

Fairfield Town

Established 1855 Incorporated 2004

103 East Center Street

Fairfield Utah

Preliminary Plat Application **General Subdivision Requirements**

General Subdivision Requirements

- Review Title 10.15 - Subdivisions and Title 10.11-Zoning.
- The submittal requirements are not inclusive. Additional requirements can be found under each type of development and may be required by the Town.
- A subdivision application must be completed before it is placed on the town agenda for review/approval.
- An application is required for subdivision approval. Please refer to the Fairfield Land Use Code, Title 10, particularly the Subdivision and the Zoning Chapters, for specific details.
- Any parcel that has been approved as a subdivision by the Town shall be considered as an approved subdivision. Land Use, Building, and Subdivision requirements shall be met for the applicable zone before any residential or commercial construction may proceed.
- No application or plat will be put on any agenda until all required fees are paid in full.
- Recording unapproved subdivisions is prohibited.
- The approval of a subdivision does not constitute a building permit.

Requirements Specific to Developed Subdivisions

- Development/improved lot developments must follow the Fairfield subdivision process as described in Section 10.15.220.Developed Subdivision.
- All Roads and road dedications must meet the road standards required for the zone or traffic volume.
- Must comply with the Fairfield Water Code described in Title 6 Chapter 1.
- The Fairfield Town Council may consider roads as part of the lot size based on the master plan that fits within the Town's General Plan with the Planning Commission's recommendation.
- All lots must meet the frontage requirement for the zone they are located in.
- Must comply with the Fairfield Town Growth Management Ordinance described in Title 9.5.00.
- Utah County septic approval.
- Soil Testing Report as required in Title 5 of Fairfield Town Code.
- Any other information the Planning Commission or Town Council may require.

Concept Plan

Fairfield Town recommends any person wishing to subdivide in the Town of Fairfield to schedule a concept meeting with the Planning Commission prior to preparing engineered plats, charts or plans.

Concept Plan Procedures

- Submit application to Fairfield Town (www.fairfieldtown.org)
- Upload concept plan drawn on a sheet of paper no less than 8 1/2"x11" showing current roads, water lines, lots, lot sizes, road frontage, road deduction, utilities, fire hydrants, existing buildings and fences, ditches, and any other objects or rights of way that may be on the property;
- After the application has been made, the building department will add the application to the next available planning and zoning agenda and notify the applicant of the date and time;
- The Town staff will notify all departments seven (7) days prior to said meeting;

- If needed, a separate meeting with all department heads may be required;
- After the concept meeting, the Planning Commission shall present the plan to the Town Council for their input; and
- The applicant shall file with Fairfield Town an application for approval of a preliminary plat if they elect to proceed.
- Submittal must be submitted at least fourteen days prior to the Planning Commission's regular meeting;

Preliminary Plat

The purpose of the preliminary plat is to allow for review of the proposed subdivision to determine whether it will meet the design standards contained in this Subdivision Code, to determine the issues to be addressed, and to give interested parties an opportunity to examine and comment on the proposed subdivision. Steps to complete the application process are as follows:

Preliminary Plan Procedures

- Submit the application to Fairfield Town (www.fairfieldtown.org);
- Upload the preliminary plan along with any other documents at least fourteen (14) days prior to the Planning Commission regular meeting. (PDF ONLY)
- Pay all preliminary development plan application fees in full prior to the application being assigned to the building department;
- The building department will notify all departments seven (7) days prior to the regular Planning Commission meeting;
- If needed, a separate meeting with all department heads may be required;
- After review by the Planning Commission and Fairfield Town department heads, the Planning Commission will approve or deny the application;
- The Planning Commission will present the application to the Town Council for approval
- Fairfield Town Council will approve, approve with changes, make recommendations or deny the application;
- Once Fairfield Town Council approves the preliminary plat, a final plat application may be submitted;
- Time Limitation for final plat approval. Approval of the preliminary plat by the Town Council shall be valid for a maximum period of twelve (12) months; and
- For all proposed subdivisions, the approval of a Preliminary Subdivision Application by the Council shall not constitute final approval of the subdivision by the Town.

***The submittal requirements are not inclusive. Additional information can be found under each type of development.

General Submittal Requirement Package For Preliminary Plat.

PRELIMINARY PLAT: A Preliminary Plat drawing will be required, which shows accurate alignments, boundaries, and monuments as certified by a land surveyor registered in Utah. Preliminary Plats shall be prepared at a scale no smaller than one (1) inch equals one hundred (100) feet. Plats of large areas may be prepared on multiple, serially numbered sheets with match lines and an index map. The vicinity and index maps shall appear on the first of the serially numbered sheets. The following data shall be included on the Preliminary Plat:

- **Title Block.** A title block showing the name of the proposed development and its location by: lot, block, and subdivision, or quarter-quarter section, section, Township, range, principal meridian, county, and state;
- **Signature Block.** A prepared for the dated signatures of the Mayor, Town Recorder, Planning Commission Chair and Town Engineer/Surveyor and/or Town attorney.

- **Application Fee.** The Preliminary Plat Application for Developed Subdivisions shall be provided by the Town, shall be completed, signed, and uploaded to the Town by the property owner(s) as identified on the property assessment rolls of Utah County or authorized agent of the owners. The preliminary development plan application fee, as established by a resolution of the Council, shall be paid by the applicant.
- **Preliminary Plat.** A preliminary plat, prepared by a licensed land surveyor or engineer, shall be provided. The preliminary plat shall be drawn to a scale not smaller than one inch equals one hundred feet (1" = 100'), and shall include the project name and address, North point, scale, date, and type of subdivision.
- **Boundaries.** A copy of the coordinate sheet which shall show the courses and distance of the proposed development/subdivision boundary, the error of closure; and the area of the lot in square feet and acres, and the error of closure for each lot with the plat. Also include the Nearest section corner tie, township(s), and range(s).
- **Lots.** The location, exterior dimensions to the nearest foot, number of proposed lots and blocks, or other parcels to be created by the proposed development, and acreage of each lot, parks, or open space areas.
- **Phasing Plan.** All proposed phases of the development, numbered and defined, with approximate timetable for development.
- **Existing infrastructure,** including all fire hydrants, sewer, water, and all other utilities, including but not limited to electricity, natural gas, telephone, telecommunication.
- **Streets and Roads.** Proposed layout of all public roads, their proposed names, and grades, egress and ingress access. All roads shall abide by the Fairfield Town Road Ordinance and Master Transportation Plan.
- **Existing Streets & Easements.** The location, nature, and boundaries of existing public streets and public or private easements in or adjacent to the proposed development, and county book and page number references to the instruments establishing the easements;
- **Location and Elevation Drawings.** Show location and elevation drawings of existing and proposed buildings, signs, dumpster(s), propane tank(s), and utility enclosures, fences, and other structures.
- **Scale.** A north point and scale, including both graphic and written scales.
- **Vicinity Map.** A vicinity map that locates the proposed development within the City and its subdivision or section showing major streets, landmarks, and boundaries and recorded names of adjacent or nearby subdivisions;
- **Contours.** Existing contours at two (2) foot intervals. Elevations will be based on the nearest survey marker/monument.
- **Setbacks & Buildable Pad.** A setback exhibit or setbacks on each lot and the location of the buildable area on each lot when the natural grade is in excess of twenty-five (25) percent.
- **Parks or Public Uses.** Sites, if any, to be reserved, dedicated for parks, playgrounds, schools churches, public or natural open space, or other public purposes, together with proposed ownership of such sites.
- Record of Survey.** Copy of the Record of Survey for the original parcel filed with the Utah County Surveyor's office.
- Tax Clearance.** Proof of tax clearance.
- Open Space.** All open spaces shall be created and designated in a manner to ensure they will perpetually remain as open spaces. Roads shall be dedicated to and controlled by the Town unless and until vacated.
- Licensed Engineer.** Names, addresses, and telephone numbers of developer, engineer, and current and prospective owners.
- Grading Plans,** including all proposed changes in grade.
- Remnant Lots.** Show all remnants of lots below minimum size left over after subdividing a larger tract must be added to adjacent lots, rather than allowed to remain as unusable parcels.
- Any additional information which may be required by the type of subdivision.
- Fences.** Existing fences in relation to actual property lines.
- Phasing Plan.** A phasing plan that delineates the future final plats in the anticipated order of development.
- Ownership Affidavit.** An affidavit (Certificate of Clear Title) that the owner is authorized to

sign on behalf of any and all owners.

- Water Rights.** Water right documentation showing availability of water rights sufficient to serve the development. Must follow Fairfield Town water code.
- Water Model.** The water model must demonstrate that adequate pressure and flow will be provided for the development without a negative impact on the existing users.
- Traffic Plan.** Two copies of the traffic report prepared by a licensed traffic engineer showing
- anticipated trip generation and the level of service provided to SR 73 and any other arterial and collector roads.
- Utility Notification Form.** A completed utility notification form signed by Questar Gas, and Rocky Mountain Power.
- PLLS Clearance.** Obtain PLLS clearance from the Utah County Surveyor Office if there are monuments located on property or if monuments need to be moved by the county surveyor. (801) 851-8669 or (801) 851-8671. 2855 South State Street, Provo, UT 84606
- Utility Plan.** A map showing the proposed locations and sizes of utilities, including water, sewer, and storm drainage (utilities must be labeled). The location and size of existing and proposed utility lines and facilities in or adjacent to the proposed development shall also be shown.
- Grading, Drainage & Erosion Plan.** The report shall contain the drainage basin map and a plan view of the overall stormwater system. The grading, drainage, and erosion plan shall address the following issues: description of features and hydrological conditions, drainage basin and sub-basin, drainage facility design criteria, infrastructure design criteria, grading plan, and erosion control. Specifically, the report shall contain, at a minimum, the following information:
 - Existing Features. The existing roadways, drainage ways, vegetation, and hydrological conditions of a ten (10) year twenty-four (24) hour event and a one hundred (100) year twenty-four (24) hour event.
 - Major Basin Characteristics. The major basin descriptions referencing all major drainage reports such as FEMA, major drainage planning reports, and the basin characteristics and planned land uses.
 - Sub-Basin Description. The sub-basin description shows the historical drainage pattern and offsite drainage patterns both upstream and downstream of the property.
 - Proposed System. A general discussion of how the proposed system conforms to existing drainage patterns and offsite upstream drainage will be collected to protect development.
 - Grading Plan. A grading plan showing the following: soil map depicting unique soil features such as collapsible soil, rock features, etc.; and a grading plan showing all cut and fill areas within development, including the identification of slopes, fill and cut depths, and rock features within ten (10) feet of post grade soil surface.
 - Erosion Control. The grading plan shall also show how the grades will allow water to run off of lot areas without ponding and creating flooding problems for homes. Erosion control shall show the following: how erosion will be controlled during construction, explain and design such that construction debris and silts will not be collected by the stormwater system, design so that all cut and fill slopes will not be eroded, and show how these areas will be re-vegetated.
- Subdivision Fee. See Fairfield Town Fee Schedule.**
- Any additional information which the Planning Commission may reasonably require in a specific instance.