

# Preliminary Subdivision Application (Instructions)

## WHAT TO DO:

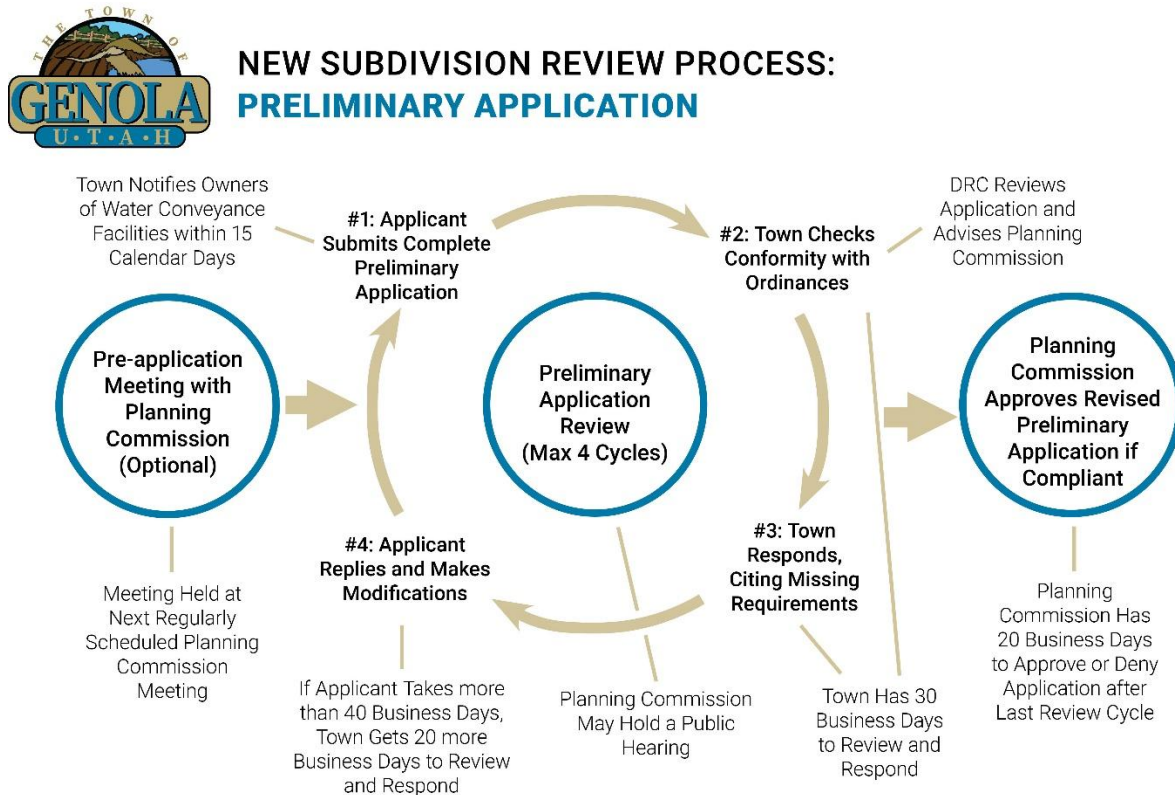
Submit this completed checklist and all supporting documents to the Town's Staff ([depclerk@genolaut.gov](mailto:depclerk@genolaut.gov)). Pay the application fee outlined in the Genola Town fee schedule. Before applying, you may schedule a pre-application meeting with the Planning Commission to review a vicinity plan and/or other elements of your application.

All application materials should be delivered to the Town office.

## WHAT TO EXPECT:

Town staff will review your application and determine whether it is complete. If your application is complete, or if the Town decides to waive the incomplete requirements, the Planning Commission and Town staff will review and respond to your application within **30 business days**. You may be required to revise your application to conform to Town development standards or to better protect the health and safety of Genola Town residents.

The subdivision application process is governed by Chapter 20.08 of the Town's municipal ordinances. The flowchart below summarizes this process at the preliminary approval stage.



# Preliminary 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 -----

| Applicant Information | Property Owner #1 Information |
|-----------------------|-------------------------------|
| Name: _____           | Name: _____                   |
| Phone: _____          | Phone: _____                  |
| Email: _____          | Email: _____                  |

| Property Owner #2 Information (If Applicable) | Property Owner #3 Information (If Applicable) |
|---|---|
| Name: _____                                   | Name: _____                                   |
| Phone: _____                                  | Phone: _____                                  |
| Email: _____                                  | Email: _____                                  |

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

## ----- PRELIMINARY APPLICATION DOCUMENT CHECKLIST -----

- 1 \_\_\_\_\_ **An approved land use application** that describes how the property will be used after it is subdivided.
- a \_\_\_\_\_ If the intended use requires a conditional use permit or is otherwise conditioned on Town approval, the land use application must include an approved, Town-issued permit authorizing the intended use. Should an applicant seek a use permit concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the use permit is issued.
- b \_\_\_\_\_ If the intended use is prohibited under Town ordinances and requires a variance or rezoning, the land use application must include an approved, Town-issued variance or the Town must enact a rezoning ordinance authorizing the intended use. Should an applicant seek a variance or rezoning concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the variance is issued or rezoning ordinance is enacted.
- 2 \_\_\_\_\_ **A preliminary plat.** The plat shall include:
- a \_\_\_\_\_ The proposed name of the subdivision, which must be distinct from any subdivision name on a plat recorded in the County Recorder's Office.
- b \_\_\_\_\_ Sufficient information to locate accurately the property shown on the plat.

- c \_\_\_\_\_ The location of the subdivision as forming a part of a larger tract or parcel where the plan submitted covers only a part of the Developer's tract.
- d \_\_\_\_\_ Accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision, properly tied to the public survey monuments. Those lines should be slightly heavier than street and lot lines.
- e \_\_\_\_\_ The names, widths, lengths, bearings, and curve data of the proposed public streets, alleys, easements; also the boundaries, bearings and dimensions of all portions within the subdivision, as intended to be dedicated to the use of the public; the lines, dimensions, bearings, and numbers of all lots, blocks, and parts reserved for any reason within the subdivision. All lots and blocks are to be numbered consecutively under a definite system approved by the Town Engineer. All proposed streets shall be named or numbered in accordance with and in conformity with the Town's street naming and numbering system.
- f \_\_\_\_\_ The boundary lines of the tract to be subdivided, including temporary addresses of each lot.
- g \_\_\_\_\_ The names and addresses of the Developer(s), the engineer or surveyor of the subdivision, and the owners of the land immediately adjoining the land to be subdivided.
- h \_\_\_\_\_ The location, width, and other dimensions of all existing or platted streets and other important features such as water courses; exceptional topography, and buildings within the tract and within two hundred (200) feet of the tract to be subdivided.
- i \_\_\_\_\_ All existing and proposed water mains, fire hydrants, and services to each lot.
- j \_\_\_\_\_ All existing and proposed irrigation water infrastructure, including any known and unrecorded water conveyance facility located, entirely or partially, within the plat.
- k \_\_\_\_\_ All existing and proposed roads within the proposed plat map, including all applicable road signage, with road widths matching the Town's current proposed road map.
- l \_\_\_\_\_ All roads within the proposed plat that will be dedicated to the Town, with road widths matching the Town's current proposed road map.
- m \_\_\_\_\_ All existing or proposed easements.
- n \_\_\_\_\_ Existing drainage facilities and the location (both on site and off site), size, and type of proposed drainage facilities, and other proposed improvements such as sidewalks, curbs and gutters, parks, and fire hydrants.
- o \_\_\_\_\_ Existing sanitary sewers, storm drains, water supply mains, and bridges within the tract, or within two hundred (200) feet thereof.
- p \_\_\_\_\_ The location, width, and other dimensions of planned streets (planned streets include both those proposed by the developer as part of the subdivision as well as those proposed by the Town of Genola), alleys, easements, parks, and other open spaces, with proper labeling of spaces to be dedicated to the public or to be reserved for common use and benefit of development residents.
- q \_\_\_\_\_ North Point, scale, and date of preparation.
- r \_\_\_\_\_ The description and locations of all monuments set and established by the County or the United States Government that are adjacent or near this proposed subdivision.
- s \_\_\_\_\_ Notice of any restrictive covenants associated with the proposed lots.
- t \_\_\_\_\_ If any portion of the proposed subdivision is within 300 feet of an Agriculture Protection Area, the notice language found in Utah Code §17-41-403(4).

- u \_\_\_\_\_ If any portion of the proposed subdivision is within 1,000 feet of an Industrial Protection Area, the notice language found in Utah Code §17-41-403(4).
  - v \_\_\_\_\_ If any portion of the proposed subdivision is within 1,000 feet of a Critical Infrastructure Materials Protection Area, the notice language found in Utah Code §17-41-403(4).
  - w \_\_\_\_\_ If any portion of the proposed subdivision is within 1,000 feet of a Mining Protection Area, the notice language found in Utah Code §17-41-403(4).
  - x \_\_\_\_\_ If any portion of the proposed subdivision is within 1,000 feet of a Vested Critical Infrastructure Materials Operation (extracting, excavating, processing, or reprocessing sand, gravel, or rock aggregate where that use is not permitted by City ordinances), the notice language found in Utah Code §10-9a-904.
  - y \_\_\_\_\_ Signature blocks for the landowners, all utility providers who will service the subdivision, the Planning Commission, the DRC, the Mayor, and a Notary Public.
  - z \_\_\_\_\_ Note: It is necessary that all dimensions and calculations shall show proper closure in all boundaries of the subdivision, and no plat shall be accepted that shows a plus or minus distance for closure, unless agreed to by the Planning Commission.
- 3 \_\_\_\_\_ **A map of the area** around the proposed subdivision with contour lines at appropriate intervals.
- 4 \_\_\_\_\_ **Studies and reports:**
- a \_\_\_\_\_ A traffic study completed by a qualified expert, if the subdivision touches a road managed by the Utah Department of Transportation (such as Highway 6).
  - b \_\_\_\_\_ A water report from a qualified expert, regarding flood risks and stormwater needs.
  - c \_\_\_\_\_ 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.
  - d \_\_\_\_\_ Any other study or report reasonably necessary to assess the impact of the proposed subdivision on the Town or to assess compliance with Town ordinances.
- 5 \_\_\_\_\_ **Certifications:**
- a \_\_\_\_\_ A letter from the Utah County Health Department describing soil conditions and recommended water and wastewater facilities that will be adequate for the proposed development.
  - b \_\_\_\_\_ A Public Land Survey System (PLSS) clearance letter from the Utah County Survey Office (if there are PLSS monuments located on or adjacent to property, a monument excavation permit may be required).
  - c \_\_\_\_\_ An approval letter and notarized plans from the proposed secondary water supplier (if any lot is not serviceable with secondary water by the Highline Canal company or local pond company, see Town specifications for additional requirements regarding secondary water service and/or water dedication).
  - d \_\_\_\_\_ An approval letter from electrical and natural gas suppliers that is consistent with the obligations in Paragraph 6 of Section 20.08.05, indicating that primary and secondary power must be provided to each lot in the subdivision as part of the improvement requirements.
  - e \_\_\_\_\_ Registered Professional Engineer and/or land surveyor's Certificate of Survey. The surveyor who prepared the plat must hold a license in accordance with Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act and must complete the survey of the property described on the plat in accordance with Section 17-23-17 and 10-9a-603 of Utah State Code.
- 6 \_\_\_\_\_ **An improvement plan**, created in accordance with applicable portions of Town Code Sections 20.08.04–07, for all public improvements proposed by the developer or required by Town ordinances. In addition to the requirements in Sections 20.08.04–07, the improvement plan must contain:

- a \_\_\_\_\_ An estimate of the cost of completing the required improvements as required to comply with Section 20.08.06.
  - b \_\_\_\_\_ If over 500 feet of culinary water line will be installed, a hydraulic analysis approved by the Town Public Works Director.
  - c \_\_\_\_\_ Construction drawings with all contractor information, including but not limited to General Contractors and all Subcontractors working on the project. A contractor form may be obtained from the Town Office. Information that will need to be submitted must include: the contractor's name, address, phone number, and license number. The Town of Genola may verify license numbers to confirm contractors are in good standing with the State of Utah.
- 7 \_\_\_\_\_ **Copies:** One electronic copy of all plans in PDF format and three printed copies of the application.
- 8 \_\_\_\_\_ **Payment of all Town fees** and costs through the Preliminary Plat Approval, including consultation fees for engineering and legal services.
- 9 \_\_\_\_\_ Any other information that the Planning Commission requires to ensure compliance with Town ordinances and approved standards and specifications for construction of public improvements and to protect the health and safety of Town residents.