



Uintah County Building & Zoning Major Subdivision Application

#2. Design Phase

16.12.070- Do not submit this application until your Concept Phase Plat and engineered drawings have been approved. A major subdivision 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 major subdivision shall be connected to a culinary water system in accordance with Tri-County Health Regulations. A major subdivision shall be filed on a plat drawn and stamped by a licensed surveyor. Each phase shall be actively pursued to completion. Any application that exceeds the one (1) year time limit as stated in the Subdivision Ordinance will be deemed null and void, and the subdivider for the development will waive 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.**

Name of subdivision: _____

SUB# _____ **Concept Phase Fee: \$500.00** Receipt #: _____

Application Due by: _____

PC. Meeting Date: _____ *Approved* *Denied*

Property information and location
(All lines applicable to this site must be filled in)

Section _____ Township _____ Range _____

Property Address: _____ Parcel # _____

City: _____ State: _____ Zip: _____

of Lots: _____ # of Phases: _____

You MUST include a parcel map obtained from the Uintah County Recorder's Office with this application!

Property owner(s) information

Name(s): _____

Mailing Address: _____

City/County: _____ State: _____ Zip: _____

Office/home phone: _____ Fax phone: _____

Mobile phone: _____ E-mail address: _____

A copy of a title report must be submitted with this application

Agent for the property owner(s)

Name(s): _____

Mailing Address: _____

City/County: _____ State: _____ Zip: _____

Office/home phone: _____ Fax phone: _____

Mobile phone: _____ E-mail address: _____

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: _____ E-mail address: _____

Professional License #: _____

Each development shall be actively pursued to completion. Any application that exceeds the one (1) year time limit as stated in the Subdivision Ordinance will be deemed null and void and the subdivider for that development will waive 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.*

No application shall be accepted until such time that the planning commission has approved the current approval process. 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, 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.

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 approval process. 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 major subdivision shall be processed in three stages:

- (1) the concept, which will go to a Planning Commission meeting;
- ✱ (2) **design phase which will go to a design conference and a Planning Commission meeting (*this is where you're at!*)**; and
- (3) The final plat which will be placed on the Planning Commission meeting agenda for a recommendation to the County Commissioners.

Phasing requirements for development.

(1) The final platting of subdivisions containing more than 25 lots shall be done in phases, except as provided in Subsection (3). Development shall be performed so that the phases will be contiguous and the required improvements will be continuous.

(2) When off-site improvements are complete and approved by the county engineer, and the lots are 70 percent sold, the subdivider may submit the next phase for final plat approval.

(3) A final plat including more than 25 lots will be accepted only upon the submission of evidence indicating that the market absorption rate is such, and the financial ability of the subdivider is such that the off-site improvements for all lots in the final plat will be completed within two years.

(4) Where it is prudent to engineer road or utility lines that extend into the next phase, such work may be done when it is shown in the prior phase as such.

Application requirements for the design phase.

(1) A complete application for design phase approval of a major subdivision shall be submitted no later than **5:00 P.M. on the deadline date for the next scheduled Planning Commission Meeting.**

(2) The applicant or authorized representative submits an application; a design conference shall be set up with the applicant, the County Planner, all servicing utility companies, the Uintah County School District, Uintah County Health Department, County Engineer, and any other private or public body that has jurisdiction or an interest in providing public or utility services to the subdivision.

(3) Prior to the design conference, the applicant shall submit to the Building & Zoning Office all 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 for review.

(4) An application shall include:

- (a) **An application form (this form);**
- (b) **Six 24" X 36"** prints of the plat
- (c) **Eight 11"X17" copies** of the preliminary plan
- (d) **Three 24" X 36" prints of the infrastructure design and engineering drawings**
- (e) **a list of off-site improvements and an estimate of the cost** to complete such improvements (see attached form).

- (f) The plat shall also be submitted on a computer disk to be entered into the County database in a format compatible with AutoCAD version 11 or higher and PDF format.

NOTE: The design phase approval shall be valid for a period of not more than one (1) year. The applicant or authorized representative may obtain *no more than two* six-month extensions by petitioning the Planning Commission before the one (1) year time limit has expired. The Planning Commission may not grant any extension without substantial progress having been demonstrated by the applicant or authorized representative.

Design phase (preliminary) plat requirements

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

Design phase plat requirements.

- (1) 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.
- (2) 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.
- (3) If a plat is revised, a copy of the old plat shall be provided for comparison purposes.
- (4) All blocks and lots within each block shall be consecutively numbered. Addresses shall be issued by the Uintah County Building Official and shall be shown on the plat with the corresponding lot number.
- (5) 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.
- (6) Excepted parcels shall be marked, "Not included in this subdivision."
- (7) All public lands and streets shall be clearly identified.
- (8) Streets shall be identified by names approved by the Road Department.
- (9) All easements shall be designated as such and dimensions given.
- (10) All lands within the boundaries of the subdivision shall be accounted for, either as lots, walkways, streets, or as excepted parcels.
- (11) 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.
- (12) 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.
- (13) Lengths shall be shown to hundredths of a foot. Angles and bearings shall be shown to seconds of arc.
- (14) Surveys shall tie into the state grid or other permanent marker established by the county surveyor.
- (15) Each lot shall 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.
- (16) The information on the plat shall include:
 - (a) All information required in Section 16.16 of the Uintah County Code.
 - (b) the name of the subdivision, true north arrow and basis thereof, and date;
 - (c) name and address of the owner or owners of record;
 - (d) square footage of each lot under one acre or the lot acreage if one acre or larger;
 - (e) township, range, section and quarter section if a portion;
 - (f) graphic scale;
 - (g) State plane coordinate on subdivision boundary;
 - (h) survey monuments;
 - (i) total water allocation in acre/feet for each lot and flow rate for its allocation of water;
 - (j) approval signature blocks for:
 - (i) any improvement, service and special districts where all or part of the development is located;
 - (ii) the County Engineer;
 - (iii) the Tri-County Health Department; and
 - (iv) the County Planning Commission Chairperson.

- (17) Where generated on a computer, the plat shall also be submitted on a computer disk to be entered into the County data base in a format compatible with AutoCAD version 11 or higher.

Design phase infrastructure design and engineering drawings requirements.

NOTE: *A poorly drawn or illegible design and engineered 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) plan, profile and typical cross-section drawings of the roads, bridges, culverts, sewers, and drainage structures;
- (b) a grading and drainage plan indicated by solid-line contours superimposed on dashed-line contours of existing topography;
- (c) the general location of 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;
- (d) proposed and existing sewage system layouts;
- (e) proposed future street layout in dashed line for any portion of the property to be developed in a later phase;
- (f) water courses and proposed storm water drainage systems including culverts, water areas, streams, areas subject to occasional flooding, marshy areas or swamps;
- (g) areas within the 100-year flood plain;
- (h) an overlay map showing soil types and soil interpretations taken from the National Cooperative Soils Survey;
- (i) a signature block for the county engineer on each design and construction drawing;
- (j) when the subdivision is located within the jurisdiction of a service or improvement district, a signature block for the service or improvement district;
- (k) geologic maps and investigation reports regarding area suitability when land configurations dictate lot configuration and buildable space; and
- (l) as may be required by the planning commission or the Building and Zoning Office, a design report stamped by an engineer licensed in the State of Utah