

# Final Subdivision Application (Instructions)



## WHAT TO DO:

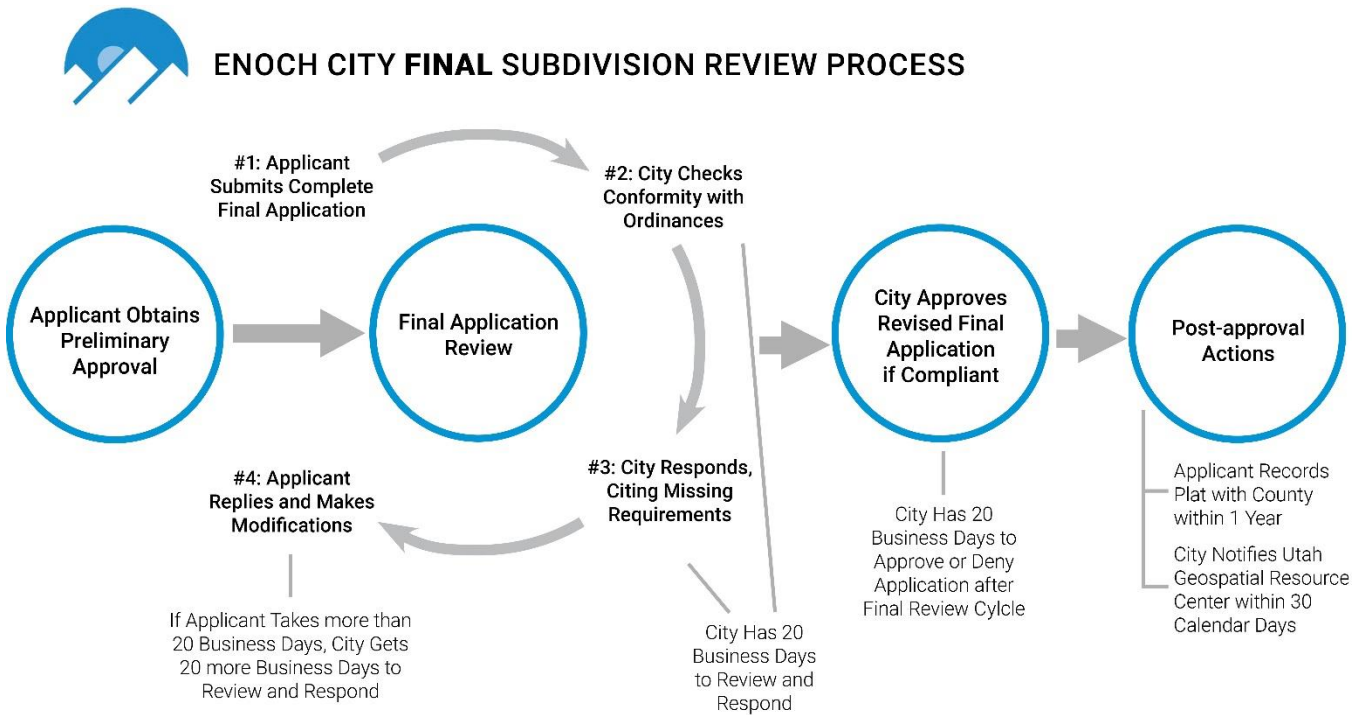
Submit this completed checklist and all supporting documents to the City Manager, Rob Dotson ([rob@enochcity.org](mailto:rob@enochcity.org)) or submit online at <https://www.cityofenoch.org/engineering-department.html>. Pay the final application fee 0 to 10 lots = \$350, 11-20 lots = \$525, Every Additional 10 lots = \$150) on the City website. Before submitting a final application, you must have obtained an approval on the related preliminary 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 20 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 final application, you must complete or provide assurances for any required improvements before recording the final plat.

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 final application review and approval process.



# Final Subdivision Application



Name of Proposed Subdivision: \_\_\_\_\_

\_\_\_\_\_

County Tax Parcel Number: \_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

*THIS BOX IS FOR OFFICIAL USE ONLY:*

Date Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

----- CONTACT INFORMATION -----

<b>Applicant Information</b> Name: _____ Phone: _____ Email: _____	<b>Property Owner #1 Information</b> Name: _____ Phone: _____ Email: _____
<b>Property Owner #2 Information (If Applicable)</b> Name: _____ Phone: _____ Email: _____	<b>Property Owner #3 Information (If Applicable)</b> Name: _____ Phone: _____ Email: _____

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

----- FINAL DOCUMENT CHECKLIST -----

- 1 \_\_\_\_\_ **The City Engineer's approval of the preliminary subdivision application.**
- 2 \_\_\_\_\_ **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.
- 3 \_\_\_\_\_ **A final 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.
- 4 \_\_\_\_\_ **A stormwater drainage plan** provided in accordance with City Engineering Standards and Enoch City storm drain system master plans.
  - 5 \_\_\_\_\_ **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.
  - 6 \_\_\_\_\_ **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.
  - 7 \_\_\_\_\_ **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.
  - 8 \_\_\_\_\_ **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.
  - 9 \_\_\_\_\_ **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.

- 10 \_\_\_\_\_ **A completion assurance for public improvements**, or a statement that all public improvements will be completed before development occurs on the proposed subdivision and before the applicant records the plat, as required by municipal ordinance 12.2600.
- 11 \_\_\_\_\_ **Payment of a Water Acquisition Fee** or binding documents enacting a Water Right Transfer as described in municipal ordinances 12.2400.2413 and 14.100.113.
- 12 \_\_\_\_\_ **A Preliminary Title Report or Title Insurance Policy** for the land to be subdivided verifying property ownership.
- 13 \_\_\_\_\_ As applicable, **formal, irrevocable offers for dedication to the public of streets, City uses, utilities, parks, easements, or other spaces.**
- 14 \_\_\_\_\_ If the plat is to be part of a community association, **signed and binding documents conveying to the association all common areas.**
- 15 \_\_\_\_\_ **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.
- 16 \_\_\_\_\_ **Copies**, including:
- a \_\_\_\_\_ Two paper copies (24" x 36") of the final plat;
  - b \_\_\_\_\_ One electronic copy of the final plat in AutoCAD format (DWG or DXF), Geodatabase format (GDB), or Shapefile format (SHP), with a projection assigned to the file(s) and with the proper metadata that describes what coordinate system/projection the data is assigned to; and
  - c \_\_\_\_\_ A PDF document of the final plat and all other plans and supporting documents.
- 17 \_\_\_\_\_ **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 – FINAL 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 – FINAL 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 final subdivision application. We hereby consent to this final subdivision application and, contingent on city approval of the final application, we irrevocably dedicate all portions of the property to the public that are so indicated in this application (including streets, City uses, utilities, parks, easements, or other spaces). 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: