

## FINAL PLAT CHECKLIST FOR DEVELOPED SUBDIVISION

### Final Plat

The Final Plat prepared by a Licensed Land surveyor in the State of Utah and prepared to scale with all dimensions shown in feet and decimals thereof will be required for final approval prior to recordation. Plats of large areas may be prepared on multiple, serially numbered sheets with match lines, an index map with vicinity, and index maps appearing on the first of the serially numbered sheets. Final Plats must show trails, roads, sidewalks, and other public facilities which will be deeded to the Town in accordance with the requirements of the Title.

The Final Plat submission must conform in all major respects to the Preliminary Plat as previously reviewed and approved by the Planning Commission or Town Council as applicable unless processed simultaneously). Final Plat submissions shall include all information listed below, delineated in permanent ink on waterproof tracing cloth or Mylar for recordation (which can be submitted after the Town Council grants final approval) and submitted in an electronic format.

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:

- ☐ \_\_\_\_\_ 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).
- ☐ \_\_\_\_\_ A minimum of two (2), twenty-four inch by thirty-six (24 x 36) inch and five (5) 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 10.15.170. 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 Insurance is required on all dedications 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.
- ☐ \_\_\_\_\_ A Will service letter from Rocky Mountain Power.
- ☐ \_\_\_\_\_ Application shall be accompanied by the final development application fee, as established by a resolution of the Council.
- ☐ \_\_\_\_\_ 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.
- ☐ \_\_\_\_\_ 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 signs 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. (Note for Planning Commission consideration: The Town Attorney requires a copy of the CCRs and reviews them to ensure that they meet legal requirements).

- ☐ \_\_\_\_\_ A title block showing the name of the proposed subdivision and its location by quarter-quarter section, section, township, range, principal meridian, city, county, and state; The name, address, telephone number, stamp, signature and registration number of a land surveyor registered in the State of Utah who prepared or reviewed the final plat.
- ☐ \_\_\_\_\_ A north point and both graphic and written scales.
- ☐ \_\_\_\_\_ A high-quality vicinity map that locates the proposed subdivision within its Township and the section, shows major roads and watercourses adjacent to or near the subdivision, and shows the boundaries and recorded names of adjacent or nearby subdivisions.
- ☐ \_\_\_\_\_ The point of beginning for the survey, which shall be tied to a section or quarter-section corner, and the location and a description of all existing monuments found during the course of the survey.
- ☐ \_\_\_\_\_ The location, nature, and boundaries, with bearings and distances, of all existing public ways and public or private easements in or adjacent to the subdivision, including the county book and page number references of the instruments establishing those ways or easements.
- ☐ \_\_\_\_\_ The exterior boundaries of the subdivision, with all bearings and distances, including curve data for curving boundaries.
- ☐ \_\_\_\_\_ The location, exterior dimensions, and consecutive number of all lots and blocks or other parcels created by the subdivision, including bearings and distances and curve data for curving boundaries (with all curve dimensions for boundary lines shown outside any such boundaries);
- ☐ \_\_\_\_\_ That the table of plat calculations includes the following:
1. Total acreage.
  2. Total acreage in lots.
  3. Total open space.
  4. Total improved open space.
  5. Average lot size (acreage & sq. footage).
  6. Largest lot size.
  7. Smallest lot size.
  8. Overall density.
  9. Total # of lots.
- ☐ \_\_\_\_\_ Proposed name or designation of the subdivision that is distinct from any other plat already recorded in the Office of the Utah County Recorder.
- ☐ \_\_\_\_\_ The location and a description of all monuments set during the course of the survey; The location of all monuments, 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.
- ☐ \_\_\_\_\_ A signed and dated owner's dedication in the form approved by the Town, which includes a complete legal description of the parcel being subdivided, and in which the owners of record dedicate all open space, public ways, utilities, and other public spaces to public use;
- ☐ \_\_\_\_\_ A public notary's acknowledgment of the owner's certificate.
- ☐ \_\_\_\_\_ A signed and dated certificate of consent in which all mortgagors, lien holders, and other parties with any real property interest, including the holders of mineral rights, in the property consent to its subdivision.
- ☐ \_\_\_\_\_ A public notary's acknowledgment of the certificate of consent.
- ☐ \_\_\_\_\_ Signature blocks prepared for the dated signatures of the Mayor, Town Recorder, Planning Commission Chair, and Town Engineer/Surveyor and/or Town attorney.
- ☐ \_\_\_\_\_ Signature Block Required Showing:
1. Surveyor's certificate.
  2. Owner's property dedication.

3. Acknowledgments by the owner to include corporate, partnership, limited liability company, or trust acknowledgment, as applicable.
4. Agreements, as applicable.
5. Mayor's approval and acceptance.
6. Planning chairperson's approval and acceptance.
7. Town recorder.
8. Town engineer/surveyor.
9. Town attorney.
10. Fairfield Irrigation Company.
11. Utility providers, if applicable.

☐ \_\_\_\_\_ An owner's dedication certificate, notary public acknowledgment for each signature on the plat, a correct metes and bounds description of all property included within the subdivision, other affidavits, certificates, acknowledgments, endorsements and notarial seals as required by law, this Title or by the Town Recorder or Town Attorney.

☐ \_\_\_\_\_ Required setback lines,

☐ \_\_\_\_\_ Water rights conforming to the Town's requirements shall be submitted to the Town Attorney for approval.

☐ \_\_\_\_\_ All dedications to Fairfield must be clear of all liens and encumbrances.

☐ \_\_\_\_\_ The Town Council is identified and authorized as the approval authority for the final plat application, ensuring compliance with all applicable requirements. The Mayor may approve the Final Plat or deny the Final Plat, accompanied by findings of Title 10.15.240.

☐ \_\_\_\_\_ The Town attorney will review all legally binding documents, including but not limited to deed restrictions, developer agreements, and/or any other binding documents.

☐ \_\_\_\_\_ 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.

## **Construction Plans**

Construction drawings for required public improvements will include the following and are required to be submitted with all final plat applications:

☐ \_\_\_\_\_ Plan profile and construction detail drawings prepared by a licensed professional engineer with his/her signature and seal.

☐ \_\_\_\_\_ Control data shall be referenced to information contained on county area reference plats.

☐ \_\_\_\_\_ Elevations shall be tied to an existing Utah County benchmark. Drawings shall show an elevation benchmark for the project.

☐ \_\_\_\_\_ The drawing scale shall be one (1) inch equals twenty (20) feet horizontal and one (1) inch equals two (2) feet vertical. The vertical scale may be smaller if warranted by unusual circumstances.

☐ \_\_\_\_\_ Stationing shall increase from left to right.

☐ \_\_\_\_\_ Centerline data and property line data shall be shown, including details of all curves.

☐ \_\_\_\_\_ Existing ground profiles shall be shown a minimum of three hundred (300) feet each way from the ends of subdivision streets.

☐ \_\_\_\_\_ All existing and proposed improvements within the project or within one hundred (100) feet of the project or adjoining the subdivision shall be shown. This includes curbs, gutters, sidewalk and underground pipes and utilities, ditches, canals, fire hydrants, street lights, water valves, etc. The existing fire hydrants in surrounding properties are shown.

- ☐ \_\_\_\_\_ All proposed structures, such as manholes, catch basins, cleanouts, etc, shall be shown. If Town standard structure details exist, they may be referenced in lieu of detail.
- ☐ \_\_\_\_\_ All proposed drainage facilities, including pipe and boxes, shall be shown. This includes a plan and profile of the system showing the method of drainage water disposal.
- ☐ \_\_\_\_\_ All vertical curves and horizontal distances shall be constructed in accordance with AASHTO requirements and standards.
- ☐ \_\_\_\_\_ Elevations shall be shown on all horizontal and vertical curves at approximately twenty-five (25) foot intervals and at the points of curvature and points of tangency.
- ☐ \_\_\_\_\_ The minimum grade for curb and gutter shall be one-half (0.5) percent identified on all curb returns and cross gutters. Percent of grade shall also be shown on straight grades with elevations at approximately fifty (50) foot intervals with flow arrows to indicate the direction of drainage.
- ☐ \_\_\_\_\_ All street names shall be shown.
- ☐ \_\_\_\_\_ Show typical roadway cross sections.
- ☐ \_\_\_\_\_ The existing grade elevations shall be shown in the profile.
- ☐ \_\_\_\_\_ Construction standards and specifications shall be referenced.
- ☐ \_\_\_\_\_ Road signs and stop signs shall be shown.
- ☐ \_\_\_\_\_ Mailboxes and gang boxes shall be shown.

## Landscaping & Irrigation Plans

A landscaping plan, prepared and stamped by a licensed landscape architect, indicating the location, spacing, types, and sizes of landscaping elements, sprinkler system plans, and existing trees, if any, and showing compliance with the landscaping or buffering requirements of the appropriate zoning district. The landscaping plan shall include, at a minimum, the following information:

- ☐ \_\_\_\_\_ The location and dimension of all existing and proposed structures (when feasible), property lines, easements, parking lots, power lines, rights of way, ground signs, refuse area and lighting.
- ☐ \_\_\_\_\_ The plant names (both botanical and common name), location, quantity, and size of all existing and proposed plants. The proposed plan should indicate the size of the plant material at maturation.
- ☐ \_\_\_\_\_ The landscaping plan should also exhibit the existing landscaping twenty (20) feet beyond the property lines.
- ☐ \_\_\_\_\_ Existing and proposed grading of the site indicating contours at two (2) feet intervals.
- ☐ \_\_\_\_\_ Plans showing the irrigation system shall also be included in the landscaping plan submittal.
- ☐ \_\_\_\_\_ Proposed and existing fences and identification of the fencing materials.
- ☐ \_\_\_\_\_ A summary of the total percentage of landscaped areas, domestic turf grasses, and drought-tolerant plant species, along with the estimated cost of all the improvements.

## Final Utility Plan

Utility plans in color showing all the utilities, including, but not limited to water, sewer, and storm drain. The location and size of existing and proposed utility lines and facilities in or adjacent to the proposed development shall also be shown.

## Lighting Plan

A lighting plan includes locations of all street lights that comply with Fairfield Town Municipal Code Title 9.3.00.

## Grading, Drainage, and Erosion Plan

A grading, drainage, and erosion plan prepared and stamped by a licensed engineer shall be submitted. 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:

- ☐ \_\_\_\_\_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.
- ☐ \_\_\_\_\_The major basin descriptions referencing all major drainage reports such as FEMA, major drainage planning reports, or flood insurance maps and the basin characteristics and planned land uses.
- ☐ \_\_\_\_\_The sub-basin description showing the historical drainage pattern and off-site drainage patterns both upstream and downstream of the property.
- ☐ \_\_\_\_\_A general discussion of how the proposed system conforms to existing drainage patterns and how offsite upstream drainage will be collected to protect development.
- ☐ \_\_\_\_\_The water quality evaluation showing the water quality shall not be degraded from existing stormwater quality including how solids are collected and not allowed to be discharged into downstream waters and how oils and greases are separated from stormwater.
- ☐ \_\_\_\_\_Maintenance plan and procedure for stormwater system; a thorough narrative of all charts, graphs, tables, or other information included in the report describing how it affects the proposed development.
- ☐ \_\_\_\_\_Infrastructure design criteria showing the piping is sized to handle the peak intensity of the ten (10) year storm event; all detention basins are sized to handle one hundred (100) year storm while discharging at a maximum ten (10) year, twenty-four (24) hour historical rate; a ten (10) year foot traffic lane in both directions is maintained at all locations within the storm event without flooding homes or damaging public property.
- ☐ \_\_\_\_\_Grading plan showing a soil map depicting unique soil features such as collapsible soil, rock features, etc.; a grading plan showing all cut and fill areas within development, including the identification of slopes, fill, and depths; and rock features within ten (10) feet of post grade soil surface.
- ☐ \_\_\_\_\_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 how erosion will be controlled during construction, explain and design such that construction debris and silts will not be collected by the stormwater system, show and design for all cut and fill slopes will not be eroded, and how these areas will be revegetated.

## Us Postal Service Letter & Plan

- ☐ \_\_\_\_\_An acknowledgment letter from the US Postal Service stating that they were involved with the mail delivery design and are satisfied with the proposed project, and a plan showing the location of proposed neighborhood delivery & collection box units. (Contact Cedar Valley Post Office, 103 S. 200 E. Cedar Valley, Utah 84013. Phone (801) 768-8379.

## Environmental Hazards/Soils Report

☐ \_\_\_\_\_ One copy prepared and stamped by a licensed engineer. A soil plan that complies with the Fairfield Soil Code, Chapter 5.3.00., including testing, reports, and remediation if required.

## Water Rights

☐ \_\_\_\_\_ Water rights document showing the availability of water rights sufficient to serve the development.

## Arsenic Report

☐ \_\_\_\_\_ Arsenic report

## Roads And Transportation Patterns And Connectivity Standards For Final Plat

See Fairfield Code, Title 6.3.00.

## Easements

The proposed grants of easement to be imposed on any land within the development.

## Fees

☐ \_\_\_\_\_ See Fairfield Town Fee Schedule for a complete list of fees.

## Other

☐ A stamped copy of Engineered plans needs to be on-site at all times until the Final Occupancy Permit is issued.

☐ A portable bathroom and wash station need to be on site until the Final Occupancy permit is issued.

## Recordation Of Plats

See Fairfield Code, Section 10.15.190.

I have read and agree to comply with all of the above information.

Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- ☐ TI permit # \_\_\_\_\_
- ☐ Application fees paid
- ☐ Fire Inspection completed: Date \_\_\_\_\_ By: \_\_\_\_\_
- ☐ Fire Inspection fee paid
- ☐ Fire Suppression: \_\_\_\_\_
- ☐ Zoning: \_\_\_\_\_
- ☐ Utah County Health Department Approval Number \_\_\_\_\_ (need a copy of certificate)
- ☐ Utah County Assessor Department: \_\_\_\_\_
- ☐ Conditional Use Permit: \_\_\_\_\_
- ☐ Road Dept
- ☐ Sheriffs Dept. Notified
- ☐ Planning Commission: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

- \_\_\_\_\_
- ☐ Town Council: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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☐ **Total Fees:** \_\_\_\_\_ **Paid:** \_\_\_\_\_

☐ **Check #:** \_\_\_\_\_

☐ **License #:** \_\_\_\_\_

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Title

Signature

Date

