



Overview of Subdivision Process

*This is an overview only. See Francis City Code Title 17 for full process and requirements.

1. Pre-application meeting (Optional)

If an applicant requests a pre-application meeting, the City will schedule a meeting within 15 business days. City Staff will review the concept plan and give initial feedback. City Staff will also provide information about the subdivision regulations and process.

2. Preliminary Subdivision Review

- a. Application Submittal - Applicant submits a completed application including payment of fees and all documents per application checklist. The application will not be accepted, and review will not begin until the application is complete. The applicant will be notified in writing when the application is considered complete and is accepted for review.
- b. City Review & Response – The City will give a written response within 40 days of accepting an application for review. The response will be specific and will include citations to ordinances, standards, or specifications that require modifications to the plans.
- c. Applicant Reply - The applicant then has up to 40 days to reply to the City in which the applicant updates the plans and provides a written explanation of the revisions and reasons for declining to make revisions, if any. If the applicant fails to address a review comment in the response, the review cycle is not complete and the subsequent review cycle may not begin until all comments are addressed.
- d. Review Cycles - Once all review comments are addressed, the subsequent review cycle begins. There are a maximum of four review cycles. The Planning Commission will review and approve the plans during the fourth or final review cycle.

3. Final Subdivision Review

- a. Application Submittal - Applicant submits a completed application including payment of fees and all documents per application checklist. The application will not be accepted, and review will not begin until the application is complete. The applicant will be notified in writing when the application is considered complete and is accepted for review.
- b. City Review & Response – The City will give a written response within 30 days of accepting an application for review. The response will be specific and will include citations to ordinances, standards, or specifications that require modifications to the plans.
- c. Applicant Reply - The applicant then replies to the City in which the applicant updates the plans and provides a written explanation of the revisions and reasons for declining to make revisions, if any. If the applicant fails to address a review comment in the response, the review cycle is not complete, and the plans will not be approved.
- d. Review Cycles – One review cycle.

4. Record Final Plat and Apply for Building Permits

Submit mylar with all signatures except city and county signatures. Submit required water shares, bonds and/or escrow prior to signature of Mayor and recordation. Apply for building permits, pending installation of any required infrastructure.



Subdivision Fees

The following chart outlines application fees only.

Applicants are subject to additional city engineer and attorney review fees as necessary.

Preliminary Subdivision Review	\$250 per lot or unit
Escrow for Professional Review Fees	\$500 per lot or unit
Final Subdivision Review	\$100 per lot or unit
Plat Amendment	\$250 per plat
Plat Vacation	\$500 per plat
Project Re-Submission	\$100
Final Plat Approval Extensions	\$500
Recording	\$100 + County Fee

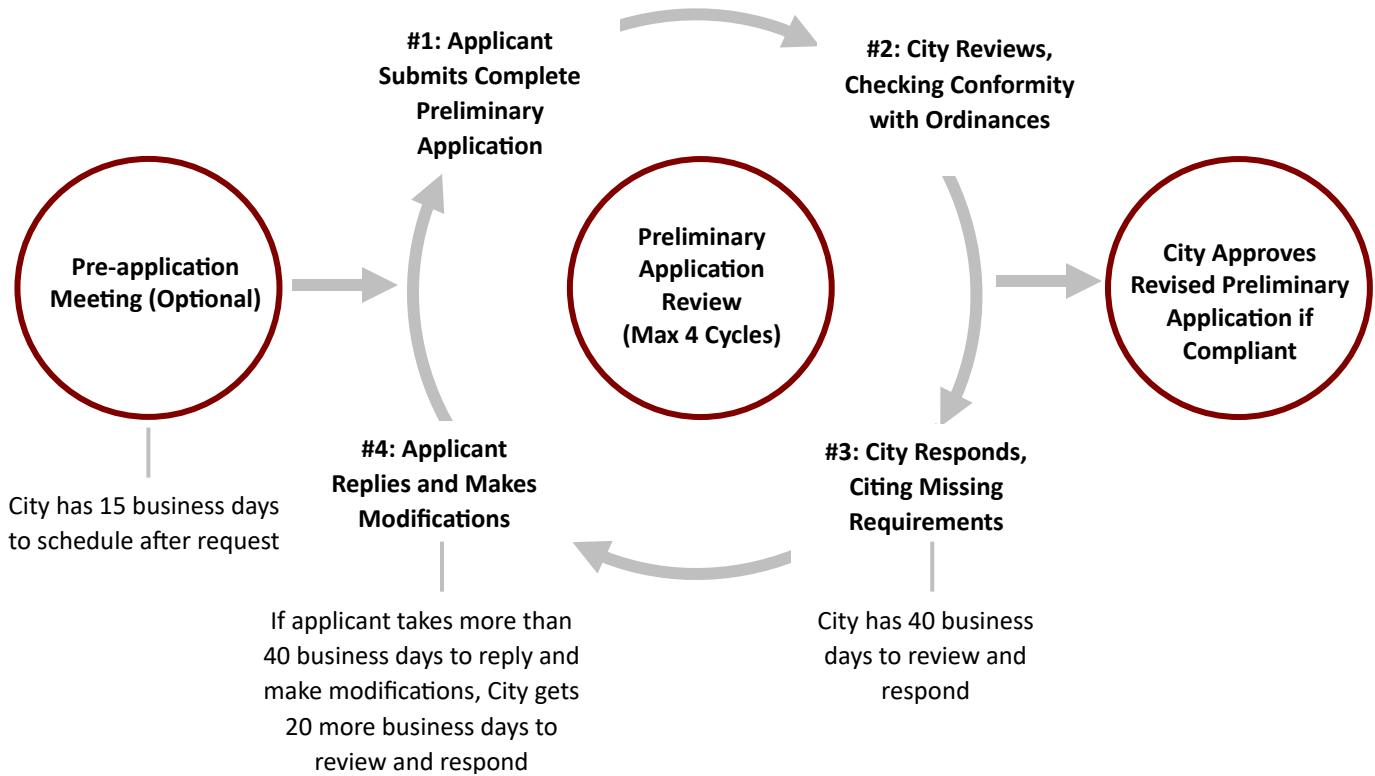
Additional Fees – Impact, Hookup, and Driveway Bond

Per Single-Family, Duplex, and Townhome Unit. Paid before the building permit is issued.

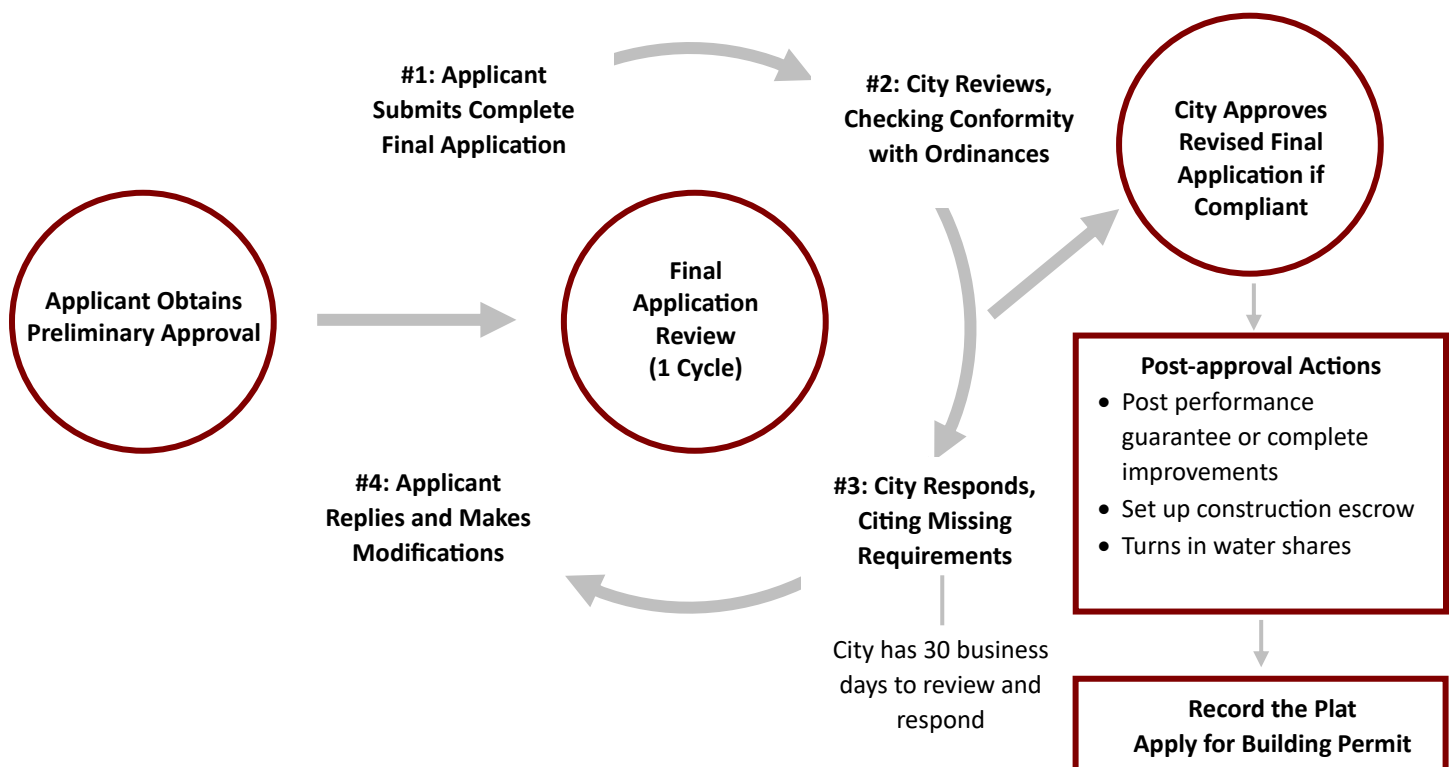
Water Impact Fee	\$5,209
Sewer Impact Fee	\$2,223
Park Impact Fee	\$437
Road Impact Fee	\$1,547
Water Connection Fee	\$500 + meter cost
Sewer Connection Fee	\$500
Driveway Bond (Refundable)	\$1,000
Total	\$11,416 + meter cost



Preliminary Subdivision Review Process



Final Subdivision Review Process





FRANCIS CITY PRELIMINARY SUBDIVISION APPLICATION

Fees – Office Use Only
<input type="checkbox"/> Planning Review Fee (\$250/lot or unit)
<input type="checkbox"/> Professional Escrow Account (\$500/lot or unit)
Planning Review Fee Paid (Non-Refundable): \$ _____
Escrow Account Fee Paid: \$ _____

Subdivision Information and Owner Contact Information	
Subdivision Name	
Property Tax ID	
# of Proposed Lots	
Name of Owner(s)	
Mailing Address	
Phone	
Email	

Applicant Information and Owner's Authorization <i>Only complete this section if the owner is not the applicant</i>	
Applicant Name	
Mailing Address	
Phone	
Email	
Owner-Agent Affidavit Owners Authorization for Applicant to File Application	
I authorize _____ to act as my representative in all matters relating to this application.	
Owner's Signature: _____ Date: _____	

Submit all required information as per the following review process checklist. Incomplete applications will not be accepted for review. Review Title 17 of Francis City Code before submittal of this application.

*Initial by **City Planner** if completed, cross out and sign by City Planner if waived or not applicable to application:*

- _____ 1. A recent Title Report (dated no more than 30 days from the time of application) covering the proposed subdivided property identifying ownership, easements of record, liens or other encumbrances, and verifies payment of taxes and assessments.
- _____ 2. A pdf file and a full-size paper copy (if requested) of the preliminary plat. The preliminary plat must be prepared by a land surveyor or engineer, licensed to practice in the state of Utah, at a scale of not more than one inch equals 100 feet.
- _____ 3. A pdf file and a full-size paper copy (if requested) of the construction plans. The construction plans must be prepared by a land surveyor or engineer, licensed to practice in the state of Utah.
- _____ 4. For phased developments, submit a pdf file and full-size paper copy (if requested) of the phasing plan. The phasing plan must be prepared by a land surveyor or engineer, licensed to practice in the state of Utah.
- _____ 5. For phased developments, conservation subdivisions, and other developments as required by the City Council, or as requested by the Applicant, an approved and executed development agreement.
- _____ 6. For conservation subdivisions, submit a draft of the maintenance plan for conservation lands (see Francis City Code 17.60.55).
- _____ 7. Planning review fee of \$250 per lot or unit.
- _____ 8. Professional escrow account fee of \$500 per unit.
Review and/or inspection by the City Attorney, City Engineer, or other consultants shall be billed to the applicant at the accrual billed rates incurred by the City, in addition to all other fees. To assure prompt payment, the applicant shall deposit money in an escrow account with the City. If the balance drops below \$250 per unit, the applicant must pay all outstanding billings plus bring the deposit account up to a total of \$250 per unit. At the conclusion or termination of the project, any unexpended amounts in the applicant's deposit account shall be refunded to the applicant.

APPLICANT CERTIFICATION:

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the City Code(s) and that items and checklists contained in this application are minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Codes in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Francis City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, City Council or appointed agents(s) of the City to enter subject property to make any necessary inspections thereof.

Signature

Date

Printed Name

Title

Features to be Shown on Preliminary Plat (17.30.030)

City Planner will complete this checklist and inform applicant of any revisions or additional required information.

- _____ 1. The date of the map, approximate true north point, scale, and name of the subdivision.
- _____ 2. The location of property with respect to surrounding property and streets, the names of all adjoining property owners of record or the names of adjoining developments, the names of adjoining streets, and the location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.
- _____ 3. The location of existing streets, easements, wetlands, water bodies, rivers, water sources, streams, irrigation systems and other pertinent features such as swamps, buildings, parks, cemeteries, drainage or irrigation ditches, bridges, or other features as determined by the Administrative Land Use Authority.
- _____ 4. All irrigation company ditches, irrigation structures, and accompanying maintenance access dimensions on the property, if any.
- _____ 5. The location and width of all existing and proposed streets and easements, alleys, trails, and other public ways, and easement and proposed street rights-of-way.
- _____ 6. The location, dimensions, and areas of all proposed or existing lots complete with utility easements, lot numbers, acreage or square footage of each lot or parcel, and building setback lines. All lots in each block shall be consecutively numbered. Outlots shall be lettered in alphabetical order.
- _____ 7. The location and dimensions of all property proposed to be set aside for park or playground use, trails, and other public or private reservations and open space dedications, with designation of the purpose thereof, types, and conditions, if any, of the dedication, preservation or reservation.
- _____ 8. The name and address of the owner or owners of land to be subdivided, the name and address of the subdivider if other than the owner, and the name of the land surveyor.
- _____ 9. Sufficient data acceptable to the City Engineer to determine readily the location, bearing, and length of all lines which would enable the engineer to reproduce the lines upon the ground, and the location of all proposed monuments.
- _____ 10. Proposed street names.
- _____ 11. Indication of the use of all lots or parcels whether single-family, multifamily, agricultural, commercial, open space as well as all uses other than those specified that are proposed by the subdivider.
- _____ 12. All information required by the Administrative Land Use Authority after review of the preliminary subdivision application.

- _____ 13. Explanation of drainage and site easements, if any.
- _____ 14. Explanation of reservations and conservation easements, if any.
- _____ 15. Owner's dedication and consent to record as required by applicable state law.
- _____ 16. Signature blocks for endorsement by the Planning Commission Chair, Mayor, City Engineer, City Attorney, current South Summit Fire District, South Summit School District, utility companies, applicable irrigation company(s) and any other signatures required by the Administrative Land Use Authority.
- _____ 17. A plan designating limits of disturbance or building pads, if required, and utilities corridors and connections for each parcel and for subdivision improvements, such as utilities and roads.
- _____ 18. If the plan does not include all contiguous property of the owner of the subdivision, an indication of future use of the additional property.
- _____ 19. Indication of the nearest location of all public and private utilities.
- _____ 20. Indication of all slopes greater than 25 percent.
- _____ 21. A vegetation or revegetation plan, if required.
- _____ 22. The location and actual setbacks of existing structures within the preliminary plan boundaries, and a notation as to whether the existing structures will remain or be demolished.

Features to be Shown on Construction Plans (17.35.010)

City Engineer will complete this checklist and inform applicant of any revisions or additional required information.

- _____ 1. Profiles showing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the center line of the existing road or roads within 100 feet of the intersection shall be shown. Approximate radii of all curves, lengths of tangents, and central angles on all streets.
- _____ 2. The Administrative Land Use Authority may require, upon recommendation by the City Engineer, where steep slopes exist, that typical cross sections of all proposed streets be shown.
- _____ 3. Plans and profiles showing the locations and typical sidewalks, drainage easements, irrigation ditches, servitudes, rights-of-way, manholes, and catch basins; the locations of street trees, streetlights, and street signs; the location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, and fire hydrants, showing connections to any existing or proposed utility systems, and exact location, shut-off valves and size of all water, gas, or other underground utilities or structures.
- _____ 4. Location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drains, water mains, easements, water bodies or impoundments, streams, and other pertinent features such as swamps, wetlands, buildings, features noted on the official zoning map, at the point of connection to proposed facilities and utilities within the subdivision, and each tree or group of trees to be preserved. The water elevations of adjoining lakes or streams at the date of the survey, and the approximate high and low water elevations of such lakes or streams. All elevations shall be referred to the City Engineer's or USGS datum plane. If the subdivision borders a lake, river, or stream, the distances and bearings of a meander line established not less than 20 feet back from the ordinary high-water mark of such waterways.
- _____ 5. Topography at the same scale as the preliminary plan with a contour interval of five feet, referred to sea-level datum. All datum provided shall be the latest applicable U.S. Geodetic Survey datum and should be so noted on the plat.
- _____ 6. All other specifications, details, and references required by the design standards, construction specifications, and standard drawings, including a site grading plan for the entire subdivision.
- _____ 7. Notation of approval by the owner, City Engineer and all utility providers.
- _____ 8. Title, name, address, signature, and seal of the licensed engineer preparing the plans, and date, including revision dates.
- _____ 9. A limit of disturbance and revegetation plan, if required.
- _____ 10. Signature blocks for the City Engineer and the applicant's engineer and surveyor.

Features to be Shown on Phasing Plan (17.30.040)

City Planner will complete this checklist and inform applicant of any revisions or additional required information.

- _____ 1. The date of the map, approximate true north point, scale, and name of the subdivision.
- _____ 2. The location of property with respect to surrounding property and streets, the names of adjoining streets, and the location and dimensions of all boundary lines of the property.
- _____ 3. The location of existing streets, easements, wetlands, water bodies, rivers, water sources, streams, irrigation systems and other pertinent features such as swamps, buildings, parks, cemeteries, drainage or irrigation ditches, bridges, or other features as determined by the Administrative Land Use Authority.
- _____ 4. All irrigation company ditches, irrigation structures, and accompanying maintenance access dimensions on the property, if any.
- _____ 5. The location and width of all existing and proposed streets and easements, alleys, trails, and other public ways, and easement and proposed street rights-of-way.
- _____ 6. Proposed street names.
- _____ 7. The location of all proposed lots with lots numbered and approximate acreage or square footage of each lot. All lots in each block shall be consecutively numbered.
- _____ 8. The location of all property proposed to be set aside for park or playground use, trails, or other public or private reservations and open space dedications.
- _____ 9. Phasing plan of proposed lots (generally color-coded on map), construction sequence, and expected timeline of phasing.
- _____ 10. Explanation of drainage and site easements, if any.
- _____ 11. All utility facilities existing and proposed throughout the subdivision.
- _____ 12. Indication of the nearest location of all public and private utilities.
- _____ 13. Indication of all slopes greater than 25 percent.
- _____ 14. The location and actual setbacks of existing structures within the preliminary plat boundaries, and a notation as to whether the existing structures will remain or be demolished.
- _____ 15. A table which details the density calculations for the plan, to include total acreage of plan, total acreage of lots, total acreage of streets, total acreage of open space, etc. and percentages of these items to the total acreage.



FRANCIS CITY FINAL SUBDIVISION APPLICATION

Fees – Office Use Only
<input type="checkbox"/> Planning Review Fee (\$100/lot or unit)
Planning Review Fee Paid (Non-Refundable): \$ _____
Escrow Account Balance: \$ _____

Subdivision Information and Owner Contact Information	
Subdivision Name	
Property Tax ID	
# of Proposed Lots	
Name of Owner(s)	
Mailing Address	
Phone	
Email	

Applicant Information and Owner's Authorization <i>Only complete this section if the owner is not the applicant</i>	
Applicant Name	
Mailing Address	
Phone	
Email	
Owner-Agent Affidavit Owners Authorization for Applicant to File Application	
I authorize _____ to act as my representative in all matters relating to this application.	
Owner's Signature: _____ Date: _____	

Submit all required information as per the following review process checklist. Incomplete applications will not be accepted for review. Review Title 17 of Francis City Code before submittal of this application.

*Initial by **City Planner** if completed, cross out and sign by City Planner if waived or not applicable to application:*

- _____ 1. A pdf file and a full-size paper copy (if requested) of the final plat. The final plat must be prepared by a land surveyor or engineer, licensed to practice in the state of Utah, and certified on the plat. It must be drawn to a scale of not more than one-inch equals 100 feet.
- _____ 2. For conservation subdivisions:
 - a. Submit a draft of the conservation easement or other method of protection and preservation of conservation lands (Francis City Code 17.60.045).
 - b. In the case of the HOA holding the conservation easement, submit a description of the proposed association, including its by-laws, and all documents governing ownership, maintenance, and use restrictions for the conservation land, including restrictive covenants for the subdivision as required by Francis City Code 17.60.050.
 - c. Submit an updated draft of the maintenance plan. The maintenance plan must be approved by Francis City prior to or concurrent with final plat approval for the subdivision (Francis City Code 17.60.055).
- _____ 3. For projects which include moderate income housing, submit a draft of a moderate income housing agreement in accordance with Francis City Code 17.55. The agreement must be signed prior to approval of the final plat.
- _____ 4. Planning review fee of \$100 per lot or unit.

APPLICANT CERTIFICATION:

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the City Code(s) and that items and checklists contained in this application are minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Codes in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Francis City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, City Council or appointed agents(s) of the City to enter subject property to make any necessary inspections thereof.

Signature

Date

Printed Name

Title

Features to be Shown on Final Plat (17.35.040)

City Planner will complete this checklist and inform applicant of any revisions or additional required information.

- _____ 1. All the requirements of the preliminary plat.
- _____ 2. Blocks for the names and stamps of the engineer and/or surveyor of the subdivision. An owner's dedication block.
- _____ 3. Signature lines for the Mayor, Planning Commission Chair, City Engineer, City Attorney, current South Summit Fire District, South Summit School District, utility companies, applicable irrigation company(s) and other signatures required by the Administrative Land Use Authority.
- _____ 4. A boundary description. All existing survey monuments and survey monuments to be installed with the construction of the subdivision shall be shown and properly labeled and referenced.
- _____ 5. All easements of record shall be shown on the final plat.
- _____ 6. All lot numbers and addresses. All bearings, distances, and curve data for all lot lines, street center lines, right-of-way lines, etc.
- _____ 7. All public utility easements as required by the Administrative Land Use Authority.
- _____ 8. A vicinity map showing the location of the subdivision in relationship to the City.
- _____ 9. Any notices to purchasers required by the Administrative Land Use Authority.
- _____ 10. Dedicate a cluster mailbox sight on plat map.
- _____ 11. Any notes required by the City Engineer.