



**Uintah County
Building, Planning and Zoning
Planned Unit Development Application.**

#2. Design Phase

A PUD (Planned Unit Development) is 1) a division of land into 100 or more lots, 2) a master planned community developed under negotiated standards, or 3) a commercial or industrial development or land division. A PUD shall be processed in three phases 1) the concept phase, 2) the design plat phase, and 3) the final plat phase. Infrastructure and public facilities may be dedicated. A PUD subdivision shall be connected to a culinary water system in accordance with Tri-County Health Regulations. A PUD shall be filed on a plat drawn and stamped by a licensed surveyor. No single phase of a PUD may contain more than 25 lots.

A PUD shall be processed in three stages:

- * (1) the concept phase which will go to a planning commission meeting for conceptual approval and a recommendation of approval or denial for any zoning changes will be forwarded to the Uintah County Commission;
- (2) design phase which will go to a planning commission meeting for approval (*this is where you're at!*); and
- (3) the final plat which will be placed on the planning commission agenda for a recommendation of approval or denial.

<p>Property information and location (All lines applicable to this site must be filled in)</p> <p>Section _____ Township _____ Range _____</p> <p style="text-align: center;">Parcel # _____</p> <p>Property Address: _____</p> <p><i>You MUST include a parcel map obtained from the Uintah County Recorder's Office with this application!</i></p>
<p>Name of subdivision: _____</p> <p>SUB# _____ Design Phase Fee: \$500.00; Receipt # _____</p> <p><i>Application Due by:</i> _____ <i>Meeting Date:</i> _____</p>
<p>Property owner(s) information</p> <p>Name(s): _____</p> <p>Mailing Address: _____</p> <p>City/County: _____ State: _____ Zip: _____</p> <p>Office/home phone: _____ Fax phone: _____</p> <p>Mobile phone: _____ Message phone: _____</p> <p>E-mail address: _____</p> <p style="text-align: center;"><i>Proof of Ownership must be submitted with this application</i></p>

Agent for the property owner(s)

Name(s): _____

Address: _____

City/County: _____ State: _____ Zip: _____

Office/home phone: _____ Fax phone: _____

Mobile phone: _____ Message phone: _____

E-mail address: _____

When Applicable, an agent authorization form properly signed and notarized MUST be included with this application

Engineer/Surveyor

Name(s): _____

Address: _____

City/County: _____ State: _____ Zip: _____

Office/home phone: _____ Fax phone: _____

Mobile phone: _____ Message phone: _____

E-mail address: _____

Professional License #: _____

Each development shall be actively pursued to completion. Any application that exceeds the time limits stated in the Subdivision Ordinance will be deemed null and void and the sub divider for that development waives all vested rights. Any extension must be requested prior to the expiration of the original approval. Should a prior application become void, the applicant must reapply at the concept phase. There shall be no presumption of approval of any aspect of the process. *Each application for a subdivision shall have all required submittals before it is accepted as a complete application.*

I (We) hereby submit this as a legal and complete application on: _____

Signature of owner(s) or agent(s):

Other submittals required for a complete application:

Failure to submit a complete application as required will void any vesting of property rights and delay the processing of the application!

Each application for a subdivision shall have all required submittals before it is accepted as a complete application. No application shall be accepted until such time that the planning commission has approved the current phase of approval. There shall be no presumption of approval of any aspect of the process. No application shall be accepted for any approval process if the time limit has expired on the previous approval process.

The Planning Commission may request specific information found to be incomplete in its review and table further action until the information is submitted. Denial shall include written findings of fact and decision. Denial may be based upon incompatibility with the general plan, geological concerns, location, incompatibility with surrounding land uses, the inability of the county or utility providers to provide public services, or the adverse effect on the health, safety, and general welfare of the county and its residents.

A Design Phase Application must include:

(1) Within six months of concept phase approval or within an approved six month extension, a complete application for design/preliminary plat approval for a phase of a major subdivision shall be submitted no later than **the last Friday of the month prior to the scheduled Planning Commission Meeting**. A complete application shall be received prior to the expiration of the concept approval.

(2) An application shall include:

- (a) **an application form (this form) and required fee;**
- (b) **four 24" X 36" prints of the plat,** drawn to the final plat standard;
- (c) **eight 8.5" X 11" copies** of the concept plan;
- (d) **an additional 8.5" X 11" copy** of the concept plan shall be submitted:
 - (i) when a proposed subdivision lies wholly or partially within one mile of the corporate limits of a municipality, for that municipality's comments;
 - (ii) when the subdivision is located wholly or partially within the boundary of an improvement or special district;
 - (iii) when applicable for review by any State or federal agency;
 - (iii) for each servicing utility; and

(e) **Three 24" X 36" prints of the infrastructure design and engineering drawings** for distribution to each of the following:

- i. County Planner, two copies; and
- ii. Uintah County Road Department.

(f) a list of on and off-site improvements and an estimate of the cost to complete the improvements to be used in determining bonding amounts.

(3) Within 14 days after the applicant or authorized representative submits an application, a pre-design conference shall be set up with the applicant and the County Planner. The County Planner shall extend an invitation to the conference to all servicing utility companies, the Uintah County School District, Uintah County Health Department, Uintah County Sheriff, Uintah County Roads Dept., Uintah County Recorder, and any other private or public body that has jurisdiction or an interest in providing public or utility services to the subdivision.

(4) After the pre-design conference and within 60 days, the applicant shall submit to the County Planner all revised construction drawings, design reports and the preliminary plat. When it is determined that these items are complete, the submittal will be placed on the planning commission agenda. The Planning Commission shall review and shall approve or disapprove the preliminary plan, or approve it with modifications. Approval or denial of the plan shall be based upon compliance with the master plan, and with the standards and conditions of approval as set forth in this Code. The action of the Planning Commission shall be written on the face of two (2) copies of the plan; one (1) of which shall be retained in the files of the Planning Commission, and one (1) of which shall be returned to the sub divider. If disapproved, the Planning Commission shall express its reasons therefore to the sub divider.

(5) Where generated on a computer, the plat shall also be submitted on a computer disk to be entered into the County database.

Planned unit developments may be excused from statutory time limits imposed by 16.12.070 if the Planning Commission agrees to receiving progress updates by the developer every year in the form of a presentation to the commission, a status letter, or other means approved by the County Planner.

16.20.040. Design and Engineering Drawings
Design phase infrastructure design and engineering drawings requirements.

NOTE: A poorly drawn or illegible design and engineering drawings is cause for denial. 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.

Infrastructure design and engineering drawings and documents shall include:

- (a) The location of the subdivision, as forming a part of a larger tract or parcel where the plan submitted covers only a part of the original parcel(s). The entire parent parcel shall be shown on the preliminary plat, including property reserved for future development;
- (b) The location, width and other dimensions of all existing or platted streets and other important features, such as watercourses, exceptional topography, and buildings within the tract and within two hundred feet of the tract to be subdivided;
- (c) Existing sanitary sewers, storm drains, water supply mains, and bridges within the tract, or within two hundred feet thereof;
- (d) The location, width and other dimensions of proposed streets, alleys, easements, parks and other open spaces, with proper labeling of spaces to be dedicated to the public, or to be reserved for common use and benefit of development residents;
- (e) Engineering drawings, including typical cross-sections and plans and/or written statements regarding the width and type of proposed streets; location, size and type of proposed water mains, sanitary sewers, or other sewage disposal facilities, storm drainage facilities, detention basins, and other proposed improvements, such as sidewalks, curbs and gutters, parks/open space and fire hydrants;
- (f) A grading and drainage plan indicated by solid-line contours superimposed on dashed-line contours of existing topography;
- (g) The general location of existing 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;
- (h) Proposed future street layout & drainage plan in dashed line for any portion of the property to be developed in a later phase;
- (i) Areas within the 100 year flood plain, water courses including culverts, water areas, streams, areas subject to occasional flooding, marshy areas or swamps, or any other flood prone area as listed by FEMA;
- (j) Storm water calculations and retention/removal plan certified by a licensed engineer and design drawings of the infrastructure necessary to accomplish the plan;
- (k) An overlay map showing soil types and soil interpretations taken from the National Cooperative Soils Survey; and
- (l) Signature blocks for the county road superintendent, planning commission chair, and fire warden on each design and construction drawing;
- (m) When the subdivision is located within the jurisdiction of a service or improvement district, a signature block for the service or improvement district;
- (n) Geologic maps and investigation reports regarding area suitability when land configurations dictate lot configuration and build able space; and
- (o) As may be required by the planning commission or the County Planner, a design report stamped by an engineer licensed in the State of Utah.

Plat Requirements

Poorly drawn or illegible plats will be deemed as an incomplete application!

16.20.30. Preliminary Plat (requirements).

NOTE: The preliminary plat shall be drawn to a scale of one (1) inch equals one hundred (100) feet or larger and shall be drawn to the following standards:

- A. The plat shall be prepared and certification made as to its accuracy by a registered land surveyor licensed to do such work in the State of Utah. Every detail of the plat shall be legible. A poorly-drawn or illegible plat is cause for its denial. A traverse shall not have an error of closure greater than one part in 10,000;
- B. The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line. When the plat is bounded by an irregular shore line or a body of water, the bearings and distances of a closing meander traverse should be given and a notation made that the plat includes all land to the water's edge or otherwise;
- C. If a plat is revised, a copy of the old plat shall be provided for comparison purposes;
- D. All blocks and lots within each block shall be consecutively numbered. Addresses shall be issued by the County Planner or designee and shall be shown on the plat with the corresponding lot number;
- E. For all curves in the plat, sufficient data shall be given to enable the re-establishment of the curves on the ground. The curve data shall include the radius, central angle, tangent, and arc length;
- F. Excepted parcels shall be marked, "Not included in this subdivision";
- G. All public lands and streets shall be clearly identified;
- H. Streets shall be identified by coordinate numbers, issued by the Zoning Administrator, that conform with the county's' addressing system. The naming of streets is optional and shall be in addition to the numbering of streets. Street names shall be approved by the Zoning Administrator;
- I. All easements shall be designated as such and dimensions given;
- J. All lands within the boundaries of the subdivision shall be accounted for, either as lots, walkways, streets, or as excepted parcels;
- K. Bearings and dimensions shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines;
- L. Parcels not contiguous shall not be included in one plat, neither shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat, provided that all owners join in the dedication and acknowledgments;
- M. Lengths shall be shown to hundredths of a foot. Angles and bearings shall be shown to seconds of arc;
- N. Surveys shall tie to a minimum of two duly establish section corners. Additional ties may also be required to the state grid system of other publicly recorded control system when required by the County Surveyor; and
- O. The County Commission may require each lot to list the total water allocation in acre/feet and flow rate for its allocation of water that is approved at the time of subdivision approval;
- P. The information on the plat shall include:
 - 1. the name of the subdivision, true north arrow and basis thereof, and date;
 - 2. name and address of the owner or owners of record, the names and addresses of the sub divider, the engineer, or surveyor of the subdivision, and the owner of the land immediately adjoining the land to be subdivided;
 - 3. the acreage of each lot carried to 3 decimal places;
 - 4. township, range, section and quarter section if a portion;
 - 5. graphic scale;
 - 6. ties to a minimum of two section corners with bearings and distances;
 - 7. survey monuments;
 - 8. contour map at appropriate intervals;
 - 9. when required by the County Commission, total water allocation in acre/feet for each lot and flow rate for its allocation of water when connection to a public water system is not possible; and
 - 10. approval signature blocks for: any improvement, service and special districts where all or part of the development is located; the county surveyor; the Tri County Health Department; and the County Planning Commission Chair.