

Preliminary Plat Checklist

The approval of a subdivision does not constitute a building permit. It is unlawful to erect, construct, reconstruct, alter, or change the use of any building or other structure within the Town without an approved building permit unless such building is exempt, as provided by the building codes of the Town.

Types of Subdivision

Undeveloped Subdivision;

Mortgage/Farm Preservation Subdivision; and

Developed Subdivision.

Flag Lots are not allowed in Fairfield Town (10.15.130)

Preliminary Subdivision Plat Requirements

The purpose of the preliminary plat is to allow for a 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. The steps to complete the application process are as follows.

- ☐ Submit an application to Fairfield Town (<https://fairfieldtown-ut.gov/>)
- ☐ Upload the preliminary plan along with any other documents at least fourteen (14) days prior to the Planning Commission's 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. The general submittal requirement package shall contain a submittal of the development application in a form that complies with the following:
 - ☐ The preliminary development plan application 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;
 - ☐ A copy of the Record of Survey for the original parcel filed with the Utah County Surveyor's office;
 - ☐ Tax clearance for land must be proven;
 - ☐ 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 following:
 - ☐ Project name and address; North point, scale, date, and type of subdivision;
 - ☐ A copy of the coordinate sheet which shall show the following:
 - ☐ The courses and distance of the proposed development/subdivision boundary and 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;
 - ☐ 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;
 - ☐ Names, addresses, and telephone numbers of developer, engineer, and current and prospective owners;
 - ☐ Numbers of all lots;
 - ☐ Nearest section corner tie, township(s) and range(s);

- ☐ Acreage, property dimensions, project perimeter, legal description;
- ☐ All proposed phases of the development, numbered and defined, with an 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;
- ☐ The proposed layout of all public roads, their proposed addresses, and grades shall abide by the Fairfield Town Road Ordinance and Master Transportation Plan;
- ☐ Location and elevation drawings of existing and proposed buildings, signs, dumpster(s), propane tank(s) and utility enclosures, fences, and other structures;
- ☐ Grading plans, including all proposed changes in grade;
- ☐ 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 the Planning Commission may reasonably require in a specific instance;
- ☐ Any additional information that may be required by the type of subdivision; and
- ☐ Existing fences in relation to actual property lines.
- ☐ The Town Council may, at their discretion, elect to give authority for final plat approval to the Planning Commission if:
 - ☐ The subdivision is simplistic in nature;
 - ☐ Road dedications are along existing streets and
 - ☐ No other requirements were made by the Town Council for approval of the preliminary plat;
 - ☐ Location of entire development in relation to surrounding neighborhoods and developments (include names of adjacent subdivisions and developments, adjacent property owners' names. Existing and proposed lot lines, easements, walkways, roads, and rights-of-way (public and private), including widths, names, and numbers, on subject and surrounding areas; proposed dedications of public use areas.
 - ☐ Existing waterways, ditches, canals, significant vegetation, and natural features of the land, such as drainage channels or open waterways.
 - ☐ Sensitive lands, including slopes over twenty-five (25) percent, flood hazard areas, high water table areas, shallow groundwater areas, stream or drainage corridor set-back areas, springs, seeps or surface water areas, detention basin areas, established road and utility corridors, ridge line areas and geologic hazards.
 - ☐ Geotechnical / Soils Information (Preliminary Level) A preliminary geotechnical assessment identifying soil types, groundwater conditions, collapsible or expansive soils, seismic hazards, and other geologic concerns. This may be in the form of a soils overview, geologic hazard screening, or preliminary geotechnical letter prepared by a licensed engineer. Additional detailed soils testing may be required at the final plat stage.
 - ☐ Planning Commission can require any additional information as reasonably needed

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

Owners Signature: _____ Date: _____

For Office Use Only

Date: ____/____/____

- ☐ TI permit completed: permit # _____ Date: _____
By: _____
- ☐ Application fees paid
- ☐ Fire Inspection completed: Date _____ By: _____
- ☐ Fire Inspection fee paid
- ☐ Utah County Health Department Approval Number _____
- ☐ Zoning: _____
- ☐ Conditional Use Permit: _____ By: _____
- ☐ Planning Commission: Approved: _____ Denied: _____ Date: _____
Comments: _____

- ☐ Town Council: Approved: _____ Denied: _____ Date: _____
Comments: _____

- ☐ Total Fees: _____ Paid: _____
- ☐ Check #: _____
- ☐ License #: _____

Title	Signature	Date
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