

FINAL 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 **Final Plat** approval. Preliminary Plat approval is required prior to the submittal of this application. This packet includes all the necessary background information you will need to prepare and file a complete submittal, and 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:

- Final Plat Application Form
- Affidavit Form
- Final Plat Application Checklist
- Final 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:

- Final Plat Application Form
- Signed & Notarized Affidavit Form
- All items listed on the Final 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. 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

Final Plat Application

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Notice: The applicant must submit copies of the 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 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 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.*

Final Plat Fees

As Shown In The Morgan County Fee Schedule

Number of Lots: _____

_____	Final Plat with infrastructure improvements review fee.....	\$300.00 plus \$10.00 per lot
_____	Development Agreement review fee (if applicable).....	\$750.00
_____	Engineering review fees.....	\$ Actual Cost
_____	Surveying 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 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: _____

Final 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.

Submission Requirements

Check

- _____ Application Review Fee (see page 3)
- _____ Noticing Fee (see page 3)
- _____ Completed Application Form
- _____ Approved Preliminary Plat. Date approved _____
- _____ Recently prepared Preliminary Title Report. Title reports must not be older than 30 days at point of recording final plat, and must coincide with owner's signatures on the plat.
- _____ 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. The only surety type acceptable to Morgan County is a cash deposit.
- _____ 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.
- _____ Final Development Agreement, as applicable.
- _____ Construction Drawings sufficient for review and approval by the County Engineer. One set of full-size plans (24" x 36") and full-size electronic copies of all plat drawing in PDF format (see MCC § 155.416)
- _____ The subdivider shall comply with all applicable federal, state, & local laws & regulations, & shall provide evidence of such compliance if requested by the County
- _____ 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. The final plat shall contain at a minimum the following information:

- **A The Subdivision Amendment 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 Commission 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.

- This subsection A does not apply if upon the applicant's request, the county has authorized the applicant to post an improvement completion assurance in a manner that is consistent with this section.
- Prior to signing of a final plat by the county engineer, county attorney, county clerk, and County Commission chairperson, the subdivider shall enter into an improvements guarantee acceptable to the county as security to ensure completion of all improvements required to be installed in the subdivision. The improvements guarantee shall be in a form approved by the county attorney, shall be signed on behalf of the county by the County Commission chairperson, and may contain specific provisions approved by the county attorney. The agreement shall include, but not be limited to:
 - The subdivider's agreement to complete all improvements within a period of time not to exceed twenty four (24) months from the date the agreement is executed;
 - The improvements shall be completed to the satisfaction of the county and in accordance with the county's design and construction standards as established by the county engineer and adopted by the County Commission;
 - A provision that the improvements guarantee amount of deposit shall be equal to one hundred ten percent (110%) of the county engineer's estimated cost of the improvements to be installed;
 - That the county shall have immediate access to the deposited funds when necessary to remedy a deficiency in required subdivision improvements or a violation of the improvements agreement;
 - 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 Commission 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 Commission following timely written request by the developer.
- **If the final plat is not recorded within two (2) years from the date of County Commission 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.**

Final Plat General Review Process

