

Fairfield Town

Utah County, Utah

Master Site Plan Checklist

Application Certification: I 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. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Fairfield 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 Fairfield Town Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are Unique to individual projects or uses. Additionally, I acknowledge that I have reviewed and understand the section from the Consolidated Fee Schedule and hereby agree to comply with this ordinance. I also agree to allow the Staff, Planning Commission, Or town council, or appointed agent(s) of the town to enter the subject Property to make any necessary inspections thereof.

The purpose of the final plat is to review the proposed subdivision for proper engineering and subdivision design, to ensure real estate interests are properly represented, to provide for the dedication of lands required for public use and for the construction of public improvements, and for conformance with the preliminary plat.

Final Plat Procedure:

- ☐ Submit the Application to Fairfield town.(www.fairfieldtown.org);
- ☐ Upload the final plat along with any other documentation at **least fourteen (14) days** prior to the Planning Commission's regular meeting. (PDF ONLY);
- ☐ All final development application fees shall be paid in full prior to the application being assigned to the building department;
- ☐ The building department will notify all departments seven (7) days prior to said 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 present the final plat to the Town Council for approval;
- ☐ The Fairfield Town Council will approve, approve with changes, make recommendations, or deny the final plat.
- ☐ Final development plans are reviewed by the Planning Commission and the Town Council in conjunction with the review of the final plat associated with the subdivision. All final development plan applications filed with the city are required to provide the following application information;
- ☐ A final plat application, provided by the Town, completed and signed by the owners as identified on the property assessment rolls of Utah County or authorized agent of the owner(s), of the land to be developed.

- ☐ The Final development plan application shall be accompanied by the final development application fee, as established by a resolution of the Council;
 - ☐ Endorsement on the final plat by every person having a security interest in the subdivision property subordinating their liens to all covenants, servitudes, and easements imposed on the property;
 - ☐ The location of all monuments erected, corners, and other points established in the field. The material of which the monuments, corners, or other points are made shall be noted. Bearings shall be shown to the nearest second, lengths to the nearest hundredth of a foot, and areas to the nearest hundredth of an acre;
 - ☐ The owner's certificate of dedication, including the dedication of any public ways or spaces. This certificate shall be signed, dated, and notarized. The owner's certificate shall include a reference to any covenants that may be declared and blanks where the county recorder may enter the book and page number of their recording;
 - ☐ A legal description of the subdivision boundaries;
 - ☐ Title insurance on all dedications;
 - ☐ If the final plat is filed with the Town more than ninety (90) days from the date the preliminary application is approved by the Town Council, a title report, no older than thirty (30) days, shall be provided as part of the final development application;
 - ☐ Signature blocks prepared for the dated signatures of the Mayor, Town Recorder, Planning Commission Chair, and Town Engineer/Surveyor and/or Town attorney;
 - ☐ Final design and construction drawings for all proposed or required public improvements, including the profiles and cross sections of all existing and proposed streets;
 - ☐ Any additional information which is required by the type of subdivision shall be included;
 - ☐ Any other information required by the Planning Commission, Town Engineer, Building Department, Fire Department, or Town Council;
 - ☐ An original copy of any proposed deed restrictions in final form and signed by all of the owners of any interest in the subdivision who sign the final subdivision map. This copy shall be acknowledged by a Notary Public and shall be recorded in the office of the County Recorder along with the final plat.
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- ☐ (Note for Planning Commission consideration: The Town Attorney requires a copy of the CCRs and reviews them to ensure that they meet legal requirements);
 - ☐ Final Plat. After Town Council approval, a final plat shall be prepared by a licensed land surveyor, conforming to current surveying practices and in a form acceptable to the Utah County Recorder for recordation and shall include the following:
 - ☐ The final plat shall be prepared in permanent ink;
 - ☐ All streets shall be numbered using the Town address grid;
 - ☐ All required certificates shall appear on a single sheet (along with the index and vicinity map);

- ☐ The final plat shall be drawn on reproducible Mylar;
- ☐ A minimum of one (1), twenty-four inch by thirty-six (24 x 36) inch size Mylar, two (2) eleven by seventeen (11 x 17) inch size paper copies, and a digital copy in a PDF format shall be presented to the Town, as a requirement of the final plat application;
- ☐ The final plat shall contain the same information as required by Title 10.15.150. and shall include any revisions or additions, as required by the Planning Commission, building heads, and/or Town Council, as part of the preliminary plat approval;
- ☐ Title Block Required. A title block is required. It shall be placed in the lower right-hand corner of the Plat showing:
 - ☐ Proposed name or designation of the subdivision that is distinct from any other plat already recorded in the Office of the Utah County Recorder;
 - ☐ Name and address of the owner of the record and the name, address, and license number of the licensed surveyor or engineer responsible for preparing the Preliminary Plat; and
 - ☐ Date of preparation of the Preliminary Plat, and all revision dates, as applicable.
- ☐ Signature Block Required showing:
 - ☐ Surveyor's certificate;
 - ☐ Owner's property dedication;
 - ☐ Acknowledgments by owner to include corporate, partnership, limited liability company, or trust acknowledgment, as applicable;
 - ☐ County recorder's number;
 - ☐ Mayor's approval and acceptance;
 - ☐ Planning chairperson's approval and acceptance;
 - ☐ Town recorder; Town engineer/surveyor; and Town attorney when requested by Town Council
- ☐ All dedications to Fairfield must be clear of all liens and encumbrances.
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- ☐ The Town Council is identified and authorized as the approval authority for the final plat application ensuring compliance with all applicable requirements of this Chapter.
- ☐ The Mayor may approve the Final Plat or deny the Final Plat
- ☐ The Town attorney will review all legally binding documents including but not limited to deed restrictions, developer agreements, and/or any other binding documents.
- ☐ Methods Approved By The Town Council To Ensure All Improvements Are Made. To ensure that all improvements to the subdivision are made, the Town shall ask for one of the following:
 1. Bond;
 2. Guaranteed Letter of Credit; or
 3. Other means approved by the Town Council.

