

Concept Plan Approval Checklist (January 2010)

A concept plan shall be required of all subdividers. Concept plan review provides the subdivider with an opportunity to consult with and receive assistance from the County regarding the regulations and design requirements applicable to the proposed subdivision of property. The applicant or applicant's duly authorized agent shall submit an application to the County Community Development Department for subdivision concept plan review in accordance with the provisions of this Chapter, together with the appropriate application fee as set forth in the County Fee Schedule.

Submittal for concept approval shall include:

- Title Commitment Report (TCR) at time of application
- A concept plan drawn to a scale not smaller than 100 feet to the inch, and shall show a north arrow. The subdivider shall submit three (3) copies 24"x 36" and one (1) copy 11"x 17" of the proposed subdivision concept plan drawn to scale to the County Community Development Department.
- The proposed name of the subdivision;
- A vicinity plan showing significant natural and manmade features on the site and within 500 feet of any portion of it; the property boundaries of the proposed subdivision and adjacent properties; the names of adjacent property owners, public facilities, location and size of public utilities, public and private easements, existing survey monuments;
- An aerial map at a scale of 1"=100' or other competent base map showing the area within ¼ mile of the project boundaries topographic contours at no greater interval than five feet;
- A proposed lot and street layout.
- A description of the type of culinary and irrigation water system(s) proposed; also, documentation of water rights and secondary water shares.
- A description of the size and location of sanitary sewer or septic tanks, and storm water drain lines and subsurface drainage.
- A description of those portions of the property which are included in the most recent flood insurance rate maps prepared by FEMA.
- The total acreage of the entire tract proposed for subdivision.
- Proposed changes to existing zoning district boundaries or zoning classifications or conditional use permits, if any.

Small Subdivision Waiver.

1. Upon review and acceptance of a concept plan for a small subdivision, the Planning Commission can waive the requirements for preparation and approval of a preliminary and a final plat if it can be shown that:
 - a. The small subdivision does not require dedication of land for street or other public purpose;
 - b. The small subdivision is not traversed by the mapped lines of a proposed street or a street to be widened, as shown on the Official Map; and
 - c. The lots are not part of a small subdivision approved less than three years earlier.
2. Each of the lots in a small subdivision must meet the frontage, width, and area requirements of the zone district in which it is located, or must have been granted a variance from such requirements by the Board of Adjustment.
3. The Planning Commission may require as part of the acceptance of the concept plan for a small subdivision any improvements or utility easements that are required of other subdivisions, as set forth in this Code.

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Preliminary Approval Checklist

Following concept plan approval, the applicant shall submit a preliminary plan to the Zoning Administrator. The preliminary plan shall provide design solutions to problems identified in the approved concept plan.

Submittal for concept approval shall include:

- Three (3) copies 24" x 36" and one (1) copy 11" x 17" shall be submitted.
- The proposed name of the subdivision.
- The plat shall show the location of the subdivision as its forms part of a larger tract or parcel. The submittal shall include a sketch of the prospective future street system of the unplatted portion of the property, and the street system of the part submitted shall be considered in light of adjustments and connections with the future street system of the surrounding area and in accordance with the County's General Plan.
- A vicinity map of the proposed subdivision, drawn at a scale of 500 feet to the inch, showing all lots and streets in the project, and all abutting streets, with names of the streets.
- The names and addresses of the subdivider, the engineer or surveyor of the subdivision, and the owners of the land immediately adjoining the land to be subdivided.
- A contour map at intervals of at least 2 feet, showing all unusual topographic features with verification by a qualified engineer or land surveyor.
- Certification of the accuracy of the preliminary plat of the subdivision and any traverse to permanent survey monuments by a land surveyor, registered to practice in the State of Utah.
- The boundary lines of the tract to be subdivided, with all dimensions shown.
- Existing sanitary sewers, septic tanks, storm drains, subdrains, culinary and secondary water supply mains and culverts and other utilities within the tract or within 100 feet thereof.
- The location, widths, and other dimensions of proposed streets, alleys, easements, parks, and other open spaces and lots with the size of each lot in square footage and proper labeling of spaces to be dedicated to the public.
- The location, principal dimension, and names of all existing or recorded streets, alleys, and easements, both within the proposed subdivision and within 100 feet of the boundary thereof, showing whether recorded or claimed by usage; the location and dimensions to the nearest existing bench mark or monument, and section line; the location and principal dimensions of all water courses, public utilities, and other important features and existing structures within the land adjacent to the tract to be subdivided, including railroads, power lines, and exceptional topography.
- The location of existing bridges, railroad crossings, culverts, surface or subsurface drainage ways, utilities, buildings or other structures, pumping stations, or appurtenances, within the subdivision or within 200 feet thereof, and all known wells or springs (consult Utah State Engineer's Office), and location of the 100-year flood plain as determined by the Federal Emergency Management Agency (FEMA).
- Proposed off-site and on-site culinary and secondary water facilities, sanitary sewers, storm drainage facilities, and fire hydrants.
- A tentative plan by which the subdivider proposes to handle storm water drainage for an event with a 10-year return interval, as determined by the County Engineer.
- Each sheet of the set shall contain the name of the project, scale (not less than 100 feet to the inch), sheet number, and north arrow.
- Boundary lines of adjacent tracts of unsubdivided land within 100 feet of the tract proposed for subdivision, showing ownership and property monuments.

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- A tentative plan for providing street lighting in the subdivision in districts where street lighting is required.
- Plans showing any required landscaping and/or park strip tree planting.
- If the site requires substantial cutting, clearing, grading, or other earthmoving operations in the construction of improvements, the application shall include a soil erosion and sedimentation control plan prepared by a registered civil engineer.
- A copy of proposed protective covenants in all cases where sub-surface drains are to be located within the subdivision.
- Verification as to the accuracy of the plat by the owner. The subdivider shall provide with the application the following documents:
 - a. Copies of any agreements with adjacent property owners relevant to the proposed subdivision.
 - b. A comprehensive geotechnical and soils report prepared by a qualified engineer based upon adequate test borings or excavations shall be submitted in accordance with the County's Subdivision Standards.
 - c. A copy of a preliminary title report evidencing satisfactory proof of ownership.
 - d. Satisfactory evidence that all utilities and services will be available for the subdivision and that the utilities and easements therefore have been reviewed by the utilities.
 - e. An adequate traffic report prepared by a qualified traffic engineer when required by the Planning Commission.
 - f. Adequate water pressure and fire hydrants for fire suppression.
 - g. The subdivider shall comply with all other applicable federal, state and local laws and regulations and shall provide evidence of such compliance if requested by the County.

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Final Approval Checklist

The following items shall be submitted to the Zoning Administrator for Final Plan review:

- Drawings shall be prepared and certification made as to plan accuracy by a registered professional licenses to do such work in the State of Utah. A workmanlike execution of the plan shall be made in every detail. A poorly drawn or illegible plan is sufficient cause for Final Plan rejection.
- The plan shall be a permanent photo-copy on 3 to 5 mil Mylar or equivalent approved by the County. Submittal of three (3) copies 24" x 36" and one (1) copy 11" x 17".
- Plats will show accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision, properly tied to public survey monuments. The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside with the lot dimensions, and tied to two existing land monuments (and state plane coordinates when required by the County). When the plan is bounded by an irregular shore line or a body of water, the bearings and distances of a closing meander traverse should be given and a notation made that the plan includes all land to the water's edge or otherwise.
- The plat shall be drawn to a scale not less than 1"=100' and shall indicate the basis of bearings, true North point, name of project and quarter section, block and lot number of property under consideration, and the date of the drawing.
- The plat shall be signed by all required and authorized parties with appropriate notarial acknowledgments and the final plat shall contain all information set forth in this section.
- An accurate and complete survey to second order accuracy shall be made of the land to be subdivided. A traverse of the exterior boundaries of the tract, and of each block, when computed from field measurements on the ground shall close within a tolerance of 1 foot to 10,000 feet. Survey tie into two legal corners or other permanent markers established by the County Surveyor is required.
- The final plat shall show all survey, mathematical information and data necessary to locate all monuments and to locate and retrace all interior and exterior boundary lines appearing thereon, including bearing and distance of straight lines, and central angle, radius and arc length of curves, and such information as may be necessary to determine the location of beginning and ending points of curves. All property corners and monuments within the subdivision shall show the calculated Box Elder County coordinates. Lot and boundary closure shall be calculated to the nearest 100th of a foot.
- All lots, blocks, and parcels offered for dedication for any purpose should be delineated and designated with dimensions, boundaries and courses clearly shown and defined in every case. The square footage of each lot shall be shown. Parcels offered for dedication other than for streets or easements shall be clearly designated on the plat. Sufficient linear, angular and curved data shall be shown to determine readily the bearing and length of the boundary lines of every block, lot and parcel which is a part thereof. No ditto marks shall be used for lot dimensions.
- Profiles of all streets, water, sewer, and drainage lines. These profiles should be shown on separate sheets but to a scale no smaller than 1"=20' vertical and 1"=40' horizontal.
- The plat shall show the right-of-way lines of each street, and the width of any portion being dedicated and widths of any existing dedications. The widths and locations of adjacent streets and other public properties within 50 feet of the subdivision shall be shown with dotted lines. If any street in the subdivision is a continuation or an approximate continuation of an existing street, the conformity or the amount of nonconformity of such existing streets shall be accurately shown.
- All streets within the subdivision shall be numbered (named streets shall also be numbered) in accordance with and in conformity with the adopted street numbering system adopted by the County. Each lot shall show the street addresses assigned thereto, and shall be according to the standard addressing methods approved by the County. In the case of corner lots, an address will be assigned for each part of the lot having street frontage.
- The side lines of all easements shall be shown by fine dashed lines. The width of all easements and sufficient

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ties thereto to definitely locate the same with respect to the subdivision shall be shown. All easements shall be clearly labeled and identified.

- The plat shall fully and clearly show all stakes, monuments and other evidence indicating the boundaries of the subdivision as found on the site. Any monument or bench mark that is disturbed or destroyed before acceptance of all improvements, shall be replaced by the subdivider under the direction of the County Engineer. The following required monuments shall be shown on the final plat:
 - a. The location of all monuments placed in making the survey, including a statement as to what, if any, points were reset by ties;
 - b. All right-of-way monuments at angle points and intersections as approved by the County Engineer.
- The final plat shall contain the name of the surveyor, together with the date of the survey, the scale of the map and number of sheets. The following certificates, acknowledgments and descriptions shall appear on the title sheet of the final plat, and such certificates may be combined where appropriate:
 - a. Registered land surveyor's "Certificate of Survey";
 - b. Owners dedication certificate;
 - c. Notary public's acknowledgment for each signature on the plat;
 - d. A correct metes and bounds description of all property included within the subdivision;
 - e. Plats shall contain blocks for signature of the Planning Commission, County Engineer, County Surveyor, County Attorney, County Commission. A block for the Box Elder County Recorder shall be provided in the lower right corner of the final plat.
 - f. Such other affidavits, certificates, acknowledgements, endorsements and notarial seals as are required by law, by this Code, or by the County Attorney;
 - g. Prior to recordation of the plat, the subdivider shall submit a current title report to be reviewed by the County Attorney. A "current title report" is considered to be one which correctly discloses all recorded matters of title regarding the property and which is prepared and dated not more than thirty (30) days before the proposed recordation of the final plat.
 - h. The owner's dedication certificate, registered land surveyor's certificate of survey, and any other certificates contained on the final plat shall be in the form prescribed by the County's Subdivision Standards and Specifications.
 - i. When a subdivision contains lands which are reserved in private ownership for community use, including common areas, the subdivider shall submit, with the final plat, the name, proposed articles of incorporation and bylaws of the owner, or organization empowered to own, maintain and pay taxes on such lands and common areas.
- Complete and detailed construction plans and drawings of all improvements shall be prepared in conformance to the design standards of the County. They shall be submitted to the County Engineer for review at the same time the final plat is being reviewed. Final approval of the project shall not be granted until the plans have been reviewed and recommended for approval by the County Engineer. No construction shall be started until the final plat has been recorded and the construction plans have been approved by the County. Plans for all the street utilities shall be drawn on the same plans.

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