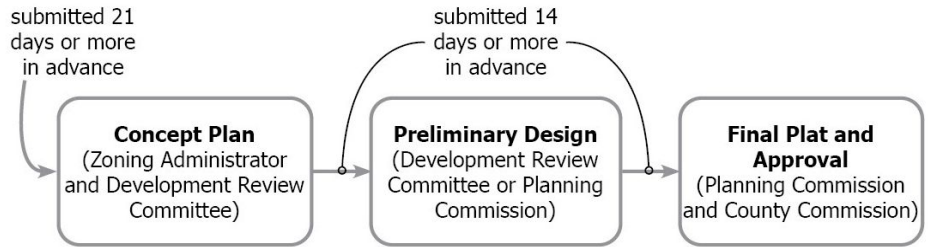




## SUBDIVISION APPROVAL PROCEDURE OVERVIEW



## Concept Plan Checklist

Attach to the Concept Subdivision Plan all necessary documentation and requirements as per the following Concept Plan Review Process checklist. See Chapter 13, Section 13.12 of the Sevier County Development Code.

Missing information may be the cause for denial of application and/or Concept Plan. Other information may be required in the Zoning Ordinance.

Initial by staff or Planning Commission if completed, cross out and sign by chairman of Planning Commission if waived or not applicable to approval process:

1. \_\_\_\_\_ Municipal annexation request form;
2. \_\_\_\_\_ The proposed name of the subdivision;
3. \_\_\_\_\_ A vicinity plan;
4. \_\_\_\_\_ A proposed lot and street layout, indicating general scaled dimensions of lots to the nearest foot;
5. \_\_\_\_\_ A description of the type of water system proposed; also, documentation of water rights, and of historic water use;
  - a. When private wells and on-site adsorption sewage disposal systems are proposed, a description of how each proposed lot will conform to the standard protection radius around the well-head; (refer to 13.24.170)
6. \_\_\_\_\_ A description of the type of sewer or sanitary waste system proposed;
7. \_\_\_\_\_ A description of the method of financing improvements and a statement concerning the timing of improvement installation, specifically improvements that are to be installed following the recording of the final plat; (refer to 13.28.020-13.28.30)
8. \_\_\_\_\_ The acreage of the entire tract proposed for the subdivision, including plans for maintenance and ownership of remaining non-buildable lands as required

in the zoning ordinance; (refer to 13.32 Cluster Subdivisions and Open Space.

9. \_\_\_\_\_ Geologic hazards within the tract;
10. \_\_\_\_\_ Letters of feasibility from the appropriate health officers of the proposed water and sewerage systems including irrigation, canals, and ditches necessary to meet the requirements of this title, the local health officer, and the state Department of Environmental Quality, Central Utah District.

## Preliminary Design Plan

Attach to the Preliminary Subdivision Plan all necessary documentation and requirements as per the following Concept Plan Review Process checklist. See Chapter 13, Section 13.16 of the Sevier County Development Code.

Missing information may be the cause for denial of application and/or Preliminary Plan. Other information may be required in the Zoning Ordinance.

Ten (10) copies of the following shall accompany and be a part of the submission:

1. \_\_\_\_\_ A sewage disposal report or mode of sewage treatment when on-lot sewage treatment is proposed;
2. \_\_\_\_\_ A vicinity plan;
3. \_\_\_\_\_ A map at a suitable scale showing the following:
  - a. Proposed stormwater drainage systems. (Note: Detailed design of drainage structures is not required for preliminary design),
  - b. Approximate boundaries of areas subject to inundation or stormwater overflows of an intensity estimated to occur with a return frequency of once every one hundred (100) years,
  - c. A composite utilities easement plan showing location, size and proposed use of all

easements. All utilities must be constructed within approved easements and extended to property lines of all lots within the subdivision,

- d. When private wells and on-site adsorption sewage disposal systems are proposed, a plan showing the proposed location of each well and disposal system following the required standard protection radius for each well; (refer to 13.24.170)
4. \_\_\_\_\_The substance of all other covenants, grants of easements or restrictions to be imposed upon the use of the land, buildings, and structures;
5. \_\_\_\_\_A letter from Soil Conservation District or other capable agency regarding soil suitability for proposed subdivision;
6. \_\_\_\_\_Geologic maps and investigation reports regarding area suitability for the proposed development, to satisfy concept plan findings;
7. \_\_\_\_\_A letter from each utility company involved, addressed to the planning commission, stating that they have reviewed the plan and are setting forth their comments concerning the extent of services, the design of utility easements to every lot within the subdivision; the plan approved by the utility company shall be returned, initialed by the company, to the planning commission;

## Final Plat

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Attach to the Final Subdivision Plat all necessary documentation and requirements as per the following Concept Plan Review Process checklist. See Chapter 13, Section 13.20 of the Sevier County Development Code.

Missing information may be the cause for denial of application and/or Preliminary Plan. Other information may be required in the Zoning Ordinance

1. \_\_\_\_\_Drawings showing layout, profile, and detail design of:
2. \_\_\_\_\_All utilities and easements, plus statements from utility companies (water, sewer, electric, gas, telephone, etc.) as applicable, that the service will be provided to every lot of the development;
3. \_\_\_\_\_Plan, profile and typical cross-section drawings of roads, bridges, culverts, sewers and other drainage structures;
4. \_\_\_\_\_Grading and drainage plan. The proposed grading plan shall be indicated by solid-line contours superimposed on dashed-line contours of existing topography for the area of the final plat. Such contours shall be at two-foot intervals for predominant ground slopes within the tract between level and five percent

grade, and five-foot contours for predominant ground slopes within the tract over five percent grade. In case of predominantly level topography throughout a subdivision, one-foot contour intervals may be required;

5. \_\_\_\_\_Erosion control plan where required, to be submitted as a result of preliminary design plan review;
6. \_\_\_\_\_An exact copy of a certificate of a title insurance company or attorney's opinion, which shall set forth the names of all property owners included in the plat and shall include a list of all mortgages, judgments, liens, easements, contracts and agreements of record in the county which shall affect the property covered by such plats. If the opinion of title discloses such encumbrances, then at the option of the board of county commissioners, the holders or owners of such mortgages, judgments, liens, easements, contracts, or agreements shall be required to join in and approve the application before the plat shall be acted upon by the planning commission;
7. \_\_\_\_\_Where a portion of an existing easement is contiguous to a proposed easement or right-of-way of a new subdivision, proof of the dedication of the existing easement or right-of-way acceptable to the planning commission must be submitted;
8. Where the subdivider is to dedicate land for schools, roads, parks, or other public purposes, a letter of intent is required from the public agency receiving the dedication and stating how applicable improvement standards will be met. When land within a subdivision is to be purchased by a public agency for public use, a letter of intention to purchase shall be required;
9. \_\_\_\_\_When a new street will intersect with a state highway or will cross a railroad, a copy of the state highway permit or railroad crossing permit shall be permitted; Rear yard or side yard setbacks abutting railroad tracks shall be a minimum of 40 feet, unless an earthen berm or other sound barrier is provided along the property line adjacent to the railroad tracks.
10. \_\_\_\_\_Where improvements are not to be completed prior to approval of the final plat, cost estimates shall be submitted for construction of streets and related facilities, water distribution system, sewage collection system, floodplain protection, storm drainage facilities, and such other facilities as may be required. In addition, the subdivider shall submit a proposal to satisfy the requirements of Chapter 13.28.
11. \_\_\_\_\_Copies of protective covenants, deed restrictions, trust agreements, and homeowners Association articles and bylaws, including those required by the board of county commissioners, to govern the future use of each of water or sewer system, re-subdivision, open space, and other potential changes which might significantly alter the subdivision as approved by the board of county commissioners with regard to the criteria and standards of these regulations;

12. \_\_\_\_\_ Monument record;
13. \_\_\_\_\_ All information required by FHA when subdivision will be submitted to that agency for feasibility and approval under a federal program.

Ten (10) Copies of all materials required by this chapter shall be submitted to the planning commission, or its authorized representative, by the subdivider or his authorized representative at least fourteen (14) days before the next regularly scheduled planning commission meeting.