

Subdivision Sketch Plan Requirement Checklist

Brigham City Code can be found on our website: www.brighamcity.utah.gov

- Applicant** – Submit a sketch plan application [See Title 25, Chapter 25.02 Sketch Plan]
- Applicant** – Pay application fee [See fee schedule]
- Applicant** – Shall provide:
 - A. a conceptual layout of the proposed subdivision for the entire area of the subdivision site (hereinafter “Subject Property”), including all subdivision phases, as applicable, and all proposed lots, meeting the minimum development standards, as required by the Zoning District in which the Subject Property is located including lot area, lot frontage, lot width, and yard requirements. The conceptual layout shall also identify the proposed layout of all roads and streets including proposed rights-of-way widths, road and street lengths, and proposed connections to all existing roads and streets and adjoining properties.
 - B. a minimum of five (5) copies of the proposed subdivision’s conceptual layout, in a legible 11 inch x 17 inch size or a size required by the City Planner, shall be filed in the Office of the City Planner.
- City** – Schedule a sketch plan meeting between developer and Staff
- City** – Schedule the sketch plan application on the Planning Commission agenda as a discussion item to allow the Planning Commission to identify specific items the developer should consider during their preparation of the preliminary plat.