



Santa Clara City, Utah Final Plat Subdivision Application

Note: Submittal of incomplete application could delay processing.

Name of Planned Development: _____ Date: _____

Applicant(s) / Property Owner(s) Information

Applicant / Contact Person: _____ Legal Owner: _____

Address: _____ Address: _____

City: _____ City: _____

State: _____ Zip: _____ State: _____ Zip: _____

Contact Phone Number: _____ Contact Phone Number: _____

If additional owner(s) please add addendum

Property Description

Street Address / Location of Property: _____

Section(s): _____ Township(s): _____ Range: _____

Current Zoning Designation: _____

Parcel Size (acres): _____

Number of Phases: _____

Number of Lots: _____

Major Street(s): _____

Final Application Submittal Requirements

(Refer to attached copy of Santa Clara City Submittal Deadlines)

- 1) Submit seven (7) copies and one original of the following for staff / technical committee review. An additional eleven (11) copies will need to be submitted, which has incorporated staff recommended changes, for Planning Commission review
 - a. Final Plat Application
 - b. Final Plat Checklist (attached checklist serves as a guide for adhering to Santa Clara City's subdivision requirements. City Staff will use the checklist for completeness reviews and insuring code compliance for subdivisions).
 - c. Final Plat that contains all the information required by Chapters 16.12, 16.24, 16.28 and preliminary plat approval and subsequent engineering requirements within one year after the City Council approval of the preliminary plat.
 - d. Three (3) copies of "Approved" engineer drawings and accompanying information and plans.
 - e. Engineer's cost estimate.

Note: After Planning Commission review applicant will be required to submit and additional eleven (11) copies of the final plat containing Planning Commission suggestions if necessary.

For comprehensive information of the subdivision requirements and process, refer to appropriate City Codes and Statutes. Codes can be viewed at www.santaclaracityutah.com or at the City offices.

Office Use Only:

Date Plan Submitted: _____ Date Plan Accepted: _____

Received By: _____ Receipt Number: _____



Final Plat Subdivision Approval Checklist

Santa Clara City

FINAL PLAT CHECKLIST

Project Name: _____

Yes	No	N/A	I. Final Plat Requirements
Y	N	N/A	A. Submittal of: 1) Engineering Drawings (4 copies); 2) Final Plat (two (2) 24"x 36" & eleven (11) 11"x 17"); 3) One (1) Mylar; and 4) Engineer Cost Estimates
			B. Final Plat Requirements (Chapter 16.24)
			1. Description and delineation (16.24.20)
Y	N	N/A	a. Name of subdivision approved by the Planning Commission
Y	N	N/A	b. Identification system for all lots & blocks and names of streets. Lot lines shall show dimensions in feet and hundredths. Lot sizes shall be shown to 1/1,000 acre accuracy. Easements shall be a minimum of ten feet along all front, and rear property lines, and seven and one-half feet along all side property lines
Y	N	N/A	c. Traverse of the perimeter of the subdivision
Y	N	N/A	d. Monumentation and survey control
			1. Official monuments: All United States, state, county, city or other official monuments shall be identified on the plat. The location of these monuments shall be accurately tied to the subdivision by true bearing and distance. All existing monuments shall show the agency setting the monument and the date set, if known, and the type of monument
Y	N	N/A	2. Street monuments shall be installed by the owner in accordance with the requirements of the city engineer locations indicated on the plat within thirty days after street paving
Y	N	N/A	3. Street centerline data and street widths shall be shown with ties to property lines, lot corners, etc. All radii, internal angles, points and curvatures, tangent bearings and the length of all arcs.
Y	N	N/A	4. Property Corners set prior to recording of final plat—type of corner monument used shall be indicated on the plat.
Y	N	N/A	e. Dedication to the public of all streets, easements, or other areas reserved for public use, with the purposes indicated thereon. Any area to be reserved by deed or covenant for common use of all property owners or to be used as a private street shall be indicated on the plat
Y	N	N/A	f. North arrow, scale, point of beginning, legal description and basis of bearing. Survey shall coincide with other surveys of record in the area. The basis of bearing shall be the one most predominantly of record in the area
Y	N	N/A	g. Subdivision boundary closures shall be .01 or less on exterior boundaries and .02 on interior lots.
			2. Standard Forms (16.24.030)
Y	N	N/A	a. Surveyor's "Certificate of Survey"
Y	N	N/A	b. Owner's "Certificate of Dedication"- signed by all owners
Y	N	N/A	c. Notary Public's Acknowledgement of all signatures
Y	N	N/A	d. Notarized Consent of all Leinholders
Y	N	N/A	e. Planning Commission's "Certificate of Approval"
Y	N	N/A	f. City Engineer's "Certificate of Approval"
Y	N	N/A	g. City Surveyor's "Certificate of Approval"
Y	N	N/A	h. City Attorney's "Certificate of Approval"
Y	N	N/A	i. City Council's "Certificate of Approval"
Y	N	N/A	j. A one-and-one half by five-inch space in the lower right-hand corner of the plat for the county recorder.
Y	N	N/A	k. Quick Claim Deed from Irrigation Company—Heights Only
			l. General Notes--The following general notes must appear on the plat:

Y	N	N/A	1. Notes Pertaining to the Issuance of building permit until all utilities are installed
Y	N	N/A	2. Notes Pertaining to Unstable Soil Conditions
Y	N	N/A	3. Basis of Bearings for Plat
Y	N	N/A	4. Property is Subject to Findings, Summary and Conclusions of a Geotechnical Report
Y	N	N/A	5. R-of-W Landscaping Requirements & Subsequent Maintenance Requirements
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			3. Additional Information Submitted with Final Plat (16.24.040)
Y	N	N/A	a. Statement from County Treasurer: Taxes & Special Assessments paid in full
Y	N	N/A	b. Deed restrictions signed in final form signed by all owners of any interest. Copy shall be acknowledged by a notary public and shall be recorded in the office of the county recorder along with the final plat
Y	N	N/A	c. Engineer's itemized estimate of the cost of all required improvements to be developed in the subdivision
Y	N	N/A	d. Current title report within the past thirty (30) days, or as may be required by the city attorney
Y	N	N/A	e. Final utility plans: water, sewer, power and natural gas if proposed, with approval from each utility department indicating that utility plans have been reviewed and approved by them and that services are available to each lot in the subdivision
			f. Final drainage plans
Y	N	N/A	1. Complete drainage system for entire subdivision shall be designed by a professional engineer, licensed in the state of Utah and qualified to perform such work. All existing drainage features which are to be incorporated in the design shall be so identified. If the final plat is to be presented in phases, general drainage plan for the entire area shall be presented with the first phase, appropriate development stages for the drainage system for each phase indicated
Y	N	N/A	2. The drainage plan shall be designed to consider the drainage basin as a whole and shall accommodate not only runoff from the subdivision area but also where applicable, the system shall be designed to accommodate the runoff from those areas adjacent to and "upstream" from the subdivision itself, as well as its effects on lands that are "downstream"
Y	N	N/A	3. Final Plans and profiles for all streets to be constructed: reviewed and approved by engineer
Y	N	N/A	4. Erosion control plan where applicable
Y	N	N/A	5. Soils report covering each lot in the subdivision as per geotechnical requirements prepared by a soils testing laboratory acceptable to the City.
Y	N	N/A	6. Irrigation Company: existing ditch/easements on property
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			4. Conformance to Applicable Rules and Regulations (16.24.050)
			a. Subdivision plan complies with all applicable laws, plans and regulations including, but not limited to:
Y	N	N/A	1. Zoning Ordinance and all other applicable city ordinances
Y	N	N/A	2. Official City General Plan
Y	N	N/A	3. Requirements of UDOT; Health Department, or other appropriate state agencies
Y	N	N/A	4. Standards adopted by the City including all boards, commissions, etc.
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Y	N	N/A	5. Self-imposed Restrictions Incorporated—Owner placed restrictions greater than those required by the zoning ordinance or these regulations, such restrictions or reference thereto may be required to be indicated on the subdivision plat, or the planning commission may require that restrictive covenants be recorded with the county recorder on a form approved by the city attorney. Conditions, covenants and restrictions and incorporation of a homeowner's association shall be required in the case of all planned unit development where joint ownership of common areas will exist (16.24.070):
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Y	N	N/A	6. Special Conditions Incorporated—Land which is unsuitable for subdivision or development due to flooding, improper drainage, steep slopes, rock formation, adverse earth formations or topography, unavailability of utility facilities or resources, utility easements or other features which will reasonably be harmful to the safety, health and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas, or which falls within development restrictions of the city's historic preservation ordinance shall not be subdivided or developed unless the owner formulates adequate methods approved by the city council upon recommendation of the city

engineer, to solve the problems created by the unsuitable land conditions. These lands shall be set aside for uses that will not involve such a danger (16.24.070)

Y	N	N/A	7. Final Plat and Engineer drawings are to comply with all sections of the City's Design Standards found in Chapter 16.28 (Red lines comply)
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Miscellaneous Notes:



SANTA CLARA CITY SUBMITTAL DEADLINES

Development Submittal Deadlines

Effective as of November 15, 2006

REZONINGS	
Classification	Submittal Deadline Requirements for Planning Commission
Open Space Zone (OS)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Residential Agriculture Zone (RA)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Single-Family Residential Zone (R-1)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Commercial Zone	<u>Without site plan approval</u> , application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. <u>With site plan approval</u> , application submittal deadline is seven (7) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Planned Development Districts (PD)	Application submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District/Mixed Use Zone	Application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District Overlay Zone	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Classification	Submittal Deadline Requirements for City Council
All	Copies of application (11 copies of application with any recommended changes encouraged by the Planning Commission) must be received two (2) weeks prior to intended City Council meeting. *Staff acceptance date is one (1) week prior to the intended City Council Meeting.

Before receiving any petition, all fees must be paid along with the submittal of a complete application.

*Staff acceptance date refers to the day staff formally accepts the application as complete, all required staff reviews are complete, and final changes made to the application materials are complete.

Conceptual reviews, prior to the submittal deadline, by staff and the Planning Commission are **strongly encouraged but not required; additionally, applicants/property owners are **strongly encouraged to submit their applications in advance of the established submittal deadline requirements to avoid missing a staff acceptance deadline due to unforeseen issue(s).**

SUBDIVISIONS	
TRC & Planning Commission Reviews	
Preliminary Subdivision	Preliminary Plat submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Final Subdivision	Final Plat submittal deadline is three (3) weeks prior to the intended Planning Commission Meeting. Staff acceptance date is one (1) week prior to the intended Planning Commission Meeting.
City Council Reviews	
Preliminary Subdivision	Preliminary Plat submittal deadline is one (1) week prior to the intended City Council Meeting—submittal must include 11 copies of application materials, revised if necessary to consider recommendations of Planning Commission. Staff acceptance date is one (1) week prior to the intended City Council Meeting.
Final Subdivision	Final Plat submittal deadline is one (1) week prior to the intended City Council Meeting—submittal must include 11 copies of application materials, revised if necessary to consider recommendations of Planning Commission. Staff acceptance date is one (1) week prior to the intended City Council Meeting.

Misc. Planning & Zoning Approvals	
PD Master Plan Amendment	Same as Planned Development approval
Site Plan Reviews	Three (3) weeks prior to intended Planning Commission Meeting and two (2) weeks prior to intended City Council Meeting.
Conditional Use Permits and Home Occupations	Week & a half (1 ^{1/2}) weeks prior to the Technical Review Committee Meeting

Typical Meeting Schedules:

Note: Please refer to the submittal deadline requirements that must be met in order to have a formal Planning & Zoning application placed on the agenda and considered for approval. Agendas for these meetings are posted prior to the meeting date and can be found on the City's web site: www.santaclaracityutah.com

Technical Review Committee (TRC) Meetings – Generally every Thursday at 7:30 a.m.

Planning & Zoning Meetings – 3rd Tuesday of each month at 7:30 p.m.

City Council Meetings—2nd & 4th Wednesday of each month at 6:00 p.m.

Final Note: Due to the time it takes to conduct reviews by staff, incorporate changes by the engineers, and meet state and local advertising deadlines, the submittal deadline requirements are firm.