



# Subdivision Application (10 or More Lots) Final 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 City Council meeting 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 # _____	Base Fee (up to five lots)	\$500.00 <sup>a</sup>
Date Received _____	Add'l lots ____ x \$10.00	\$ _____
CC Mtg Date _____	Engineering Deposit	\$500.00 <sup>b</sup>
	Total	\$ _____
	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) Final Plat Requirement Checklist

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

- Applicant** – Submit a final subdivision application [See Chapter 25.04.05 Application Requirements]
- Applicant** – Pay application fee [See fee schedule]
- Applicant** – Submit subdivision plat. (1) original mylar copy and (12) 11 x 17 and (12) 24 x 36 paper copies  
*Note: May submit a paper copy for review prior to printing off the mylar copy*
- Applicant** – Submit plan & profile drawings. (2) original mylar copies and (12) 11 x 17 and (12) 24 x 36 paper copies  
*Note: May submit a paper copy for review prior to printing off the mylar copy*
- Applicant** – Submit title report. *Note: Make sure engineer/surveyor has copy to establish consistency between report and plat*
- City** – Prepare consent to reconfigure from all mortgage holders if necessary. Based on title report information
- Applicant** – Obtain consent to reconfigure from all mortgage holders
- Applicant** – Submit engineer's estimate of work
- City Engineer** – Review engineer's estimate
- City** – Prepare escrow agreement
- Applicant** – Submit public utility notification letters to utility providers
- City Planner** – Determine final subdivision application is complete
- City Staff** – Prepare Staff evaluation for final subdivision application
- City Staff** - Individually approve and sign plan & profile drawings
- City Engineer** – Sign subdivision plat, plan & profile drawings, and Engineer's estimate
- City Attorney** – Review paperwork, title report, sign subdivision plat
- Applicant** – Submit electronic file of subdivision and plan & profile drawings in AutoCAD 2007 format.
- Applicant** – Submit Engineer's estimate in electronic file
- City** – Schedule a public meeting for the City Council to consider the final subdivision application
- City** – Post notice in three (3) public locations of public meeting at least twenty-four (24) hours before the 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 final subdivision application
- City Council**, acting as Land Use Authority – Sign plat
- City** – Record consent to reconfiguration, subdivision plat, and escrow agreement at Box Elder County Courthouse

### *Following is GIS/Drafting Technician Responsibility*

- City** – update electronic file
- City** – update subdivision file

### *Reference Material*

[www.brighamcity.utah.gov](http://www.brighamcity.utah.gov)  
Chapter 25 Subdivisions  
Chapter 29 Zoning  
Utah Code 10-9a 601 to 611 Subdivisions

