

SUBDIVISION PLAT APPROVAL PROCESS & SCHEDULING

All subdivisions must meet the requirements of the Apple Valley Subdivision Ordinance and all information required for the following agenda items must be available at staff meeting. DEADLINE for items below to be submitted for any agenda 14 days before each Planning Commission meeting, which are held on the 2nd and 4th Thursdays of each month.

DISCUSSION ITEM: Concept Plan Review (*see information below*)

- Concept drawing

Schedule next available meeting date.

PRELIMINARY APPROVAL: Review of Preliminary Plat Approval (*see information needed below*)

- Preliminary Plat
- Department of Environmental Quality (DEQ) letter of feasibility on water.
- Letter from Washington County Water Conservancy District or local water company willing to serve.
- Southwest Utah Public Health Department (SWUPHD) letter of feasibility on sewer system.
- Power; phone and gas (if applicable) "will serve" letters.
- Letter from Public Service Commission certifying the water company as a public utility.

Schedule next available meeting date.

Fees are due at the time of preliminary plat filing:

- Subdivision filing fee \$1500
- Lot Split (2 lots) \$250

FINAL APPROVAL: Public Hearing and Review of Final Plat Approval (*see information below*)

- Final Plat
- Names and addresses (on labels) of all property owners within 500' of development to meet 3 day requirement for public hearing notification.
- DEQ letter of approval on culinary water and distribution system.
- Flood Ordinance — Elevations will be required on each lot on the final plat.

Schedule next available meeting date.

Fees are due at the time of final plat filing:

- Subdivision filing fee \$65/lot

ZONE CHANGE: (*if needed*): Public Hearing and Zone Change Approval (*see information needed below*)

- Application completed
- Legal description for advertising, with the local newspaper, 10 days prior to the Public Hearing.

Schedule next available meeting date.

Fees are due at the time of zone change application:

- Zone Change (if applicable) \$500+ac fee

PRELIMINARY SUBDIVISION APPLICATION

SUBDIVISION NAME _____

Description:

- Proposed name of the Subdivision
- Location of the Subdivision
- Names and addresses of owners
- North point
- Scale of the Map. 200' / inch maximum

Existing Conditions:

- Vicinity map showing general location
- Boundary of the proposed subdivision and acreage included
- Location of the nearest dedicated and improved road providing access to the Subdivision
- All property under the control of the subdivider, even though only a part of the subdivider's tract, a sketch of the prospective street system of the part submitted shall be considered in the light of existing master street plans or others land use authority studies.
- Location, width and names of all existing streets within two hundred (200) feet of the subdivision and of all prior platted streets or other public ways, utility rights-of ways, parks, and other public open spaces, permanent buildings, structures, houses or permanent easements and section lines, within and adjacent to the tract.
- Location of all wells, proposed, active and abandoned, and all reservoirs within the tract and to a distance of at least one hundred (100) feet beyond the tract boundaries.
- Existing sewers, water main, culverts or other underground facilities with the tract and to a distance of at least one hundred (100) feet beyond the tract boundaries, indicating the pipe sizes, grades, manholes and exact locations.
- Existing ditches, canals, natural drainage channels and open waterways, and proposed realignments.
- Boundary lines of adjacent tracts of un-subdivided land, showing ownership where possible.
- Contour lines at vertical intervals not greater than two (2) feet.

Proposed Plan:

- Layout of streets, showing location, widths and other dimensions of proposed streets, crosswalks, alleys and easements.
- Layout, numbers and typical dimensions of lots.

PRELIMINARY SUBDIVISION APPLICATION

- Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision.
- Building set-back lines required by the land use authority.
- Easements for water, sewers, drainage, utility lines, wells, and other purposes.
- Typical street cross-sections and grade streets where required by the land use authority.
- Plan or method by which the subdivider proposes to handle storm water drainage for the subdivision, which plan may include retention basins as necessary.
- Approximate radius of all center line curves on highways or streets.
- For subdivisions in which the developer has any interest whatsoever in the water company providing water to the subdivision, a letter from the **Utah State Department of Environmental Quality**, approving the quantity, quality and feasibility of providing culinary water to the subdivision.
- For subdivisions served from existing, approved water companies, in which the developer has no financial interest whatsoever in the water company, a **letter from the water company** agreeing to provide water to the subdivision. The amount of water provided will also be indicated by the water company. It is understood that the Department of Environmental Quality (DEQ) makes periodic checks of existing water companies to determine compliance with DEQ requirements.
- Letter from **Utah State Department of Environmental Quality and the Southwest Utah Public Health Department** or whichever agency is applicable for approving the method of wastewater disposal to be used in the subdivision. The method of disposal must also be approved by the town.
- Where necessary, copies of any agreements with adjacent property owners relevant to the proposed subdivision shall be presented to the land use authority.
- Letter from the **Public Service Commission** certifying the water company as a public utility, or exempting the water company as mutually owned. This letter applies to all water companies or systems serving more than one connection under separate ownership.