



Final Non-Residential Subdivision Plat Checklist

We encourage you to contact Niall Connolly, Principal Planner, at 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 Final Subdivision Plat as seamless as possible for you. Kyndal Sagers, Zoning Administrator, is your main point of contact at 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 final subdivision plat is made online through the Town's permit application portal. You can access the final subdivision plat 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

- Existing subdivision name
- Proposed subdivision name
- Zone (refer to the [GIS Map](#) or call the office if unsure)
- Location
- Number of lots

Submittal Requirements

Complete Final Plat

Provide all information, certifications, and drawings outlined in section 10-14-6 of the Town Code, listed below:

- A. Preparation of plat: A final plat must be prepared for any proposed subdivision, unless as specifically exempted or provided otherwise under state law or this title. The plat shall be drawn on a sheet of vellum or mylar having outside or trim line dimensions of 24 inches x 36 inches. The border line of the plat shall 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 shall 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. A poorly drawn, incomplete or illegible plat may be rejected.
- B. Number submitted: The applicant shall submit one permanently reproducible copy and six prints of the final plat.
- C. Final plat application: The applicant must submit a completed final plat application and a plat that includes the items listed below. For a proposed subdivision of up to three lots, the DCD may modify or waive certain application requirements of this section, with Planning Commission approval, if they are not pertinent to the development or are unnecessary for the evaluation of the safety of the development.
 - a. Subdivision name, location: Subdivision name, if applicable, and the general location of the subdivision.
 - b. Map legend: A north point, scale and date.
 - c. Bearing, monuments: Accurately drawn boundaries showing the proper bearings and division, properly tied to public survey monuments. These lines should be heavier than street and lot lines to clearly define said subdivision boundaries.
 - d. Centerlines established: The names, width, lengths, bearings and curve data on centerlines of proposed public streets, alleys or easements.
 - e. Public dedications: The boundaries, bearings and dimensions of all portions within the subdivision, as intended to be dedicated to the use of the public.
 - f. Lots and blocks: All lots and blocks are to be numbered consecutively under a definite system. All proposed streets shall be named in accordance and in conformity with the street naming system of the Town.
 - g. Reserved areas: The lines, dimensions, bearings and numbers of all lots, blocks and parks reserved for any reason within the subdivision.
 - h. Watercourses: The location of existing watercourses.
 - i. Official monuments: The description and locations of all monuments set and established by the county or the United States Government that are adjacent or near the proposed subdivision.
 - j. Certified information: The typical forms acceptable to the Planning Commission lettered for the following:
 - i. Description of land to be included in subdivision;
 - ii. Registered professional engineer and/or land surveyor's certificate of survey;
 - iii. Owner's dedication;
 - iv. Notary public's acknowledgment;
 - v. A place for the Town Engineer's certificate of approval;

- vi. Places for the Planning Commission Chairman and the Mayor's signatures on final plat, attested by the Town Clerk;
- vii. A place for the Town Attorney's certificate of approval.
- k. Conformance with preliminary plat: The final plat must conform to the preliminary plat as approved or as approved with modifications, except where: a) the modifications to the final plat are a necessary result of significant changes in conditions beyond the control of the applicant; or b) the final plat includes a significant public amenity such as a pedestrian or river parkway or scenic or open space easement not previously included in the preliminary plat.
- l. Improvements: The final plat shall include an overall improvements drawing showing the location of the following:
 - i. All sewer mains and manholes;
 - ii. All water mains, valves and fire hydrants;
 - iii. All culinary water lines and pressurized irrigation lines, ditches, canals and other waterways, along with any required improvements;
 - iv. The location of all curb, gutter, sidewalk and other street improvements to be constructed as required by this Chapter;
 - v. All fences, barriers or landscaping as required by the Planning Commission;
 - vi. All special improvements required by the Planning Commission as conditions of subdivision approval;
 - vii. Location of all street name signs as required by the Town Engineer;
 - viii. The location of any dedicated open space as required by Chapter 19 of this title and a draft of the open space agreement.
- m. Water, sewer design: Drawings showing layout, profile and detailed design for sewer line, water lines and storm drains.
- n. 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.
- o. Grading plan: Final grading plan that meets the requirements of section 10-15B-10.
- p. Re-vegetation plan: A re-vegetation plan that meets the requirements of section 10-15B-8.
- q. Erosion control: Erosion control plan when required by the Town Engineer as a result of the preliminary plat review.
- r. Conservation, open space agreement: Final draft of any required conservation easement or open space agreement that has been approved by the Town Council.

Fire Impact Fee Receipt