

Final 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 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 or (435) 522-4130.

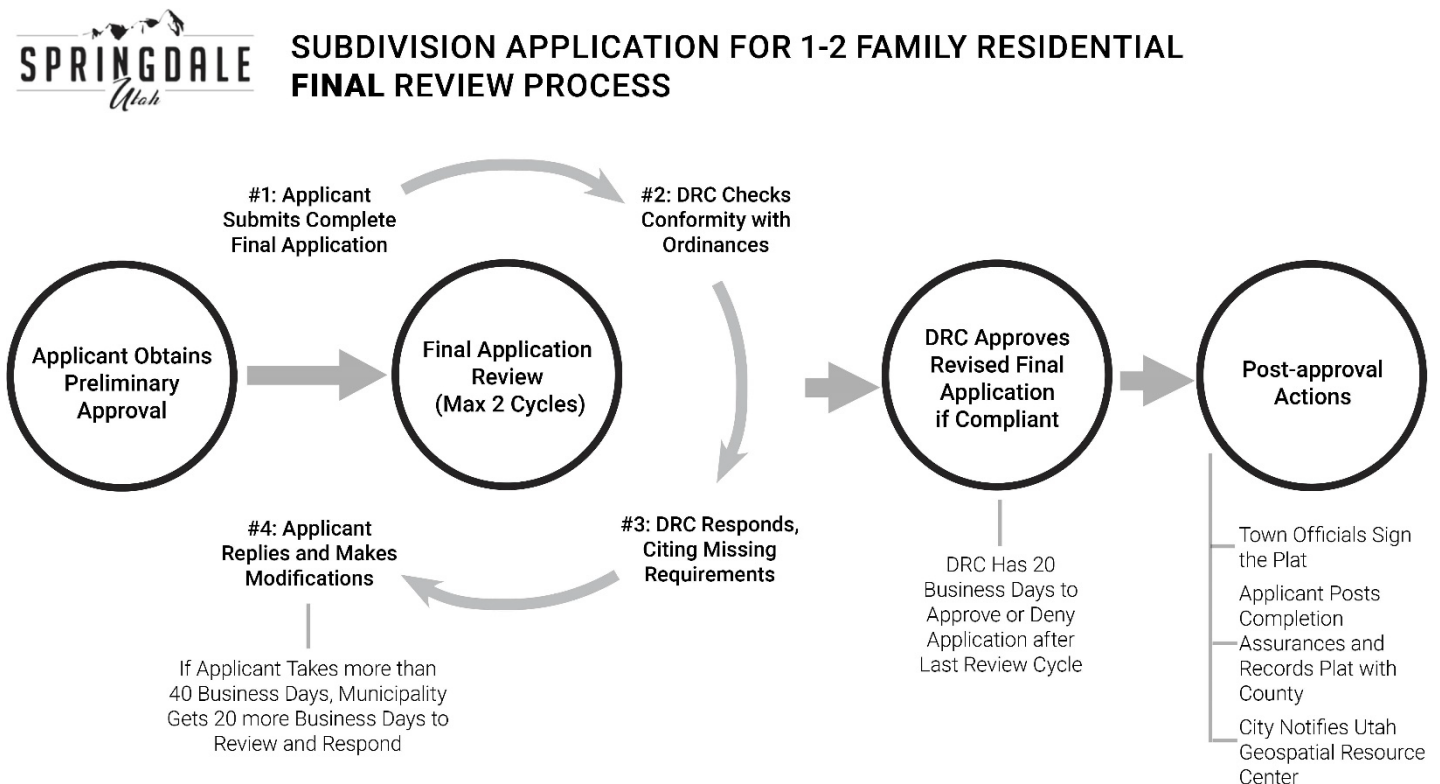
Submit this completed checklist and all supporting documents to the Town's permit application portal. You can access the final subdivision plat application through this [link](#). Before submitting a final plan application, you must have obtained an approval on the related preliminary plan.

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 Development Review Committee 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 Development Review Committee approves your final plan, you must complete or provide assurances for any required improvements before recording the final plat.

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 final plan application review and approval process.



Final Plan 1-2 Family Residential Subdivision Application



Name of Proposed Subdivision:

THIS BOX IS FOR OFFICIAL USE
ONLY:

Date Received:

Receipt #:

County Tax Parcel Number: _____

Current Zoning of Property: _____

----- CONTACT INFORMATION -----

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

| | |
|--|--|
| Phone: _____ — Email: _____ — | Phone: _____ — Email: _____ — |
|--|--|

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

----- FINAL PLAN DOCUMENT CHECKLIST -----

- 1 _____ **Planning Commission's approval of the preliminary plan.** (Note that the approval needs to have been given within the previous 365 days).
- 2 _____ **A final plat.** The final plat should be the version of the preliminary plat approved by the Planning Commission during the preliminary application review process, plus any other additions and immaterial changes (e.g., formatting) necessary to comply with the recording requirements of the County Recorder's Office.
- 3 _____ **A completion assurance** for all public improvements required by the approved improvement plan, or a statement that such improvements will be completed before development occurs on the proposed subdivision and before the applicant records the plat, as required by section 14B-5 through 14B-9 of the Springdale Land Use Ordinance.
- 4 _____ **Certifications**, including:
 - a _____ A Title Report or Title Insurance Policy for the land to be subdivided verifying property ownership.
 - b _____ A Tax Clearance Certificate from the state indicating that all taxes, interest, and penalties owing on the land have been paid.
 - c _____ An affidavit from the applicant certifying that the submitted information is true and accurate (EXAMPLE ON PAGE 5).
 - d _____ The signature of each owner of record of land described on the plat, signifying their consent to the final subdivision application and their dedication and approval of the final plat (EXAMPLE ON PAGE 6).
 - e _____ Town Engineer's Certificate of Approval.
 - f _____ Town Attorney's Certificate of Approval.
 - g _____ Notary Public's Acknowledgment.
 - h _____ A place for members of the Development Review Committee (DRC) to sign the final plat, attested by the Town Clerk.
 - i _____ Certification that the surveyor who prepared the plat:
 - i _____ Holds a license in accordance with Utah Code 58-22; and 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
 - ii _____ Has placed monuments as represented on the plat.
- 5 _____ **Binding dedication documents**, including:
 - a _____ As applicable, formal, irrevocable offers for dedication to the public of streets, utilities, parks, easements, or other spaces.

b _____ If the plat is to be part of a community association, signed and binding documents conveying to the association all common areas.

6 _____ **Copies**, including:

a _____ A PDF document of the final plat and all other plans and supporting documents required by this Chapter.

b _____ A copy of the final plat in AutoCAD format.

c _____ A copy of the final plat drawn on a sheet of vellum or mylar having outside or trim line dimensions of 24"x36". The border line of the plat must be drawn in heavy lines, leaving a margin of at least one and one-half inches on the left hand side of the sheet for binding, and at least one-half inch on the other three sides of the sheet. The plat must be so drawn that the top of the sheet faces either north or east, whichever accommodates the drawing better. All lines, dimensions, and markings shall be made on the tracing linen with waterproof black ink. The actual map shall be made with a minimum scale of 1 inch = 50 feet. Details and the workmanship on finished drawings shall be clear and readable.

7 _____ **Fees.** Payment of any final-application-processing fees required by the Town. This includes \$600 plus \$25 per lot and legal, Engineer, Fire District, and other review fees.

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

[See following pages.]

APPLICANT’S AFFIDAVIT – FINAL 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 Code 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:

 Applicant/Agent

 Date

Subscribed and sworn to before me:

 Notary Public

 Date

Notary Seal:

PROPERTY OWNER’S CONSENT & DEDICATION – FINAL 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 the final plan subdivision application. We hereby consent to this application and, contingent on Town approval of the final plan, we irrevocably dedicate all portions of the property to the public that are so indicated in this application (including public streets, uses, utilities, parks, easements, or other spaces). We further consent to 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: