

Fairfield Town

Utah County, Utah

Final Plat Application

Date: _____

Applicant Information:

- Name: _____
- Address: _____
- Phone: _____ Cell: _____
- Email: _____

Property Information:

- Subdivision Name: _____
- Address/Location: _____
- Parcel Number(s): _____
- Zoning District: _____
- Total Acreage: _____ Number of Lots: _____
- Phase Number (if applicable): _____
- Current Land Use: _____
- Project Value: _____
- Existing use of Parcel: _____
- Intended use of Parcel: _____
- # of dwelling units: _____

Property Owner Information (if different from Applicant):

- Name: _____
- Address: _____
- Phone: _____ Cell: _____
- Email: _____

Engineer/Surveyor Information:

- Name: _____
- Company: _____
- Address: _____
- Phone: _____ Cell: _____
- Email: _____

Final Plat Submittal Requirements: The following items must be submitted with this application:

1. **Final Plat Drawing** prepared by a licensed land surveyor, including:
 - Subdivision boundaries, lot dimensions, easements, and rights-of-way
 - North arrow, scale, and legend
 - Legal description

- Public infrastructure locations (streets, utilities, etc.)
 - Dedication language and notary certification
 - Names and addresses of surveyor, engineer, applicant, property owners, and adjacent property owners (within 300 feet)
2. **Updated Preliminary Title Report** (dated within 30 days of submission)
 3. **Utility Approval Letters** (Water, Sewer, Power, Gas, etc.)
 4. **Engineer's Cost Estimate** for any required public improvements
 5. **Final Drainage and Grading Plan**
 6. **Final Roadway and Utility Plans**
 7. **HOA Documents (if applicable)**
 8. **Application Fee Payment** (Refer to current Town Fee Schedule)
 9. **Electronic PDF Copy** of all submitted documents
 10. **Will Serve Letter** from Rocky Mountain Power
 11. **Assurance for Public Improvements** (see Section 4)
 12. **Proof of Transfer of Water Shares to the Town**
 13. **Evidence of compliance with Preliminary Plat approval conditions**

Public Improvements:

An Improvement Completion Assurance and Warranty Agreement is required before recording. Indicate the form of assurance you are submitting:

- Cash Bond
- Escrow Agreement
- Letter of Credit

Total Estimated Cost of Improvements (as approved by Town Engineer): \$_____

Amount of Security (110% of estimated cost): \$_____

CERTIFICATIONS

- I certify that the Final Plat is consistent with the approved Preliminary Plat and conditions of approval.
- I understand that failure to record the Final Plat within 60 days of notice by the Town Recorder will result in expiration of this application.
- I have reviewed and complied with all requirements of Fairfield Town Code Title 10.15.

Certification and Signature: I certify that the information provided in this application and all accompanying documents are true and correct to the best of my knowledge. I understand that any false information may result in the rejection of this application.

Signature of Applicant: _____ Date: _____

Signature of Property Owner (if applicable): _____ Date: _____

Lienholder Consent & Subordination

If any deeds of trust, mortgages, or liens exist on the property, the lienholder(s) must consent to and subordinate their interest to the dedications and easements shown on this plat.

Lienholder Name: _____

Signature: _____ Date: _____

Printed Name & Title: _____

Notary Acknowledgment: _____

Revision History / Record of Changes

All revisions to this Final Plat must be documented below:

Rev #: _____ Date: _____ Description of Change:

Reviewed/Approved By: _____

Rev #: _____ Date: _____ Description of Change:

Reviewed/Approved By: _____

Rev #: _____ Date: _____ Description of Change:

Reviewed/Approved By: _____

Electronic Submittal Requirements

In addition to paper copies, an electronic PDF copy of the Final Plat and all required supporting documents must be submitted. Electronic files shall be provided on a USB drive or via email submission as directed by the Town.

Format Notes:

- PDF is required for official records.
- CAD or GIS file formats (DWG/DXF, shapefile, or geodatabase) may be requested for internal use by Town staff and coordination with the Utah Geospatial Resource Center (UGRC).
- Ensure that all text, linework, and symbols are legible and correctly scaled in digital format.

Appendix A: Subdivision Map Checklist

(Complete by Applicant • Verified by Town Staff before approval and recordation)

Use this checklist to ensure the plat contains all required signatures, seals, dedications, and statutory reference Attach supporting documents where indicated (title report, utility letters, engineer's estimate, bonding security). Staff will verify each item before the plat is scheduled for final approval.

Subdivision Map Checklist

The following checklist is provided to ensure compliance with Utah Code requirements and Town policies regarding subdivision plats. This checklist must be completed by the applicant and verified by Town staff before final approval and recordation of the plat.

- 1.** A Subdivision name that is distinct 10-9a-603(2)(a); 17-27a-603(2)(a) UCA
- 2.** Tax Clearance and Greenbelt clearance for land must be proven. 10-9a-603(4); 17-27a-603(4) UCA
- 3.** Required signatures on plat:
 - Licensed land surveyor. 10-9a-603(6)(b(i)); 17-27a-603(6)(b(i)) UCA
 - Owner of record. 10-9a-603(6)(a)(ii)(iii); 17-27a-603(6)(a)(ii)(iii) UCA
 - Names must be printed on plat. 17-21-25 UCA
 - Notary. 10-9a-603(6)(a)(iii); 17-27a-603(6)(a)(iii); 46-1-16 UCA
 - Legislative body. 10-9a-603(6)(a)(i);17-27a-603(6)(a)(i) UCA
 - Clerk. 10-9a-603(3); 17-27a-603(3);10-9a-604(1)(c) UCA
 - City Engineer. (Optional - if required by local ordinance) 10-9a-603(3); 17-27a-603(3); 10-9a-604(1)(c) UCA
- 4. Seals required:**
 - a. Surveyor. 10-9a-603(6)(b); 17-27a-603(6)(b) UCA
 - b. Notary. (Exemption: not necessary if notary signs in permanent ink, printed notary's full name, commission number, and the words, "A notary public commissioned in Utah," and the expiration date of the notary's commission). 46-1-16(7) UCA
 - c. Clerk. 10-9a-603(3); 10-9a-604(1)(b)(i)(ii)&(c); 17-27a-603(3)UCA
 - d. City Engineer. (Optional - if required by local ordinance). 10-9a-603(3); 10-9a-604(1)(b)(i)(ii) &(c); 17-27a-603(3) UCA
- 5. Dates:**
 - a. Owner's dedication. 10-9a-603(6)(a)(ii), 17-27a-603(6)(a)(ii) UCA
 - b. Notary. 10-9a-603(6)(a)(iii); 17-27a-603(6)(a)(iii); 46-1-16 UCA

- c. Legislative approval. 10-9a-603(a)(i); 17-27a-603(a)(i) UCA
- 6.** If the plat contains any mention of an HOA, it must be conveyed to the HOA. 10-9a-604(1)(d); 17-27a-604(1)(d); 57-8a-102(5) UCA
- a. Must appear in Owner's dedication block the words, "Common area is hereby conveyed to" (name of the HOA).
- b. Address where tax notice is sent.
- 7.** Lot, unit, block, building references, also addresses for each lot or unit. 10-9a-603(2)(c), 17-27a-603(2)(c) UCA
- 8.** Compare graphic representation against surveyor's boundary description for accuracy. 10-9a-603(2)(b); 17-27a-603(2)(b) UCA
- 9.** Is the person signing the owner's dedication also the owner of record? 10-9a-603(6)(a)(ii); 17-27a-603(6)(a)(ii); 17-21-21 UCA
- 10.** Compare with surrounding parcels to see if any of them conflict with the subdivision.
- 11.** There must be boundaries, course and dimensions of the parcels of ground. 10-9a-603(2)(b); 17-27a-603(2)(b) UCA **0.05 closure**
- 12.** Streets or other public areas must be clearly defined. 10-9a-603(2)(b); 17-27a-603(2)(b) UCA

Official Use Only

Date: ___/___/___

- 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
 - Water Dept
 - Sheriffs Dept. Notified
 - Planning Commission: Approved: _____ Denied: _____ Date: _____
- Comments: _____
-

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

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

Title

Signature

Date