with all required signatures. When it is determined that all of the corrections to the preliminary plat are made and these items are determined to be complete and correct, the submittal will be placed on the planning commission public hearing agenda for review. After the planning commission has reviewed the material and being satisfied with the submittal, it shall place the submittal on a public meeting agenda where it shall make a decision.

I, the above-name Applicant, do hereby understand the foregoing stipulations.

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SIGNATURE

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DATE

**The design stage application shall include:**

- 1) the application form;
- 2) eight 24" X 36" prints of the concept plan, for distribution to each of the following:
- 3) eight 82" X 11" copies of the preliminary plat for distribution to each planning commission member; and
- 4) an additional 82" X 11" copy of the preliminary plat in each of the following circumstances:
  - a. when a proposed subdivision lies wholly or partially within one mile of the corporate limits of a municipality;
  - b. when the subdivision is located wholly or partially within the boundary of an improvement or special district;
  - c. when applicable for review by any State or Federal agency;
  - d. for each servicing utility;
  - e. for the Utah State Department of Transportation if the property being subdivided abuts a state highway or road; and
  - f. when the subdivision is located wholly or partially within the boundary of a township
- 5) proof of ownership demonstrated by two copies of a title report and vesting documents of conveyance completed within the previous six months;
- 6) utility approval forms;
- 7) evidence of water rights for all lots;
- 8) names and addresses of the owners of all properties that border the proposed subdivision;
- 9) approval of the subdivision name, limited to 40 characters including spaces, from the county recorders office;
- 10) a plat map from the county recorder=s office showing the property and all adjoining properties around it;

- 11) a list of off-site improvements and an estimate of the cost to complete such improvements;
- 12) if the applicant is not the owner of record, a notarized statement that the applicant has been authorized by the owner to make application;
- 13) the type of water system proposed, historic water use, the estimated number of gallons per day of water system requirements, and a description of water storage requirements for daily fluctuations, irrigations, and fire suppression;
- 14) geologic technical maps and investigation reports regarding are suitability when land configurations dictate lot configuration and buildable space;
- 15) a letter showing an accepted Tooele County Health Department subdivision feasibility study where the project is deemed feasible;
- 16) a letter from the local fire district, or the Tooele County Sheriff if not located within a fire district, showing fire protection can and will be provided to the subdivision;
- 17) any unpaid fees owed to Tooele County for development of land, code enforcement, or building permits; and
- 18) the preliminary plat and construction drawings submitted on a computer disk in a format compatible with AutoCAD version 11 or later, with the boundary and ownership lines depicted on the plat, including the following layers and names, having an abbreviation of the subdivision name included in the blank space:
  - Exterior Boundary Lines Sub – Bndy
  - Right-of-way Lines Sub – Row
  - Lot Lines Sub – LL
  - Centerline Road Sub – CL
  - Easement Lines Sub – Ease
  - Section Lines Sub – Section
  - Ties to Section Corners Sub – Section –Tie
  - Street Monuments Sub – St-Mon
  - Lot Numbers Sub – Lots
  - Street Names Sub – Street

**NOTE:** The design stage approval shall be valid for a period of not more than one year. The applicant or authorized representative may obtain no more than two six-month extensions by petitioning the planning commission. The planning commission may not grant any extension without substantial progress having been demonstrated by the applicant or authorized representative.

***The Tooele County Surveyor requires lot closure reports for all lots and roads.***

### ***RECORD OF SURVEY MAP REQUIREMENTS***

Record of Survey Map (Boundary Survey) Prerequisite for all Plat Submittals

**17-27a-103** (32) “Record of survey map” means a map of a survey of land prepared in accordance with Section **17-23-17** of the Utah Code. To obtain a copy of Section 17-23-17 go to: [http://www.le.state.ut.us/~code/TITLE17/hm/17\\_10012.htm](http://www.le.state.ut.us/~code/TITLE17/hm/17_10012.htm)

To obtain a copy of the Utah Council of Land Surveyors (UCLS) Model Standards of Practice for Boundary Surveys go to: <http://www.ucls.org/mc/page.do?sitePageId=25531> then click on the link entitled UCLS Model Standards of Practice for Boundary Surveys.

The record of survey (ROS) map shall be completed and filed with the Tooele County Surveyor's Office prior to submitting an application for a preliminary subdivision, planned unit development (PUD) or condominium plat. The filing number of the ROS shall be referenced on the application prior to acceptance by the governing agency. Any application without the filing number reference shall be deemed incomplete.

The ROS map is a document prepared by a Professional Land Surveyor (PLS) licensed by the State of Utah which determines the boundaries of the proposed project and is an expression of his/her professional opinion of the location of the division lines between the subject property or properties and the adjoining properties. The ROS map depicts an existing condition as opposed to a subdivision, PUD or condominium plat that creates new boundaries for future ownerships and as such the ROS map should not show proposed lot lines or future subdivision boundaries.

The ROS map shall be used as a tool by those reviewing the preliminary subdivision, condominium, or PUD plat. Specific items to be addressed on the ROS map in conjunction with the plat submitted for review are as follows:

- a. The legal descriptions of record for the subject property or properties reproduced and shown on the ROS map along with a reference to a document or documents of record located in the Tooele County Recorder's Office which indicates the current record title for the subject property or properties and adjoining properties. If multiple parcels are being combined, an aggregate or composite description should be included on the survey.
- b. Measured and record bearings and distances indicated along the boundaries of the subject property or properties.
- c. Graphical representation and written narrative that explains and identifies the found monuments, deed/plat elements (written evidence), physical evidence, or other evidence used to determine the width and location of right-of-way lines for adjacent or connecting streets.
- d. Locate and depict the lines of occupation between the subject property or properties and each of the abutting properties.
- e. Graphical representation and written narrative that explains and identifies the found monuments, deed/plat elements (written evidence), physical evidence, or other evidence used to control the record boundary location around the perimeter of the subject property or properties.
- f. The distance and course between two existing Tooele County control monuments with a specific description of each control monument used as the basis of bearings.
- g. Physical monuments explained and identified as set or recovered at all boundary corners and perimeter angle points of the subject property or properties.

## ***Infrastructure Design and Engineering Requirements***

Infrastructure design and engineering drawings and documents shall be submitted in the design stage and shall include:

- 1) plan, profile, and typical cross-section drawings of the roads, bridges, culverts, water, sewers, and drainage structures;
- 2) a grading and drainage plan indicated by solid-line contours superimposed on dashed-line contours of existing topography;

- 3) the general location of trees over six inches in diameter measured at four and one-half feet above the ground, and in the case of heavily-wooded areas, an indication of the outline of the wooded area and location of trees which are to remain;
- 4) proposed and existing water and sewage system layouts;
- 5) location of fire hydrants;
- 6) proposed road layouts in dashed lines for any portion of the property to be developed in a later phase;
- 7) water courses and proposed storm water drainage systems including culverts, water areas, streams, areas subject to occasional flooding, marshy areas or swamps;
- 8) areas within the 100-year flood plain;
- 9) soil types and soil interpretations taken from the National Cooperative Soils Survey;
- 10) a signing and striping plan showing the location of all street signs, striping, and traffic control devices required by the County in accordance with the Manual of Uniform Traffic Control Devices;
- 11) a signature block for the county engineer on each design and construction drawing;
- 12) when the subdivision is located within the jurisdiction of a service or improvement district or area, a signature block for such service or improvement district or area;
- 13) geologic maps and investigation reports regarding area suitability; and
- 14) a design report stamped by a engineer licensed in the State of Utah as may be required by the planning commission or the department of engineering.
- 15) All drawings shall be drawn to a scale not less than one inch equals 100 feet, and shall indicate the basis of bearings, true north, the name of the subdivision, township, range, section, and quarter section, and lot numbers of the property.
- 16) Poorly-drawn or illegible design and engineering drawings shall be cause for denial.
- 17) To change any aspect of the design of the off-site improvements, a new set of infrastructure design and engineer drawings shall be submitted for approval. A signed set of drawings shall be on-site at all times during construction. All construction must conform to the approved plans.

**AFFIDAVIT**

**AGENT AUTHORIZATION**

I (we), \_\_\_\_\_  
the owner(s) of the real property located as follows:

\_\_\_\_\_ and further described in the attached application, do authorize as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the County considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, personally appeared before me

\_\_\_\_\_  
the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in: \_\_\_\_\_ Tooele County, Utah

My commission expires: \_\_\_\_\_

AFFIDAVIT

**PROPERTY OWNER**

STATE OF UTAH )

)s

COUNTY OF TOOELE )

I (we), \_\_\_\_\_  
being duly sworn, depose and say that I (we) am (are) the owner(s) of the property located as follows:  
\_\_\_\_\_, and further identified in the attached  
application and that the statements herein contained and the information provided in the attached  
plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also  
acknowledge that I have received written instruction regarding the process for which I am applying  
and the Tooele County Department of Engineering staff have indicated they are available to assist me  
in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, personally appeared before me:

\_\_\_\_\_  
the signer(s) of the above who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in: \_\_\_\_\_ Tooele County, Utah

My commission expires: \_\_\_\_\_