

**PROCEDURE TO DETERMINE WHETHER A GARDEN CITY SUBDIVISION HAS
COMPLIED WITH SUBDIVISION PROCEDURES**

<u>REVIEWED</u>	<u>SUBDIVISION PROCEDURE</u>	<u>ORDINANCE</u>
<u>BY:</u>		
_____	1. Meet with the Town Council with conceptual designs and discuss water issues.	
_____	2. Prepare the Preliminary plat to be delivered to the Town Engineer for approval.	
_____	3. Submit plans to Canal Company if necessary for approval.	
	<u>Preliminary Plat Requirements:</u>	
_____	4. Preliminary plat, application forms, title insurance report, deeds, maps etc.,	11E-402-A-1
_____	5. Five (5) 24" x 36" copies and two (2) 11" x 17" copies of Preliminary Plat to Clerk.	11E-402-A-2
_____	6. Five (5) sets of preliminary engineering plans for streets, water, sewers, sidewalks and other required public improvements.	11E-402-A-3
_____	7. One (1) electronic copies of the Preliminary Plan and Preliminary Engineering Plans.	11E-402-A-4
	Vicinity Map	
	<u>The following are to be included:</u>	
_____	8. Boundaries.	11E-402-A-5a
_____	9. North Point.	11E-402-A-5b
_____	10. Streets and Roadways	11E-402-A-5c
_____	11. Boundary and Roadway alignments and street names labeled.	11E-402-A-5d
_____	12. Legal description.	11E-402-A-6
_____	13. Lot area of each lot.	11E-402-A-7
	<u>Description</u>	
	<u>In a title block located in the lower right hand corner of the sheet shall appear:</u>	
_____	14. The proposed name of the Subdivision.	11E-402-A-8a
_____	15. Address of the Subdivision.	11E-402-A-8b
_____	16. Names and addresses of the owner or subdivider, the engineer or designer of subdivision	11E-402-A-8c
_____	17. Date of preparation, scale of minimum of 1" = 100' in standard subdivisions and 1" = 200' in recreational subdivisions, and north point	11E-402-A-8d
	<u>Documentation</u>	
	<u>The Preliminary Plat application shall include copies of the following:</u>	
_____	18. A current title report and copy of owner's recorded deed.	11E-402-B-1
_____	19. Verification that taxes and assessments have been paid.	11E-402-B-2
_____	20. A statement of intended use of the proposed Subdivision.	11E-402-B-4
	<u>Existing Conditions</u>	
_____	21. Existing zoning.	11E-402-C-1
_____	22. Intersection boundary lines of adjoining property.	11E-402-C-3
_____	23. The approximate location of existing buildings.	11E-402-C-4
_____	24. The boundaries of the floodplain.	11E-402-C-5
_____	25. Location of hazardous areas, flood hazard, and areas of high groundwater, etc.	11E-402-C-6
_____	26. Benchmark or monument.	11E-402-C-7
_____	27. Boundary of proposed subdivision and acreage.	11E-402-C-8
_____	28. Boundary description.	11E-402-C-9

_____ 29.	All property under control of the subdivider and street system of portion submitted.	11E-402-C-10
_____ 30.	Show existing streets or other public ways, parks, etc.	11E-402-C-11
_____ 31.	Wells and all reservoirs	11E-402-C-12
_____ 32.	Existing sewers, water mains, culverts.	11E-402-C-13
_____ 33.	Storm sewers, water mains, culverts, street improvements, street lights, curbs, gutters and proposed utilities.	11E-402-C-14
_____ 34.	Existing ditches, canals, natural drainage channels.	11E-402-C-15
_____ 35.	Drainage canals and structures, drainage easements.	11E-402-C-16
_____ 36.	Boundary lines of adjacent tracts of unsubdivided land.	11E-402-C-17
_____ 37.	Contours, high water levels of all water courses.	11E-402-C-18

Proposed Subdivision Plan shall show:

_____ 38.	Layout of streets, crosswalks, alleys and easements.	11E-402-D-1
_____ 39.	Minimum of two (2) entrances/exits.	11E-402-D-2
_____ 40.	Layout, numbers and typical dimensions of lots.	11E-402-D-3
_____ 41.	Parcels of land reserved for public use.	11E-402-D-4
_____ 42.	Location of all land to be dedicated for public use.	11E-402-D-5
_____ 43.	Building setback lines.	11E-402-D-6
_____ 44.	Easements for water, sewer, drainage, utility lines, etc.	11E-402-D-7
_____ 45.	Boundaries of the tract.	11E-402-D-8
_____ 46.	Contour map.	11E-402-D-9
_____ 47.	Street cross-sections and grade of streets.	11E-402-D-10
_____ 48.	Stormwater drainage.	11E-402-D-11
_____ 49.	Drainage.	11E-402-D-12
_____ 50.	If necessary, copies of agreements with adjacent property owners.	11E-402-D-13
_____ 51.	Open space areas.	11E-402-D-14
_____ 52.	Proposed boundaries and sequence of phases.	11E-402-D-15

Suggested Items to be shown on plat:

_____ 53.	Dumpster Location
_____ 54.	Show location of propane tanks, even if buried.
_____ 55.	Postal Boxes should be located on property of larger subdivisions.

Improvements:

*The improvements set forth shall be shown on the Preliminary Plat and installed prior to approval of the final plat, unless conditions of Section C. 11E-403-A

*Departmental Standards. Standards for design, construction, specifications and inspection of street improvements, curbs, gutters, sidewalks, standards for water distribution, sewage disposal facilities by the Bear River Health Dept. or the Bear Lake Special Service District, storm drainage, and fire hydrants, all shall be stipulated by ordinance. 11E-403-B

*Design Standards. The design of the Preliminary and final plats of the subdivision in relation to streets, blocks, lots, open spaces and other design factors shall be in harmony with design standards recommended by the Planning Commission and other departments and agencies. Design standards shall be approved by the Planning Commission. 11E-403-C

Final Plat Requirements:

*After Preliminary approval, the subdivider shall cause the subdivision to be surveyed and a final plat be prepared. 11E-501

*Approval of final plat by Town Council. 11E-502

*Failure to obtain final plat approval by the Council

within twelve months from the preliminary approval will cause all preliminary approvals to be null and void. 11E-503

*The final plat shall be filed with Rich County within six months after final plat approval. Failure to file within that time shall cause all approvals of final plat to be null and void. 11E-503

*No lots shall be sold and no building permits shall be issued until the final plat is recorded. 11E-503

Contents of Final Plat:

Description and Delineation

- _____ 56. Final Plat shall be drawn at such a scale to be upon sheets of twenty-four (24) inch by thirty-six (36) inch paper with no part nearer to edge than one-half inch, and be in conformance with Utah Code. 11E-504-A
 - _____ 57. The Plat shall contain all information required for the Preliminary Plat except contours and comply with the following: 11E-504-B
 - _____ 58. The name of the subdivision which has been approved by the Rich County Recorder. 11E-504-B-1
 - _____ 59. Names and locations of adjoining subdivisions. 11E-504-B-2
 - _____ 60. Tract boundary lines, property lines, lot lines, street rights-of-way and center lines, other rights-of-way and easement lines. 11E-504-B-3
 - _____ 61. Identification system for all lots and blocks. 11E-504-B-4
 - _____ 62. Location, width, names of all existing or dedicated streets. 11E-504-B-5
 - _____ 63. Addresses for each lot. 11E-504-B-6
 - _____ 64. Distance to nearest established street lines or monuments. 11E-504-B-7
 - _____ 65. Raddi, internal angles, points of curvature, etc. 11E-504-B-8
 - _____ 66. All monuments and fire hydrants shown by appropriate symbol. 11E-504-B-9
 - _____ 67. Show all streets dedicated to the Town. 11E-504-B-10
 - _____ 68. Pipes or other physical markers be placed at each corner lot. 11E-504-B-11
 - _____ 69. The outline of any property that is offered for dedication to public use. 11E-504-B-12
 - _____ 70. Public utility's approval for proposed streets which are on property controlled by utility company. 11E-504-B-13
 - _____ 71. A letter from the Rich County Treasurer indicating that taxes are paid and current. 11E-504-B-14
 - _____ 72. Location of easements, public or private. 11E-504-B-15
 - _____ 73. Point of beginning. 11E-504-B-16
 - _____ 74. Scale, north arrow and date. 11E-504-B-17
- Final Plat shall require the following certifications, legal reviews, and approvals:
- _____ 75. Certification and signature of surveyor. 11E-504-C-1
 - _____ 76. The owner's "Certificate of Dedication". 11E-504-C-2
 - _____ 77. A notary public's "Acknowledgment". 11E-504-C-3
 - _____ 78. The Utah State Board of Health's "Certificate of Approval", or Bear Lake Special District "Certificate of Approval". 11E-504-C-4
 - _____ 79. Certification and signature of the Town engineer. 11E-504-C-5
 - _____ 80. The Town Attorney's "Certificate of Approval". 11E-504-C-6
 - _____ 81. Certification and signature of the Town Recorder. 11E-504-C-7
 - _____ 82. Certification of owner(s) of record. 11E-504-C-8
 - _____ 83. A provision in the owner's certificate referencing the county recorder's instrument number. 11E-504-C-9
 - _____ 84. Notation of any additional restrictions imposed by the

	Council or the Fire District Fire Chief.	11E-504-C-10
_____ 85.	A current title report.	11E-504-C-11
_____ 86.	Water rights to Town of Garden City.	11E-504-C-12
_____ 87.	One and one half by five-inch space for official agency use.	11E-504-C-13
_____ 88.	Twelve copies of final plat shall be filed.	11E-504-C-14
_____ 89.	Two electronic copies of the final plat.	11E-504-C-15
_____ 90.	Articles of Incorporation and by/laws	11E-504-C-16

Improvements

*Improvements shall be shown on the preliminary plat and installed prior to final plat approval unless conditions of Section C are met. Construction design plans shall be submitted and approved by the Town engineer.

11E-505-A

Improvement Plans Prior to approval of final plat by the council, the subdivider shall file two copies with the Clerk and Town engineer shall approve improvements.

11E-505-B

Guarantee of Completion of Improvements In lieu of actual installation of required public improvements before filing, the Council may permit them to provide a financial guarantee of performance in one or a combination of the following:

11E-505-C

Surety Bond:

11E-505-C-1

_____ 91.	Accrual: Bond to accrue to the Town covering construction, operation and maintenance of public improvement.	11E-505-C-1-a
_____ 92.	Amount: The bond shall be in the amount equal to one hundred twenty-five percent of estimated cost.	11E-505-C-1-b
_____ 93.	Term Length: period specified by Town Council.	11E-505-C-1-c
_____ 94.	Bonding for Surety Co. Bond shall be with surety co.	11E-505-C-1-d
_____ 95.	Escrow Agreement: Agreement shall be drawn and furnished by developer.	11E-505-C-1-e
	Cash deposit, certified check, negotiable bond, or Irrevocable bank letter of credit:	11E-505-C-2
_____ 96.	Amount: One Hundred twenty five percent of the estimated cost of construction.	11E-505-C-2-a
_____ 97.	Treasurer, escrow agent or trust company; surety shall be deposited with escrow agent or trust co.	11E-505-C-2-b
_____ 98.	Escrow time: period specified by Council.	11E-505-C-2-c
_____ 99.	Progressive Payment: make agreement with Council.	11E-505-C-2-d
	Condition approval of final plat – one of the following:	11E-505-C-3
_____ 100.	Improvements shall be completed and approved by Council.	11E-505-C-3-a
_____ 101.	Filed surety acceptable to Council.	11E-505-C-3-b
_____ 102.	Inspection of Public improvements under construction	11E-505-C-4
_____ 103.	Penalty	11E-505-C-5

Special Note about Building Plans:

Buildings, plans and construction drawings require a much higher level of detail, and must also be stamped by a state licensed engineer or architect. The plans submitted for the Planning Commission or the Board of Adjustments may not be acceptable when submitted with the final building plans and construction drawings.

Please be aware of this and have an appropriate professional prepare and stamp the necessary plans and drawings for the Commission and Board. In addition, understand that such a professional must also be involved once you reach the stage of submitting your building plans and construction drawings.

Building Plans and construction drawings may be submitted concurrently with the Planning submittal. There is always the possibility that the Commission or Board may require alterations to the plans – but the option is available. If you have worked closely with the Staff during your design process and you feel comfortable about having met all the requirements, this option could save you weeks on your project.