



Sketch Plan Application Subdivision

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

Proposed Subdivision Name: _____ 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: _____

Please note: Attendance at Planning Commission 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 # _____

Date Received _____

SR Mtg Date: _____

PC Mtg Date: _____

Application Fee \$25.00

Receipt Number _____

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
- 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 legible 11 inch x 17 inch size or a size required by the Community Development Department. The number of copies to be submitted depends upon the nature of the concept plan and should be discussed with the City Planner prior to submitting the application.
- City** – Schedule a sketch plan meeting between developer and City 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.