

Gunnison City Offices
38 West Center – Gunnison, Utah 84634



www.gunnisoncity.org
(435) 528-7969

Final Subdivision Application (Minor)

(Three (3) lots or less)

Date of Application:		
APPLICANT INFORMATION		
Contact Person:	Phone:	
Name of Applicant:		
Applicant Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
LAND USE APPLICATION		Fee Amount: \$
Proposed Subdivision Name:		
Location/Address of Subject Property:		
Current Zoning District:		
Total Acreage (square feet or acres) of Site & Number of Proposed Lots:		acres/ lots
Name of Property Owners: _____ (Provide Additional Sheet, if needed) _____		
GUNNISON CITY OFFICE USE ONLY		
Date Received:	Date Determined Complete:	Fees Paid:

PROPERTY OWNER AFFIDAVIT

STATE OF UTAH }
 }ss
COUNTY OF SANPETE}

I (we), _____, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20____.

(Notary)

My commission expires: _____

.....

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20____, personally appeared before me _____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)

My commission expires: _____

FINAL SUBDIVISION APPLICATION REQUIREMENTS:
- MINOR SUBDIVISIONS -

For a proposed subdivision to be considered by the City as a Minor Subdivision the Subject Property shall comply with ALL of the following requirements (See Definitions, Zoning Ordinance):

- 1) Is not traversed by the mapped lines of a proposed road or street as shown by the City's general plan.
- 2) Does not require the dedication of any land for a road or street or for any other public purposes.
- 3) Has been approved by the culinary water authority and the sanitary sewer authority.
- 4) Is located in a zoned area.
- 5) Conforms to all applicable land use ordinances; and
- 6) Contains no more than four (4) lots, including any lot containing any remnant of the Subject Property.

All Final Subdivision Applications (Minor) shall include and provide the following information:

- Final Subdivision Application (Minor), accompanied by the payment of all required fees.
- Legal Description.** A complete and accurate legal description of the property that is proposed to be subdivided (hereinafter "Subject Property").
- Final Subdivision Plat.** A Final Subdivision Plat shall be prepared by a licensed land surveyor, or engineer, as required by the Act, drawn at a scale of not less than one inch equals one-hundred feet (1" = 100'), or as recommended by the Zoning Administrator or City Engineer. The Final Subdivision Plat shall be prepared in pen on Mylar sheets twenty-four (24) inch x thirty-six (36) inch size, and all sheets shall be numbered. All required certificates shall appear on a single sheet (along with the index and vicinity maps). Four (4) paper copies of the Final Subdivision Plat and Four (4) paper copies of the Final Subdivision Plan profiles shall be provided, at the same size and scale as the Mylar copy(ies). Ten (10) eleven (11) inch x seventeen (17) inch size paper copies of all materials shall also be provided. A digital copy of the Final Subdivision Plat, in a format acceptable to the City's Geographic Information System standards shall also be provided. The Final Subdivision Plat shall contain the same information as required by for approval of the Preliminary Subdivision Application, and shall include any revisions or additions, as part of the Preliminary Subdivision Application approval. The Final Subdivision Plat shall clearly identify the following:
 - a) A vicinity map, at a minimum scale of one inch (1") = one-thousand feet (1000'), clearly identifying the general location and boundaries of the Subject Property, accesses, adjoining

subdivision and property outlines and names, as applicable, and other relevant information within one-half ($\frac{1}{2}$) mile of the boundary of the Subject Property.

- b) The accurate survey of the perimeter of the Subject Property and all parcels, units, or lots, created, accurate in scale, dimension and bearing, and giving the location of and ties to the nearest survey monument. Bearings shall be shown to the nearest second; lengths to the nearest hundredth (100^{th}) foot; areas to the nearest hundredth (100^{th}) acre. All parcels, units, or lots created shall be numbered consecutively. All lands within the boundaries of the Subject Property and the Final Subdivision Plat shall be accounted for as parcels, lots, roads, streets, alleys, walkways, or other designation.
- c) The boundary of the Subject Property; accurate in scale, dimension and bearing, and giving the location of and ties to the nearest survey monument. The map shall have an error of closure of not greater than 1:10,000. Survey tie to the State grid or other permanent marker established by the Sanpete County surveyor is required, if practical.
- d) Located at the top-center and in the Title Block, the name of the subdivision, as approved by the Sanpete County Recorder's Office. The basis of bearings used, graphic and written scale, true north point, township, range, section, quarter section, block, and lot number, and total area, including its total area in acres and square feet, of the Subject Property shall be shown.
- e) The location of all proposed lots, by their boundaries, course, and dimension, and meeting the minimum development standards, as required by the Zoning District in which the Subject Property is located, clearly identifying the area and dimensions of each proposed lot, including the lot frontage and lot width, and minimum setback requirements. Each lot to be created shall identify required setback lines identifying the required front, side, and rear yard areas, as required by the Zoning District in which the Subject Property is located.
- f) The location of any common space or open space areas, with the designation of the purpose of such areas, and conditions, if any.
- g) The lot or unit reference, block or building reference, street or site address, boundaries, course, and dimensions, acreage or square footage for all parcels, units, or lots, and length and width of the blocks and lots proposed to be created. All parcels, units, lots, or blocks created shall be numbered consecutively.
- h) The location of all monuments erected, corners, and other points established in the field. The material of which the monuments, corners, or other points are made shall be noted.
- i) All existing and proposed grid street numbers and street names shall be shown and the street address and coordinate address of all parcels, units, or lots, created shall be shown, as required by the addressing system of the City.

- j) All existing rights-of-way and easement grants of record for underground facilities, as defined by Section 54-8a-2 of the Utah Code Annotated, 1953, as amended, and for all other utility facilities, and all proposed easement grants of record.
- k) The endorsement of every person having a security interest in the Subject Property subordinating their liens to all covenants, servitudes, and easements imposed on the property.
- l) The name and address of the licensed surveyor responsible for preparing the Final Subdivision Plat. The surveyor or engineer making the Final Plat shall certify that the surveyor or engineer:
 - i) Holds a license in accordance with Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act.
 - ii) Has completed a survey of the property described on the Final Subdivision Plat in accordance with Section 17-23-17 of the Utah Code Annotated, 1953, as amended, and has verified all measurements; and
 - iii) Has placed monuments as represented on the Final Subdivision Plat.
- m) A Title Block showing:
 - i) Date of preparation of the Final Subdivision Plat, and all revision dates, as applicable.
 - ii) Name and address of the owner(s) of record and the name, address and license number of the licensed surveyor or civil engineer responsible for preparing the Preliminary Subdivision Plat.
 - iii) Signature blocks for the dated signatures of the Planning Commission Chair, Mayor, City Attorney, and authorized representative of all independent Service Providers, as applicable.
- All documents establishing any required agreements, guarantees, or any bonds and the payment of any required guarantees or bonds.
- Purchase Agreements.** When any parcel, unit, or lot is proposed to be purchased by a public or quasi-public agency, a letter of intention to purchase shall be provided.
- Required Local, State, and Federal Approvals and Permits.** When required, all necessary approvals, licenses, and permits, as required, shall be provided by such local state, and federal departments and agencies and included with the Final Subdivision Application.

- ❑ **Covenants and Restrictions.** Copies of all protective covenants, conditions and restrictions (CC&R's), trust agreements, home owner's association articles and bylaws, and all other required documents, including those required by the City, governing the future use of property, infrastructure, utility and service systems, re-subdivision, and other provisions required to maintain the integrity of the subdivision.
- ❑ **Final Construction Drawings.** Final design and construction drawings for all proposed, or required infrastructure, utilities, improvements, or services prepared by a licensed civil engineer, and in a form and as required by the Public Works Standards and the City Engineer, including, but not limited to, all culinary water facilities, all sanitary sewer facilities, all storm drainage and flood control facilities, bridges and culverts, the profiles and cross sections of all proposed roads and streets, all secondary water facilities, all fire hydrants and fire protection and suppression facilities and systems, all street lights, all street trees and other landscape plantings identifying the location and type of all street trees, shrubs and other landscape materials and plantings, and all other infrastructure, utilities, improvements, or services.
- ❑ **Improvement Construction Costs.** Estimated construction costs of all proposed, or required infrastructure, utilities, improvements, or services prepared by a licensed civil engineer, and as required by the Public Works Standards.
- ❑ **Final Grading Plan.** For the entire Subject Property a final grading plan, indicated by solid-line contours, using two (2) foot intervals, imposed on dashed line contours, also using two (2) foot intervals, of the existing topography for the Subject Property. The Final Grading Plan shall identify the proposed final grades for each proposed lot or parcel to be created.
- ❑ **Final Erosion Control Plan.** For the entire Subject Property a final erosion control plan. The Final Erosion Control Plan shall identify the proposed lot drainage and erosion control techniques and methods for each proposed lot or parcel to be created.
- ❑ **Final Easement Plan.** A final easement plan, identifying the location, size, and use of all existing and proposed easements located on the Subject Property.
- ❑ **Title Report.** If the Final Subdivision Application is filed with the City Recorder after one hundred (100) calendar days from the date the Preliminary Subdivision Application is approved, or if any changes or corrections have been made to the Title of the Subject Property since the Preliminary Subdivision Application was approved, a new Title Report for the Subject Property, provided by a Title Company, within thirty (30) calendar days from the date of filing the Final Subdivision Application shall be provided.
- ❑ **Tax Clearance.** A tax clearance from the Sanpete County Treasurer indicating that all taxes, interest, and penalties owing for the Subject Property have been paid.

FIGURE 2-14

**Final Subdivision Application (Minor) Procedures
(Three (3) Lots or Less)**

