

# Preliminary Plat

## 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 **Preliminary Plat 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:

- Preliminary Plat Application Form
- Affidavit Form
- Preliminary Plat Application Checklist
- Preliminary Plat 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:

- Preliminary Plat Application Form
- Signed & Notarized Affidavit Form
- All items listed on the Preliminary Plat 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](http://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 and Development Services Department

# Preliminary Plat Review Process

Planning and Development Services  
48 W. Young Street, P.O. Box 886, Morgan, UT 84050  
(801) 845-4015 Fax (801) 845-6087  
[www.morgancountyutah.gov](http://www.morgancountyutah.gov)

*Notice:* The applicant must submit copies of the preliminary 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 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 preliminary plat proposals shall be reviewed in accordance with Title XV of the Morgan County Code. Submission of preliminary 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 preliminary 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 to process 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.*

## Preliminary Plat Fees

*As Shown In The Morgan County Fee Schedule*

_____	Preliminary Plat w/infrastructure improvements review fee .....	\$500.00 plus \$50.00 per lot
_____	Preliminary Plat w/out infrastructure improvements review fee .....	\$500.00 plus \$25.00 per lot
_____	Engineering review fees .....	\$Actual Cost will be billed to applicant
_____	Surveyor Review Fees .....	\$Actual Cost will be billed to applicant
_____	Outside Consultants or Outsourced Staff Fee .....	\$ Actual Cost will be billed to applicant
_____	<b>Noticing Fee</b> .....	<b>\$60.00</b>



# Preliminary Plat 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 § 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

\_\_\_\_\_ Is the subdivision (or portion) in a flood plain?  
If yes, provide flood plain panel number: \_\_\_\_\_.

Current Zoning: \_\_\_\_\_

## Submission Requirements

Check

\_\_\_\_\_ Application Review Fee (see page 3)

\_\_\_\_\_ Noticing Fee (see page 3)

\_\_\_\_\_ Completed Notarized Application Form

\_\_\_\_\_ Geotechnical Soils Report

\_\_\_\_\_ Title Report

\_\_\_\_\_ Mailing address list from the Planning office of all property owners within 1000 feet of the subject property parcel.

\_\_\_\_\_ 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 electronic copies of all plat drawing in .pdf format. 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.

#### ○ 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.
  - Weber-Morgan Health Department has a Subdivision Application that is required for their review before they will sign a mylar for recordation. Find out details about that application on their website or by calling 801-399-7160.
- 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.**

Ordinances applicable to preliminary plat approval can be found in the following locations of the Morgan County Code:  
MCC § 155.170: Sensitive Area District ● MCC § 155.220: Geologic Hazards Area ● MCC § 155.385: Subdivisions

Please see [www.morgancountyutah.gov](http://www.morgancountyutah.gov) for links to these and other ordinances.

# Preliminary Plat General Review Process

