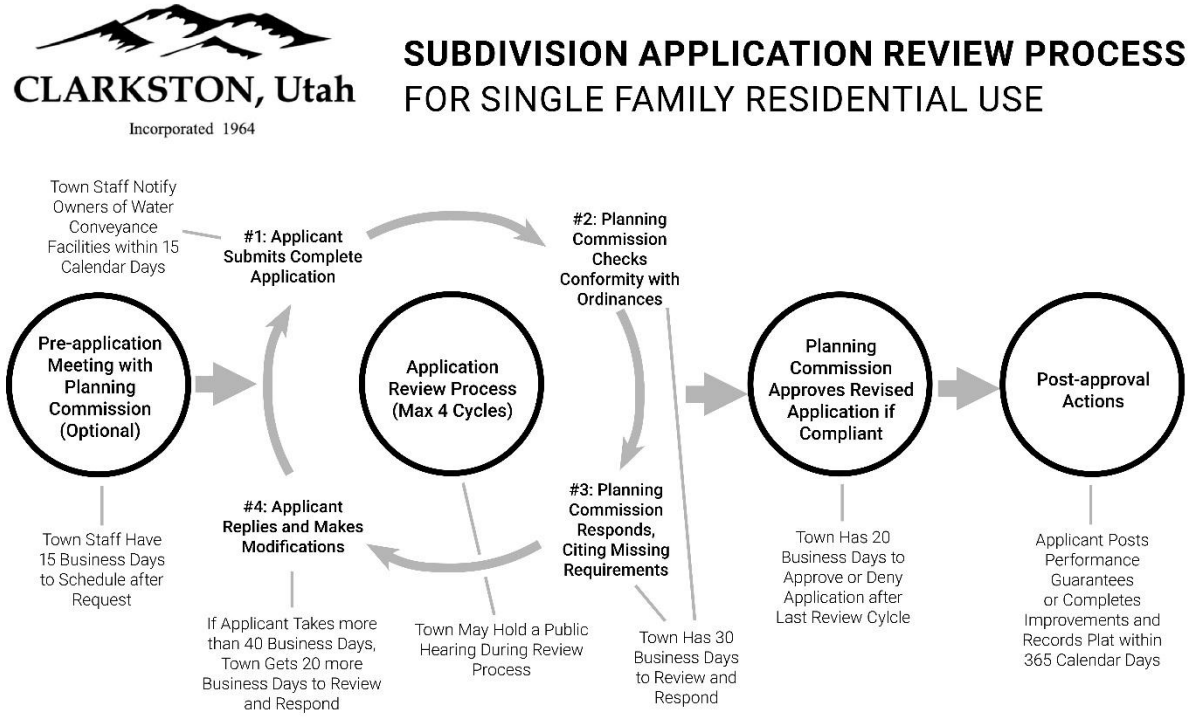
Subdivision Application for Single Family Residential Use (Instructions)

WHAT TO DO:
Submit this completed checklist and all supporting documents to the Town's staff (clarkstonpz@clarkstonutah.org). Pay the application fee outlined in the Town fee schedule. Before applying, you may schedule a pre-application meeting with Town staff to review a concept plan and/or other elements of your application. Please be aware there is a $150.00 Concept Review Fee associated with a pre-application meeting, which is applied to the Application Fee if you choose to move forward with your plan.

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 Clarkston Town residents.

The application process for single family residential subdivisions is governed by Title 11 Chapter 8 of the Town's municipal ordinances. The flowchart below summarizes this process.



Subdivision Application for Single Family Residential Use

CLARKSTON, Utah
Incorporated 1964

Name of Proposed Subdivision: _____

_____

County Tax Parcel Number: _____

Current Zoning of Property: _____

For Town Use Only:

Date Received: _____

Receipt #: _____

Amount Paid: _____

CONTACT INFORMATION:

Applicant Information Name: _____ Phone: _____ Email: _____	**Property Owner #1 Information** Name: _____ Phone: _____ Email: _____
Property Owner #2 Information (If Applicable) Name: _____ Phone: _____ Email: _____	**Property Owner #3 Information (If Applicable)** Name: _____ Phone: _____ Email: _____
Engineer's Information (If Applicable) Name: _____ Phone: _____ Email: _____	**Surveyor's Information (If Applicable)** Name: _____ Phone: _____ Email: _____

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

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.

a _____ If the intended use is permitted by right under Town ordinances, the land use application must include citations to the specific ordinance(s) that the applicant believes authorizes the intended use.

b _____ 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.

c _____ If the intended use is prohibited under Town ordinances and requires a variance, the land use application must include an approved, Town-issued variance authorizing the intended use. Should an applicant seek a variance concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the variance is issued.

d _____ If the intended use requires a rezoning, the applicant must obtain the rezoning before submitting an application under this Chapter. Should an applicant seek a rezoning concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the rezoning is effectuated.

2 _____ **A 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 names and addresses 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 Town 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 Town'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.

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 _____ A traffic study, if one is required by an applicable UDOT Access Management Plan or requested by the Land Use Authority.

p _____ A map showing the proposed subdivision's location relative to any formally designated flood zones. A FEMA Flood Insurance Rate Map (FIRM) should be utilized.

q _____ Any other study or report reasonably necessary to ensure compliance with Town design standards and improvement requirements.

r _____ If the subdivision includes a condominium, the requirements found in Utah Code §57-8-13, as amended.

s _____ 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 _____ **An improvement plan**, created in accordance with applicable portions of Town municipal code §11-6 for all public improvements proposed by the applicant or required by Town ordinances.

4 _____ **Proof of approval** by the culinary water authority, roads department, the local health department, and the local fire department.

Signatures:
Water Department: _____

Roads Department: _____

Health Department: _____

Fire Department: _____

5 _____ As applicable, **formal, irrevocable offers for dedication to the public of streets, Town uses, utilities, parks, easements, or other spaces**.

6 _____ A completion assurance for all public improvements required by the approved improvement plan, or a statement that such improvements will be completed before development occurs on the proposed subdivision and before the applicant records the plat.

7 _____ **Certifications**, including:

a _____ An affidavit from the applicant certifying that the submitted information is true and accurate (ON PAGE 6).

b _____ The signature of each owner of record of land described on the plat, signifying their dedication and approval of the plat (ON PAGE 7).

c _____ A Title Report or Title Insurance Policy for the land to be subdivided verifying property ownership.

d _____ A Tax Clearance Certificate from the state indicating that all taxes, interest, and penalties owing on the land have been paid.

e _____ 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.

8 _____ **Copies**, including:

a _____ One copy of the plat drawn on Mylar for signing and recording.

b _____ Digital versions of the plat and both aerial maps.
Two aerial maps: one map showing a close up of the proposed subdivision (with legend included) and the second map showing the area approximately 1,000 feet around the boundaries of the subdivision in all directions.

9 _____ **Payment of all subdivision application fees.** The fees are due when you submit the application, according to the most recent Clarkston Town fee schedule.

Received:		By: Initials	Date
$150.00	Concept Plan: (optional: credited if proceeding)	_____	_____
_____	Application Fee: $1000 plus $50 per unit	_____	_____
$10,000.00	Contractor Deposit	_____	_____

As needed application fees:

$300.00	Amendment to Application (Plat): as needed	_____	_____
$200.00	Extension or Renewal of Application (Plat): as needed	_____	_____

10 _____ **Payment of all subdivision fees.** All fees and improvement bonds must be in place, according to the most recent Clarkston Town fee schedule, before final approval/signing of the Mylar.

Received:		By: Initials	Date
_____	Improvements Bond (120% of total infrastructure)	_____	_____
_____	Inspection Fee (2.5% of total infrastructure)	_____	_____
_____	Water Dedication: $3000 per unit	_____	_____

APPLICANT'S AFFIDAVIT – SUBDIVISION 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 Clarkston Town may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Clarkston Town 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 Clarkston Town Consolidated Fee Schedule.

Signed:

_____ _____

Applicant/Agent Date

Subscribed and sworn to before me:

_____ _____

Notary Public Date

Notary Seal:

PROPERTY OWNER'S CONSENT & DEDICATION – SUBDIVISION 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 Town 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, Town uses, utilities, parks, easements, or other spaces). We further consent to agents of the Town 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: