

Small Subdivision Application Packet



Planning and Development Services Department

48 West Young Street, PO Box 886
Morgan County, Utah 84050
(801) 845-4015
Fax (801) 845-6087



Dear Applicant,

This application packet has been developed as a means to assist you in understanding the application procedure and requirements when applying for **Small Subdivision** approval. This packet includes necessary background information that you will need to prepare and file a complete submittal, and which will allow your application to be processed and reviewed in the timeliest manner possible. The following materials have been included in this application packet for your convenience:

- Small Subdivision Application Form
- Affidavit Form
- Small Subdivision Application Checklist
- Small Subdivision Review Process Chart

Incomplete applications will not be accepted, receipted, or processed. In order to adequately process your subdivision request, the following materials will be required at the time of submission of your application:

- Small Subdivision Application Form
- Signed & Notarized Affidavit Form
- All items listed on the Small Subdivision Application Checklist (incomplete applications will not be accepted)
- Application & Processing Fees, as specified in the current Morgan County Fee Schedule
- Other supporting materials as applicable

Should you have any further questions regarding the application materials, process, or laws and ordinances governing subdivision petitions, please feel free to contact the Planning and Development Services Department at the address and phone number below. Pre-application meetings with staff are strongly encouraged. The Morgan County Code can be accessed via www.morgancountyutah.gov. Thank you for your interest in Morgan County, and we look forward to working with you very soon. Please note that staff is available to hold a pre-application meeting prior to submittal of a full application to review preliminary drawings and discuss applicable code sections.

Sincerely,

Morgan County Planning &
Development Services Department

Small Subdivision Application

Planning and Development Services
48 West Young Street, P.O. Box 886
Morgan, UT 84050
(801) 845-4015 Fax (801) 845-6087
www.morgancountyutah.gov



Notice: The applicant must submit copies of the preliminary and final plat plans to be reviewed by the County in accordance with the terms of the Morgan County Code. The submittal of this application marks the beginning of the Pre-Review phase for a Subdivision Application. Pre-Review determines if an application submittal is complete. An application will not be considered complete without all submittal items listed on the checklist, along with any required fees not paid. In addition, please submit any other supplementary applications required in the checklist for this application. Reviews are typically completed in 3-4 weeks, but many factors can contribute to a longer review period. The timeline for those reviews will start when the submittal is complete. It is the responsibility of the applicant to ensure that fees are paid and documents are submitted completely for all necessary applications.

Once a set of preliminary and final plat plans are submitted and verified by staff, the plans are subject to compliance reviews by the various county departments and contracted staff, and may be returned to the applicant for revision if the plans are found to be inconsistent with the requirements of the County Code and all other applicable laws. All submitted final plat proposals shall be reviewed in accordance with Title XV of the Morgan County Code. Submission of preliminary and final plat plans in no way guarantees placement of the application on any particular agenda of the county land use authority. It is **strongly** advised that all final subdivision plans be submitted well in advance of any anticipated deadlines.

**The application you are submitting may become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform the County employee accepting this information. Morgan County does not currently share your private, controlled or protected information with any other person or government entity.*

Small Subdivision Application Fees

As Shown In The Morgan County Fee Schedule

Number of Lots: _____

_____	Small Subdivision (Preliminary & Final Plat).....	\$750.00 plus \$50.00/lot
_____	Engineering review fees.....	\$Actual Cost
_____	Surveyor Review Fees.....	\$Actual Cost
_____	Outside Consultants or Outsourced Staff Fee.....	\$Actual Cost
_____	Noticing Fee.....	\$60.00

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH }
 }ss
COUNTY OF MORGAN }

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying and the Morgan County Planning and Development Services Staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20____.

(Notary)
Residing in Morgan County, Utah

My commission expires: _____

.....

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the County considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20____, personally appeared before me _____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)
Residing in Morgan County, Utah

My commission expires: _____

Small Subdivision Checklist

Plans shall be prepared by a qualified professional. A pre-review will be conducted to verify that all required items have been submitted. Full review will commence only after a complete application is received; incomplete applications will not be reviewed. All required materials must be included.

Location and Physical Information

Yes/No

- _____ Is the subdivision exempt from the Wildland Urban Interface requirements? (Reference map on website)
- _____ Is the subdivision (or portion thereof) in a Sensitive Area or Geologic Hazards area?
 - Areas zoned A, AE, AH, and AO on FEMA Flood Insurance Rate Maps
 - Areas with specific geologic units (see MCC § 155.223, and local geologic units map)
 - Wetlands as defined by US Army Corps of Engineers
 - Drainage channels subject to flash flooding
 - Alluvial fans subject to debris flow

Small Subdivision Preliminary & Final Submission Requirements

Check

- _____ Application Fee
- _____ Noticing Fee
- _____ Completed Notarized Application Form
- _____ Geotechnical Soils Report
- _____ Preliminary Title Report.
- _____ Mailing address list from the Planning office of all property owners within 1000 feet of the proposed subdivision boundary.
- _____ Stamped #10 size envelopes for property owners within one thousand (1000) feet. Return address left blank.
- _____ One set of full-size plans (24" x 36"); two sets of small plans (11" x 17"); and full-size electronic copies of all plat drawing in PDF format.
- _____ A signed and notarized Public Improvements Agreement, as applicable.
- _____ Surety to cover improvements as required by the County Engineer in the amount of 115% of the estimated construction costs, as applicable. The only surety type acceptable to Morgan County is a cash deposit.

Construction Drawings Submission Requirements

Check

- _____ One set of full-size Construction Drawings sufficient for review and approval by the County Engineer (24" x 36"); two sets of small plans (11" x 17"); and electronic copies of all plat drawing in PDF format.

Small Subdivision Preliminary Plans shall contain the following minimum information:

- **Vicinity Map (Separate from Preliminary Plat)**
 - Drawn at a maximum scale of 1:1000.'
 - Show all existing and proposed roadways in the vicinity of the proposed development.
 - A north arrow.
 - The nearest section corner tie.
 - Subdivision name.
- **Certified boundary survey of the subject property, which meets State of Utah requirements, which also depicts all easements identified by the title report.**
- **Subdivision Amendment Preliminary Plat**
 - **Preliminary Plat Content (all facilities within 200 feet of the plat shall be shown)**
 - Drawn at a scale no smaller than 1"=100'.
 - North arrow
 - Subdivision name
 - Layout with the names & widths of existing & future road rights of way, with proposed road grades.
 - A tie to a permanent survey monument at a section corner.
 - Boundary lines of the subdivision with bearings & distances.
 - Layout and dimensions of proposed lots with lot areas in square feet.
 - Location, dimensions, and labeling of other spaces including open spaces, parks, trails, & public spaces.
 - Location of manmade features including bridges, railroad tracks, fences, ditches, and buildings.
 - Topography at two foot intervals. One foot contours may be required by the County Engineer in particularly flat areas.
 - Location and ownership of all adjoining tracts of land.
 - Proposed subdivision phasing plan and relationship to existing phases of development.
 - Total acreage and square footage of the entire property, and total acreage and square footage of property in each zone (where a zone line transects the property).
 - Total acreage and square footage of each lot, and total acreage and square footage of each zone on each lot (where a zone line transects a lot).
 - Location & ownership of all adjoining tracts of land.
 - Proposed subdivision phasing plan and relationship to existing phases of development.
- **Grading and Drainage plans (may be combined with plat sheet, if approved by the County Engineer)**
 - Plan drawn to scale not smaller than 100 feet to the inch, showing the road and lot layout.
 - Topography at two foot contour intervals
 - North arrow
 - Subdivision name.

- Areas of substantial earth moving.
- Location of existing watercourses, canals, ditches, springs, wells, culverts, and storm drains.
- Location of any 100-year flood plain as designated by FEMA.
- A storm drainage plan showing water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, outlets to offsite facilities and off site drainage facilities planned to accommodate the project drainage.
- Show existing wetlands
- Slope analysis which depicts all slopes greater than 15% and greater than 25% with distinct notation.
- **Utility Plan (may be combined with plat sheet, if approved by the County Engineer).**
 - Plan drawn to scale not smaller than 1"=100', showing the road and lot layout.
 - North arrow
 - Subdivision name.
 - Show all existing and proposed utilities including: sewer, culinary water, well locations with secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, and street lights, television and telecommunications.
 - Show location and dimensions of all utility easements.
- **The applicant shall provide the following documents with the application:**
 - Three copies of a geotechnical soils report
 - A traffic report when required by the Planning Commission or County Engineer.
 - Preliminary title report, which specifically references the boundary survey and exactly matches the legal description of the outside boundary of the subdivision.
 - Service agreements from all utility companies or providers.
 - Any necessary agreements with adjacent property owners regarding storm drainage or other matters pertinent to subdivision approval.
 - Maintenance agreements for subsurface drains serving the subdivision, if they are proposed or exist.
 - An agricultural impact analysis, on subdivisions which are contiguous to an adopted agricultural preservation area, or which contain an agricultural open space conservation easement within the plat.
 - Written verification of all proposed water sources. For all proposed water sources, provide approval letters from the Weber/Morgan County Health Department and proof of all water rights, including quantities (water rights certificates, etc.), for each well and water source to be utilized for the development.
- Verification of approval from the Weber-Morgan County Health Department regarding the proposed location of all septic systems and water source protection areas.
- When the subdivision is located within the sensitive area district or geologic hazards special study area, required reports and documents are to be submitted in accordance with the provisions of this title.
- The subdivider shall comply with all applicable federal, state, and local laws and regulations, and shall provide evidence of such compliance if requested by the county.
- Copy of proposed protective covenants in all cases where subsurface drains or other common area maintenance proposals are to serve any portion of the subdivision.
- Tabulations showing the total number of lots or buildings sites, and the percentage of land in roads, lots, and open space.
- **The applicant shall submit all information concerning site geology, area hydrogeology, site topography, and soil types.**
- **The applicant shall submit evidence of proven wet water by:**
 - The drilling of at least one test well from within the described subdivision boundary, as determined by a geotechnical engineer, licensed in the state of Utah.
 - Well logs shall be submitted to the County identifying the depth and yield of the well.
 - Information submitted must verify that the source is consistently available to supply 800 gallons per day per equivalent residential connection at a minimum flow rate of 0.55 gallons per minute.
 - Water for irrigation supplies shall be verified to provide three GPM per irrigated acre.
 - If the proposal is being served by an existing water utility company, these requirements do not apply.
- **Any additional submittal requirements required for or by Master Planned Development Reserves, specific Development Agreements, or requirements and conditions of other applicable ordinances or previous approvals, such as geologic hazards, sensitive area zone, flood hazards ordinance, etc.**
- **Any other information the applicant believes necessary to present to the Planning Commission or County staff.**
- **Electronic copies of all preliminary and final plat drawings in PDF format.**
- **The County Staff may require additional information to establish compliance with ordinances and submittal requirements before acceptance of the preliminary plat application.**

Small Subdivision Final Plat Checklist

Incomplete applications will not be accepted or held.

All required items shall be submitted

• **The Small Subdivision Final Plat shall contain at a minimum the following information:**

- The final approved plat shall consist of a Mylar with the outside or trim line dimensions of twenty four inches by thirty six inches (24" x 36"). The Mylar shall be submitted to the county at least twenty (20) days prior to consideration for placement on the county council agenda for approval. Until that date, submittal of paper copies is sufficient for review. The borderline of the plat shall be drawn in heavy lines leaving a space of at least one and one-half inches (1½") on the left side and at least one-half inch (½") margin on the other sides. The plat shall be so drawn that the top of the drawing faces either north or west, whichever accommodates the drawing best. All lines, dimensions, and markings shall be made on a Mylar with approved waterproof black ink. The plat shall be made to a scale large enough to clearly show all details, and in any case not smaller than one hundred feet (100') to the inch, and workmanship on the finished drawing shall be neat, clean cut and readable.
- The final plat shall show the subdivision name that is distinct from any other recorded subdivision name and the general location of the subdivision in bold letters at the top of the sheet.
- The plat shall contain a north arrow and scale of the drawing and the date.
- An accurate and complete survey, which conforms to Utah state law.
- Plats will show accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision, properly tied to at least two (2) public survey monuments. These lines should be slightly heavier than street and lot lines.
- The final plat shall show all survey, mathematical information and data necessary to locate all monuments and to locate and retrace all interior and exterior boundary lines appearing thereon, including bearing and distance of straight lines, and central angle, radius and arc length of curves, and such information as may be necessary to determine the location of beginning and ending points of curves. All property corners and monuments within the subdivision shall be tied to an acceptable Morgan County monument, as determined by the Morgan County surveyor. Lot and boundary closure shall be calculated to the nearest 0.02 of a foot.
- All lots, blocks, and parcels offered for dedication for any purpose should be delineated and designated with dimensions, boundaries and courses clearly shown and defined in every case. The square footage of each lot shall be shown. All parcels offered for dedication other than for streets or easements shall be clearly designated on the plat. Sufficient linear, angular and curved data shall be shown to determine readily the bearing and length of the boundary lines of every block, lot and parcel which is a part thereof. No ditto marks shall be used for lot dimensions.
- The plat shall show the right of way lines of each street, and the width of any portion being dedicated and widths of any existing dedications. The widths and locations of adjacent streets and other public properties within fifty feet (50') of the subdivision shall be shown with dashed lines. If any street in the subdivision is a continuation or an approximate continuation of an existing street, the conformity or the amount of nonconformity of such existing streets shall be accurately shown.
- All lots are to be numbered consecutively under a definite system approved by the county. Numbering shall continue consecutively throughout the subdivision with no omissions or duplications.
- All streets within the subdivision shall be numbered (named streets shall also be numbered) in accordance with and in conformity with the adopted street numbering system adopted by the county. Each lot shall show the street addresses assigned thereto, and shall be according to the standard addressing methods approved by the county. In the case of corner lots, an address will be assigned for each part of the lot having street frontage.
- The side lines of all easements shall be shown by fine dashed lines. The width of all easements and sufficient ties thereto to definitely locate the same with respect to the subdivision shall be shown. All easements shall be clearly labeled and identified.
- The plat shall fully and clearly show all stakes, monuments and other evidence indicating the boundaries of the subdivision as found on the site. Any monument or bench mark that is disturbed or destroyed before acceptance of all improvements shall be replaced by the subdivider under the direction of the county surveyor. The following required monuments shall be shown on the final plat:
 - The location of all monuments placed in making the survey, including a statement as to what, if any, points were reset by ties;
 - All right of way monuments at angle points and intersections as approved by the county surveyor.
- The final plat shall contain the name, stamp and signature of a professional land surveyor, together with the date of the survey, the scale of the map and number of sheets. The following certificates, acknowledgements and descriptions shall appear on the title sheet of the final plat, and such certificates may be combined where appropriate:
 - Professional land surveyor's "certificate of survey".

- That deposited funds may only be reduced upon the written request of the subdivider as system improvements are completed. The amount of the reduction shall be determined by the county engineer. Reductions shall be made only as they apply to the completion, satisfactory to the county engineer, of entire systems. The improvements for subdivisions are typically grouped into six (6) system categories: culinary water, storm drainage, roadways, parks/trails and landscaping, erosion control and miscellaneous/finish items. Additional categories may be added if approved by the county engineer. Such written reduction requests may be made only once every thirty (30) days and no reduction shall be authorized until such time as the county engineer has inspected the improvements and found them to be in compliance with the county's standards and specifications. All reductions shall be by written authorization of the county engineer. No deposited funds shall be reduced below ten percent (10%) of the county engineer's estimated cost of the improvement to be installed until final acceptance by the county engineer following an improvement assurance warranty period. No reduction in deposited funds shall be allowed for materials which are delivered to the subdivision site but not installed in accordance with approved construction drawings;
- That if the deposited funds are inadequate to pay the cost of the completion of the improvements according to the county's standards or specifications for whatever reason, including previous reductions, the subdivider shall be responsible for the deficiency and no further building permits shall be issued in the subdivision until the improvements are completed or, with county council approval, a new, satisfactory deposit and improvements guarantee has been executed and delivered to the county;
- That the county's cost of administration and engineering costs incurred in obtaining the deposited funds, including attorney fees and court costs, shall be deducted from any deposited funds;
- That the subdivider shall guarantee all improvements installed against any damage arising from any defect in construction, materials, or workmanship during the warranty period and shall promptly repair the same upon notice from the county; and
- That the subdivider shall agree to hold the county harmless from any and all liability which may arise as a result of defects in materials and workmanship of the improvements which are installed until such time as the county certifies the improvements are complete and accepts the improvements at the end of the warranty period.
- The only allowed financial security for the improvements guarantee shall be funds deposited directly with the Morgan County treasurer.
- The improvements guarantee and deposited funds may be extended by the county engineer one time for six (6) months for good cause shown. Any subsequent extension shall require approval by the county council following timely written request by the developer.
- **If the final plat is not recorded within two (2) years from the date of county council approval, such approval shall be null and void. This time period may be extended by the County Commission for up to one additional one (1) year period for good cause shown. The subdivider must petition in writing for an extension prior to the expiration of the original two (2) years. No extension will be granted if it is determined that it will be detrimental to the county. If any of the fees charged as a condition of subdivision approval have increased, the county may require that the bond estimate be recalculated and that the subdivider pay any applicable fee increases as a condition of granting an extension.**

Small Subdivision General Review Process

