



Subdivision Application (1 to 9 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 Land Use Authority 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 ^a
Date Received _____	Engineering Deposit	\$500.00 ^b
PH Mtg Date _____	Total	\$750.00
LUA Mtg Date _____	Receipt Number	_____
	Deposit work order number	_____

^a This fee includes 1-hour of Engineer fees (no refund for projects taking less than 1-hour).
^b 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.
^c 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 (1-9 Lots) Preliminary Plat Requirement Checklist

Brigham City Code can be found on our website: 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 Planner, acting as Land Use Authority
- City** – Schedule a public meeting for the City Planner 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 Planner**, acting as Land Use Authority – Hold public meeting to consider preliminary subdivision application

POSTMASTER



Date: 2/28/2017

To:

Mark Bradley
City Planner
Brigham City Corporation

SUBJECT: New Development Requirements

Effective immediately the USPS Salt lake City District requires all future developments to provide accommodations for centralized mail delivery. The Postal Service will not furnish, install the Central Box Units (CBU), or pour the required concrete pads to anchor them. Costs for centralized units should be included in the design and expense of the development.

The Post Office does not recommend specific CBU vendors and does not maintain keys for newly established development. Key maintenance will be the responsibility of the landlord. The Postal Service will, however, change keys in private CBU units for a current fee of \$40.00. The key service charge is subject to change with future rate adjustments.

We encourage city planners to include these requirements in local ordinance to avoid any future misunderstanding.

Sincerely,

Gordon Cole

Gordon Cole
Postmaster
Brigham City UT 84302-9998