

# Preliminary Plan 1-2 Family Residential Subdivision Application (Instructions)



## WHAT TO DO:

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. Kyndal Sagers, Zoning Administrator, is your main point of contact for application questions at [ksagers@springdale.utah.gov](mailto:ksagers@springdale.utah.gov) or (435) 522-4130.

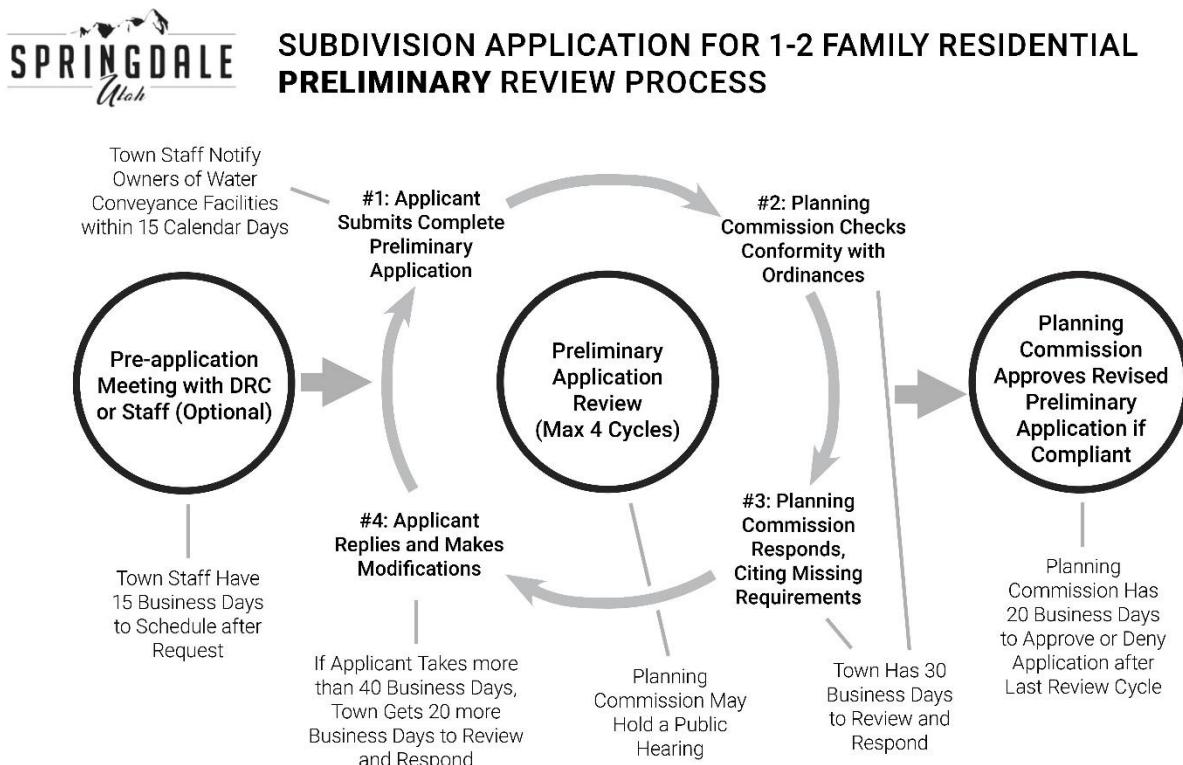
Submit this completed checklist and all supporting documents to the Town's permit application portal. You can access the final subdivision plat application through this [link](#). Before submitting a final plan application, you must have obtained an approval on the related preliminary plan.

## WHAT TO EXPECT:

Town staff will review your application and determine whether it is complete. It is your responsibility as the applicant to comply with Town ordinances. Any application deemed incomplete will be returned to you for necessary corrections and will not be considered filed with the Town until you have corrected and resubmitted it.

When your application is complete, the Planning Commission will review and respond to your application within 30 business days. You may be required to revise your application to conform to Town ordinances and standards or to better protect the health and safety of Springdale residents. If the Planning Commission approves your preliminary plan, you must then submit a final plan application.

The review and approval process, as well as the application requirements, are governed by Chapter 14 of the Springdale Land Use Ordinance. The flowchart below summarizes the preliminary plan application review and approval process.



# Preliminary Plan 1-2 Family Residential Subdivision Application



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

**THIS BOX IS FOR OFFICIAL USE ONLY:**

County Tax Parcel Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

## ----- CONTACT INFORMATION -----

<p><b>Applicant Information</b></p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p><b>Property Owner #1 Information</b></p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<p><b>Property Owner #2 Information (If Applicable)*</b></p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p><b>Property Owner #3 Information (If Applicable)*</b></p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<p><b>Engineer's Information (If Applicable)</b></p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p><b>Surveyor's Information (If Applicable)</b></p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>

*\*If the property to be subdivided has more than three owners, attach supplemental information for remaining owners.*

## ----- PRELIMINARY PLAN DOCUMENT CHECKLIST -----

1 \_\_\_\_\_ **Proof of land use (zoning) authorization** that describes how the property will be used after it is subdivided. This land use application must include citations to specific Town ordinances that permit the intended use. If the intended use requires rezoning, approval must be obtained before the subdivision application is submitted.

2 \_\_\_\_\_ **A vicinity plan.** This exhibit consists of at least a simple sketch of the proposed layout of streets, lots, and other features, including existing utilities and watercourses in relation to the existing and planned streets within one- fourth mile of the subdivision. The vicinity plan must be prepared at a scale of not smaller than one inch equals 200 feet (1" = 200').

3 \_\_\_\_\_ **A preliminary plat.** The plat must be drawn to scale in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The preliminary plat must include:

- a \_\_\_\_\_ The proposed subdivision name, which must be distinct from any subdivision name on a plat recorded in the County Recorder's office.
- b \_\_\_\_\_ The boundaries, course, and dimensions of all proposed parcels.
- c \_\_\_\_\_ The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale.
- d \_\_\_\_\_ Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.
- e \_\_\_\_\_ Any known and unrecorded water conveyance facility located, entirely or partially, within the plat.
- f \_\_\_\_\_ The boundary lines of the special flood hazard as defined in section 10 -13A-5 of the Springdale Land Use Ordinance.
- g \_\_\_\_\_ Whether any parcel is intended to be used as a street or for any other public use.
- h \_\_\_\_\_ Whether any parcel is reserved or proposed for dedication for a public purpose.
- i \_\_\_\_\_ If the subdivision includes a condominium, the requirements found in Utah Code §57 -8-13, as amended.

4 \_\_\_\_\_ **An improvement plan**, created in accordance with applicable portions of Title 10 of the Land Use Ordinance and the following, for all public improvements proposed by the applicant or required by Town ordinances. In addition to the requirements in Title 10, the improvement plan must contain:

- a \_\_\_\_\_ Engineer's estimate. An engineer's estimate of the cost of completing the required improvements and address.
- b \_\_\_\_\_ Water, sewer design: Drawings showing layout, profile and detailed design for sewer line, water lines and storm drains. These drawings must address all sewer mains and manholes, water mains, valves and fire hydrants, and all culinary water lines and pressurized irrigation lines, ditches, canals, and other waterways, along with any required improvements to the same.
- c \_\_\_\_\_ Profile, cross section drawings: Plan profile and typical cross section drawings of all streets, bridges, culverts and other drainage structures and any additional requirements deemed necessary by the Town Engineer.
- d \_\_\_\_\_ Grading plan: The applicant must submit a grading plan that meets the requirements of section 10 -15B-10.
- e \_\_\_\_\_ A feasibility study that demonstrates the feasibility of the proposed water and sewage systems necessary to meet the requirements of this Chapter, together with letters of feasibility from the local Health Department and the Sanitary Sewer Authority.
- f \_\_\_\_\_ A traffic study that meets the requirements stated in the Town's Transportation Master Plan, which is adopted and incorporated as part of this title by reference.
- g \_\_\_\_\_ A re-vegetation plan that meets the requirements of section 10 -15B-8.

h \_\_\_\_\_ Measures to protect ecology: The applicant must provide a report that describes the mitigating measures that will be taken with respect to the following:

- i \_\_\_\_\_ Control of erosion within the subdivision, and any measures taken as necessary due to impact by the development of the subdivision, to control erosion outside the boundaries of the subdivision;
- ii \_\_\_\_\_ Reseeding of cuts and fills;
- iii \_\_\_\_\_ Prevention of fire and control of dust;
- iv \_\_\_\_\_ Prevention of the accumulation of weeds and debris outside the boundaries of the subdivision due to impacts of the development of the subdivision; and
- v \_\_\_\_\_ Prevention of destruction of vegetation outside the boundaries of the subdivision due to impacts of the development of the subdivision.

i \_\_\_\_\_ Miscellaneous:

- i \_\_\_\_\_ The location of all curb, gutter, sidewalk and other street improvements to be constructed as required by Town ordinances;
- ii \_\_\_\_\_ All fences, barriers or landscaping as required by the Town ordinances or the Planning Commission;
- iii \_\_\_\_\_ All special improvements required by the Planning Commission as conditions of subdivision approval;
- iv \_\_\_\_\_ Location of all street name signs as required by the Town Engineer; and
- v \_\_\_\_\_ The location of any dedicated open space, as required by Chapter 10-19, and a draft of the open space agreement.

5 \_\_\_\_\_ **Other Reports.** Any other report required by the Springdale Land Use Code or reasonably required by the Planning Commission after initial review of the preliminary application.

6 \_\_\_\_\_ **Certifications** , including:

- a \_\_\_\_\_ An affidavit from the applicant certifying that the submitted information is true and accurate (EXAMPLE ON PAGE 5).
- b \_\_\_\_\_ The signature of each owner of record of land described on the preliminary plat, signifying their signifying their consent to the preliminary subdivision application and their intent to dedicate portions of the preliminary plat to the public as described in the application (EXAMPLE ON PAGE 6).
- c \_\_\_\_\_ Certification that the surveyor who prepared the plat:
  - i \_\_\_\_\_ Holds a license in accordance with Utah Code 58-22; and
  - ii \_\_\_\_\_ Either
    - (1) \_\_\_\_\_ Has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or
    - (2) \_\_\_\_\_ Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and
  - iii \_\_\_\_\_ Has placed monuments as represented on the plat.

7 \_\_\_\_\_ **Copies:** An electronic copy in PDF format.

8 \_\_\_\_\_ **Payment of the preliminary subdivision application fee.** This includes \$400 plus \$25.00 per lot and the Engineering and Fire Marshal costs.

----- EXAMPLE CERTIFICATIONS -----

*[See following pages.]*

## APPLICANT'S AFFIDAVIT – PRELIMINARY PLAN APPLICATION

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

County Tax Parcel Number of Property to Be Subdivided: \_\_\_\_\_

I, \_\_\_\_\_ (applicant/agent name), certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Springdale may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Springdale Land Use Ordinance and understand that items and checklists contained in this application are basic and to the minimum requirements only and that other requirements may be imposed to ensure compliance with Town ordinances or to protect the health and safety of Town residents. Additionally, I agree to pay all fees associated with this application, as set by the currently adopted Springdale Town Fee Schedule.

Signed:

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Applicant/Agent

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Date

Subscribed and sworn to before me:

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Notary Public

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Date

Notary Seal:

# PROPERTY OWNER'S CONSENT & DEDICATION – PRELIMINARY PLAN APPLICATION

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

County Tax Parcel Number of Property to Be Subdivided: \_\_\_\_\_

We certify under penalty of perjury that we are the sole owners of the property proposed to be subdivided and that we have thoroughly reviewed this preliminary plan subdivision application. We hereby consent to this preliminary subdivision application and, contingent on Town approval, we intend to dedicate the portions of the property to the public that are so indicated in this application. We further consent to the agents of the Town entering onto the subject property for the purpose of making any inspections required by this application or related improvements.

Signed:

\_\_\_\_\_  
Property Owner #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner #2 (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner #3 (if applicable)

\_\_\_\_\_  
Date

Subscribed and sworn to before me:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

Notary Seal: