



# Subdivision Application (10 or More Lots) Preliminary Plat

**\*All sections of this application must be filled out and fees paid upon submittal or application will be deemed incomplete.**

Name of Subdivision: \_\_\_\_\_ Address of Property: \_\_\_\_\_

Tax ID/Parcel Number: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Total Area/Acres/Sq Ft: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_

Project Description: \_\_\_\_\_

**Name(s) of Applicant(s) or Authorized Agent(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Name(s) of Property Owner(s) (if other than applicant):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Architect/Engineer:** \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Certification:**

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. I also acknowledge that I have reviewed the Brigham City Subdivision Ordinance and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Ordinances in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Brigham City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof. I also understand the property owner or the authorized agent will be billed for engineering fees in excess of one hour and will be responsible for repayment of those fees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:** Attendance at Planning Commission and City Council meetings is required by the applicant or a representative. It is the applicant's responsibility to call for meeting dates and times.

**Office Use Only**

Application # _____	Application Fee	\$250.00 <sup>a</sup>
Date Received _____	Engineering Deposit	\$500.00 <sup>b</sup>
PH Mtg Date _____	Total	\$750.00
CC Mtg Date _____	Receipt Number	_____
	Deposit work order number	_____

<sup>a</sup> This fee includes 1-hour of Engineer fees (no refund for projects taking less than 1-hour).  
<sup>b</sup> Engineering fees in excess of 1-hour will be reimbursed by the applicant monthly to the City for the actual cost. A financial guarantee shall be made to the City through a cash deposit in the amount of \$500 due at the time of application. Upon final completion of the project, this guarantee will be refunded to the applicant upon final approval of the City and payment of the final engineering bill.  
<sup>c</sup> Applicable Engineering fees in excess of 1-hour will be reimbursed by the applicant monthly to the City for the actual cost.

**PROPERTY OWNER**

\* IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) \_\_\_\_\_, declare that I, (we) am (are) the owner(s)\* of the property identified in the attached application.

\*May be owner of record, contract owner, party to valid real estate purchase contract, party to valid earnest money agreement, option holder or have other legal control of property.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally appeared before me,

\_\_\_\_\_ who is personally known to me  
\_\_\_\_\_ whose identity I proved on the basis of \_\_\_\_\_  
\_\_\_\_\_ whose identity I proved on the oath/affirmation of \_\_\_\_\_,  
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

\_\_\_\_\_  
Notary Public

**PROPERTY OWNER PERMISSION**

\*IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) \_\_\_\_\_, the owner(s) of the property described in the attached application, give \_\_\_\_\_ permission to use the property listed in the attached application for the purpose named in the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally appeared before me,

\_\_\_\_\_ who is personally known to me  
\_\_\_\_\_ whose identity I proved on the basis of \_\_\_\_\_  
\_\_\_\_\_ whose identity I proved on the oath/affirmation of \_\_\_\_\_,  
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

\_\_\_\_\_  
Notary Public

## Subdivision (10 or More Lots) Preliminary Plat Requirement Checklist

Brigham City Code can be found on our website: [www.brighamcity.utah.gov](http://www.brighamcity.utah.gov)

- Applicant** – Submit a preliminary subdivision application with [See Title 25 Subdivisions, Chapter 25.03 Preliminary Subdivision Application] twelve (12) copies (24" x 36") and fifteen (15) copies (11" x 17") of the preliminary plat based on Brigham City Ordinances (See Section 25.03.04 Application Requirements)
- Applicant** – Pay application fee [See fee schedule]
- City Planner** – Determine preliminary subdivision application is complete
- City Staff** - Review and prepare a Staff Evaluation report
- City** – Schedule a Planning Commission public hearing for the preliminary subdivision by placing notice of public hearing five (5) days prior to the public hearing (City Code 25.08.03)
- City** – Mail notice of Planning Commission public hearing to each affected entity [Utah Code 10-9a-207] {Five (5) days notice required in City Code 25.08.03}
- City** – Mail notice of Planning Commission public hearing to each owner of record within 300 feet surrounding the perimeter of the property being subdivided. Notice shall be mailed not less than three (3) calendar days prior to the public hearing [Utah Code 10-9a-207] {Five (5) days notice required in City Code 25.08.03}
- City** – Post notice on property of Planning Commission public hearing not less than three (3) calendar days prior to the public hearing [Utah Code 10-9a-207] {Five (5) days notice required in City Code 25.08.03}
- City** – Post notice of Planning Commission agenda in three (3) public locations (City Code 25.08.03)
- Planning Commission** – Hold public hearing
- Planning Commission** – Forward recommendation to City Council, acting as Land Use Authority
- City** – Schedule a public meeting for the City Council to consider the preliminary subdivision application
- City** – Post notice in three (3) public locations of public meeting at least twenty-four (24) hours before public meeting
- City** – notify each applicant of public meeting at least three (3) business days before the meeting (unless waived) [Utah Code 10-9a-202]
- City Council**, acting as Land Use Authority – Hold public meeting to consider preliminary subdivision application