

Preliminary Subdivision Application (Instructions)



WHAT TO DO:

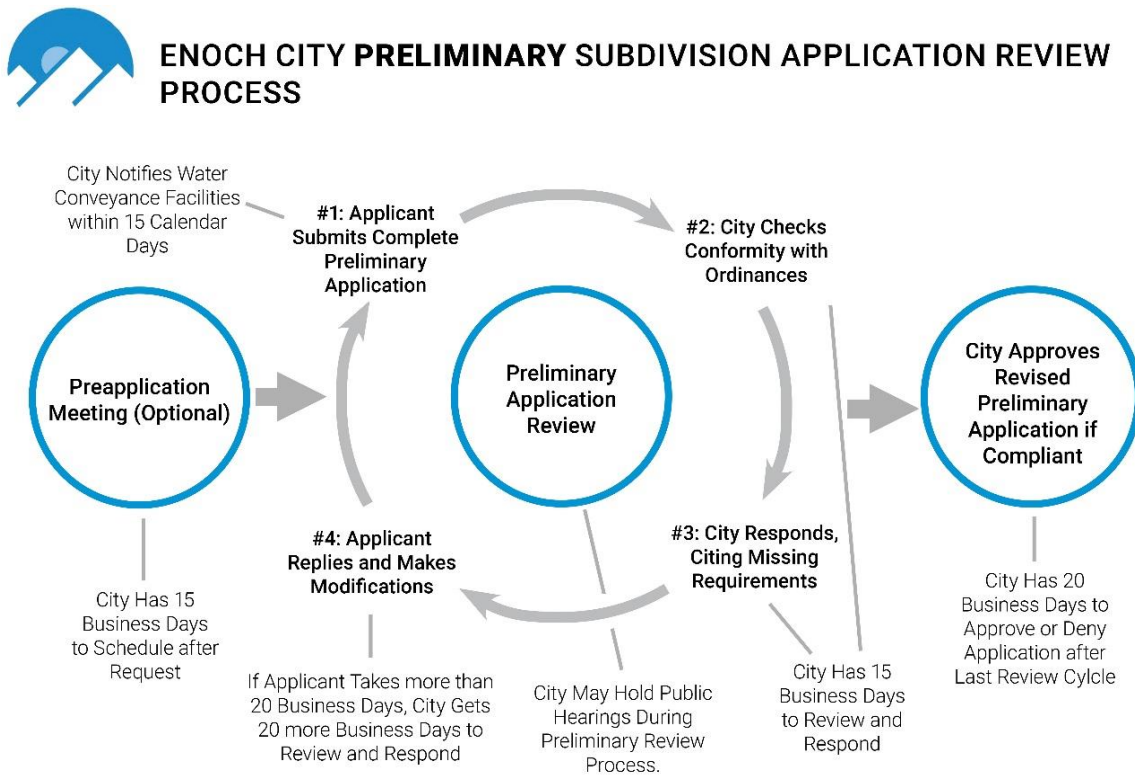
Submit this completed checklist and all supporting documents to the City Manager, Rob Dotson (rob@enochcity.org). Pay the preliminary application fee (0 to 10 lots = \$350, 11-20 lots = \$525, Every Additional 10 lots = \$150) on the City website. Before applying, you may voluntarily schedule a pre-sketch meeting with the City Engineer or City Manager to review a concept plan and/or other elements of your application.

WHAT TO EXPECT:

City staff will review your application and determine whether it is complete. It is your responsibility as the applicant to comply with City ordinances. Any application deemed incomplete will be returned to you for necessary corrections and will not be considered filed with the City until you have corrected and resubmitted it.

When your application is complete, the City will review and respond to your application within 15 business days. You may be required to revise your application to conform to City ordinances and standards or to better protect the health and safety of Enoch City residents. If the City approves your preliminary application, you must then submit a final application.

The review and approval process, as well as the application requirements, are governed by City ordinance chapters [12.2400–12.3000](#). The flowchart below summarizes the preliminary application review and approval process.



Preliminary Subdivision Application



Name of Proposed Subdivision: _____

County Tax Parcel Number: _____

Current Zoning of Property: _____

<p><i>THIS BOX IS FOR OFFICIAL USE ONLY:</i></p> <p>Date Received: _____</p> <p>Receipt #: _____</p> <p>Amount Paid: _____</p>
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----- CONTACT INFORMATION -----

<p style="text-align: center;">Applicant Information</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p style="text-align: center;">Property Owner #1 Information</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<p style="text-align: center;">Property Owner #2 Information (If Applicable)</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p style="text-align: center;">Property Owner #3 Information (If Applicable)</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>

If the property to be subdivided has more than three owners, attach supplemental information for remaining owners.

----- PRELIMINARY DOCUMENT CHECKLIST -----

- 1 _____ **An approved land use application** that describes how the property will be used after it is subdivided. This land use application must include an approved conditional use permit, an approved variance, or citations to specific municipal ordinances that permit the intended use.
- 2 _____ **A preliminary plat**, drawn to scale, in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The plat must include:
 - a _____ The proposed name and general location of the subdivision, in bold letters at the top of the plat. The proposed subdivision name must be distinct from any subdivision name on a plat recorded in the County Recorder's Office.
 - b _____ The boundaries, course, numbering, and dimensions of all proposed parcels. All lots should be consecutively numbered.
 - c _____ The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale.

- d _____ The parcel numbers of all adjoining property owners of record, or the names of adjoining developments and the names of adjoining streets.
 - e _____ The address and phone number of the land surveyor and/or engineer who prepared the plat.
 - f _____ Sufficient data acceptable to the City Engineer to readily determine the location, bearing and length of all lines on the plat, and to reproduce such lines upon the ground, and the location of all proposed monuments, including contours at appropriate intervals.
 - g _____ Whether any parcel is intended to be used as a street or for any other public use.
 - h _____ The names, numbers, widths, lengths, bearings, and curve data on centerlines for all proposed streets, alleys, and easements (if applicable). All proposed streets shall be numbered and named in accordance with the City's adopted addressing system.
 - i _____ The location of existing streets, easements, water bodies, streams, and other pertinent features such as wetlands, buildings, parks, cemeteries, drainage ditches, irrigation ditches, fences, and bridges.
 - j _____ The location and width of existing and proposed streets, curbs, gutters, sidewalks, easements, alleys, other public ways and easements and proposed street rights-of-way and building setback lines.
 - k _____ Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.
 - l _____ Any known and unrecorded water conveyance facility located, entirely or partially, within the plat, including sanitary sewers, storm drainage facilities, fire hydrants, and pumping stations.
 - m _____ Location and size of all proposed water, secondary water, sanitary sewer, storm sewer, irrigation or drainage ditch piping or other subsurface improvements, including detailed provisions for collecting and discharging surface water drainage.
 - n _____ Whether any parcel is reserved or proposed for dedication for a public purpose.
 - o _____ The location and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose thereof and conditions, if any, of the dedication or reservation.
- 3 _____ **A stormwater drainage plan** provided in accordance with City Engineering Standards and Enoch City storm drain system master plans.
 - 4 _____ **A water modeling analysis** using Enoch City's Water model covering the primary and secondary water needs and likely impact of the intended subdivision use on the City and surrounding area.
 - 5 _____ **A wastewater modeling analysis** using Enoch City's Wastewater model covering the wastewater needs and likely impact of the intended subdivision use on the City and surrounding area.
 - 6 _____ **A soils report** from a qualified soils engineer identifying the types of soils within the proposed subdivision area and identifying any soils constraints on the proposed subdivision.
 - 7 _____ **A traffic study**, if one is required by an applicable UDOT Access Management Plan or if the Land Use Authority informs an applicant that one is required.
 - 8 _____ **An improvement plan**, created in accordance with applicable portions of chapters 12.2500 and 12.2700 of the City's municipal ordinances, for all public improvements proposed by the applicant or required by City ordinances. In addition to the requirements in chapters 12.2500 and 12.2700, the improvement plan must contain an engineer's estimate of the cost of completing the required improvements.
 - 9 _____ **Certifications**, including:
 - a _____ An affidavit from the applicant certifying that the submitted information is true and accurate (EXAMPLE ON PAGE 5).

b _____ The signature of each owner of record of land described on the plat, signifying their dedication and approval of the plat (EXAMPLE ON PAGE 6).

c _____ Certification that the surveyor who prepared the plat:

i _____ Holds a license in accordance with Utah Code 58-22; and

ii _____ Either

(1) _____ Has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or

(2) _____ Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and

iii _____ Has placed monuments as represented on the plat.

10 _____ **Three 11"x17" printed copies of the preliminary plat.**

11 _____ **An electronic copy of all plans in PDF format.**

12 _____ **Payment of the subdivision application fee** (0 to 10 lots = \$350, 11-20 lots = \$525, Every Additional 10 lots = \$150) and any other application-processing fees described in the City's fee schedule.

----- EXAMPLE CERTIFICATIONS -----

[See following pages.]

APPLICANT'S AFFIDAVIT – PRELIMINARY APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

I, _____ (applicant/agent name), certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Enoch City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Enoch City Subdivision Ordinance and that items and checklists contained in this application are basic and to the minimum requirements only and that other requirements may be imposed to ensure compliance with municipal ordinances and approved standards and specifications. Additionally, I agree to pay all fees associated with this application, as set by the currently adopted Enoch City Consolidated Fee Schedule.

Signed:

Applicant/Agent

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal:

PROPERTY OWNER'S CONSENT & DEDICATION – PRELIMINARY APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

We certify under penalty of perjury that we are the sole owners of the property proposed to be subdivided and that we have thoroughly reviewed the preliminary subdivision application. We hereby consent to this preliminary subdivision application and, contingent on city approval, we intend to dedicate the portions of the property to the public that are so indicated in this application. We further consent to agents of the City entering onto the subject property for the purpose of making any inspections required by this application or related improvements.

Signed:

Property Owner #1

Date

Property Owner #2 (if applicable)

Date

Property Owner #3 (if applicable)

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal: