



### **Subdivision Plat Amendment Permit Checklist**

We encourage you to contact Niall Connolly, Principal Planner, at [nconnolly@springdale.utah.gov](mailto:nconnolly@springdale.utah.gov) or (435) 522-4130 before making an application.

Our Community Development Department has created this checklist to make the application process for a Subdivision Plat Amendment as seamless as possible for you. Kyndal Sagers, Zoning Administrator, is your main point of contact at [ksagers@springdale.utah.gov](mailto:ksagers@springdale.utah.gov) or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

### **Application Process**

Application for a subdivision plat amendment permit is made online through the Town's permit application portal. You can access the subdivision plat amendment permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

#### **Property Owner Contact Information**

Property owner's first and last name, telephone number, contact email, and mailing address.

#### **Point of Contact Information**

This is the applicant's information, including first and last name, telephone number, and contact email. The contact email listed will be the email we will use to communicate with.

#### **Subdivision Information**

Subdivision Name

Zone (if unsure, review the [GIS Map](#) or call the office)

Number of lots affected by the amendment

### **Submittal Requirements**

#### **Complete amended Final Plat**

Complete amended Final Plat, in compliance with the requirements of section 10-14-6 that:

- (i) depicts only the portion of the subdivision that is proposed to be amended;

- (ii) includes a plat name distinguishing the amended plat from the original plat;
- (iii) describes the differences between the amended plat and the original plat; and
- (iv) includes references to the original plat.

**Name and address of all owners of record of the land contained in the entire plat**

**Name and address of all owners of record or land adjacent to any street that is proposed to be vacated, altered, or amended**

**Signatures of each owner listed above that consent to the plat amendment**