

Gunnison City Offices
38 West Center – Gunnison, Utah 84634



www.gunnisoncity.org
(435) 528-7969

Preliminary 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: _____

**PRELIMINARY 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 Preliminary Subdivision Applications (Minor) shall include and provide the following information:

- Preliminary 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").
- Preliminary Subdivision Plat.** A Preliminary Subdivision Plat shall be prepared by a licensed land surveyor or civil engineer, as required by the Act, and 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 Preliminary Subdivision Plat shall be prepared in pen and all sheets shall be numbered. A minimum of sixteen (16) eleven (11) inch x seventeen (17) inch size and four (4) twenty-four (24) inch x thirty-six (36) inch size paper copies shall be provided and accompany the Preliminary Subdivision Application. A digital copy of the Preliminary Subdivision Plat, in a format acceptable to the City's Geographic Information System, standards shall also be provided. The Preliminary 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 (½) mile of the boundary of the Subject Property.

- b) 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.
- c) Located at the top-center and in the Title Block, the proposed name of the subdivision that is distinct from any other plat already recorded in 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.
- d) 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 proposed 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.
- e) The location of any common space or open space areas with the designation of the purpose of such set asides, and conditions, if any.
- f) The lot or unit reference, block or building reference, street or site address, the street name or coordinate 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.
- g) The location of all existing and proposed easements located on, or adjacent to the Subject Property, proposed to be continued, created, relocated, or abandoned. This information shall identify all existing and proposed easement grants of record for underground utility facilities, as defined by Section 54-8a-2, Utah Code Annotated, 1953, as amended, and for all other utility facilities within the any proposed rights-of-way.
- h) The location of all roads and streets serving the site. All existing street names shall be shown.
- i) The location of all infrastructure and services serving the site, or proposed to serve the site.
- j) The location and layout of all connections to required infrastructure and services including, but not limited to, culinary water, sanitary sewer, secondary water, storm drainage and flood control facilities and power, gas, and telephone facilities and other utility services.
- k) A title block, placed on the lower right hand corner of the Preliminary Subdivision Plat showing:

- i) Proposed name or designation of the subdivision that is distinct from any other plat already recorded in the Office of the Sanpete County Recorder.
- 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) Date of preparation of the Preliminary Subdivision Plat, and all revision dates, as applicable.
- iv) Signature blocks for the dated signatures of the Planning Commission Chair, Mayor, and authorized representative of all independent Service Providers, as applicable.

☐ **Required Subject Property Information.** Provided on separate sheets, at the same scale as the Preliminary Subdivision Plat, the following information shall be clearly identified;

- a) The location of all known natural features including, but not limited to, jurisdictional wetlands as identified by the United States Army Corps of Engineers, flood plains and flood channels as identified by a Federal or State Agency, all water courses, areas where ground water is located within three (3) feet of the ground surface, water bodies, drainage ways, and any other natural features, including the total area of each.
- b) All trees over six (6) inches in diameter, measured four (4) feet above the ground and location of all trees which are to remain.
- c) Existing site contours, at intervals of no greater than two (2) feet, overlaid with the proposed subdivision layout. Elevations shall be based on national Geodetic Survey sea level data. In cases of predominately-level topography one (1) foot interval contours may be required by the Zoning Administrator or City Engineer.
- d) The location of known man-made features including, but not limited to, existing platted lots, all power lines and power poles, telephone and other telecommunication lines and facilities, bridges, culverts, drainage channels, field drains, and well or spring protection areas. This information shall indicate which features will remain and which will be removed.
- e) The location and dimensions of all existing buildings, fence lines and property lines, overlaid with the proposed subdivision layout.

☐ **Required Subdivision Construction Information.** Provided on separate sheets, at the same scale as the Preliminary Subdivision Plat, the following shall be clearly identified;

- a) If the proposed subdivision will be accessed directly from a State Highway, an appropriate access permit approval, as required by the State of Utah Department of Transportation, shall be provided. If the subdivision will be accessed directly from a County Road,

authorization from Sanpete County to allow subdivision access from a County Road shall be provided.

- b) The location and size of existing and proposed culinary water and sanitary sewer lines and the location of all wells and springs, if any, and the location of all secondary water locations, overlaid with the proposed subdivision layout plan. Indicate the direction of slope for all gravity pipelines. The location of proposed connection locations to existing culinary water, sanitary sewer, and secondary water systems shall be shown
- c) Identification of the proposed storm drainage and flood control systems, including proposed pipe sizes, inlets, detention areas, and drainage arrows. The location of proposed connection locations to existing storm drainage and flood control systems shall be shown. The proposed subdivision storm drainage and flood control system shall make provision for the continuation of existing facilities.
- d) The location of all existing and proposed curb, gutter and sidewalk within and adjacent to the proposed subdivision with an indication of grades and flow arrows showing direction of storm water surface flows.
- e) The location of all existing and proposed fire hydrants, including the sizes of all existing and proposed water lines serving all fire hydrants. The location of proposed connection locations to existing water lines shall be shown.
- f) The location of all existing and proposed streetlights identifying the location, type, height, and light output of all proposed street lights.
- g) The location of all existing and proposed street trees and other landscape plantings identifying the location and type of all proposed street trees other landscape materials.

☐ **Evidence of Availability of Necessary Services.** The following information shall be provided, necessary to establish the availability of required services to the Subject Property.

- a) Written Approval of Culinary Water Feasibility. As required by the Act, the Gunnison City Public Works Director/Supervisor is designated as the Culinary Water Authority for the City. It shall be the responsibility of the Applicant to provide all information and materials, as required by the Public Works Director/Supervisor, necessary to review and provide a written approval of the feasibility of the proposed culinary water system and culinary water sources.
- b) Written Approval of Sanitary Sewer Feasibility. As required by the Act, the Gunnison City Public Works Director/Supervisor is designated as the Sanitary Sewer Authority for the City. It shall be the responsibility of the Applicant to provide information and materials, as required by the Public Works Director/Supervisor, necessary to review and provide a written approval of the feasibility of the proposed sanitary sewer system.

c) Written Recommendation of Fire Protection, Suppression, and Fire Access Facilities. As provided by the Act, the Gunnison City Fire Chief is designated as the Fire Authority for the City. It shall be the responsibility of the Applicant to provide information and materials, as required by the Fire Chief, necessary to review and provide a written recommendation of the proposed fire protection, suppression and fire access facilities.

- ❑ **Geotechnical Report.** For the entire Subject Property a report providing geologic maps, soil type maps, and tables of soil type interpretations based on the national Cooperative Soils Survey, United States Department of Agriculture, and Soil Conservation Service. Other investigation reports regarding the suitability of the Subject Property for the proposed subdivision shall be provided, as available. The location and height of all subsurface ground water areas shall be shown.
- ❑ **Preliminary Grading and Drainage Plan.** For the entire Subject Property a preliminary 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.
- ❑ **Erosion Control Plan(s).** For the entire Subject Property plans identifying proposed temporary and permanent erosion control measures.
- ❑ **Title Report.** A Title Report for the Subject Property, provided by a title company and no older than thirty (30) calendar days from the date of filing of the Preliminary Subdivision Application.
- ❑ **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.
- ❑ **Additional Information.** When the City Staff, Commission, or Council determine necessary for the adequate review of the proposed subdivision, the Applicant may be required to provide other information, materials, letters of feasibility, conduct studies, and provide other evidence indicating the suitability of the Subject Property for the proposed subdivision, including, but not limited to, access management plans, adequacy of utilities, public safety and fire protection, ground water protection, geologic or flood hazard, erosion control, wildlife habitat, and any other infrastructure, physical, environmental, or cultural matters.

FIGURE 2-12

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

