



## **Francis City Minor Subdivision Process (4 Lots or Fewer)**

1. Pre-application meeting with City Planner.
2. Concept Plan Review – Optional for minor subdivisions.
3. Preliminary Plan Review – Submit digital copy of subdivision plans, prepared by a licensed surveyor or engineer, along with application. Turn in two sets of stamped and addressed envelopes for property owners within 600 ft. Staff will post notice of the public hearings and mail notice to neighboring property owners. Plan will be reviewed by city planner, city engineer, and city attorney, and fire district (review by Fire District is the responsibility of the applicant). The Planning Commission will review the plan, hold a public hearing, and make a recommendation to the City Council. The City Council will hold a public hearing and vote on the preliminary plan. A minimum of sixty days is required to process this application.
3. Final Plat Review – The Planning Commission may recommend that the preliminary plan be accepted as the final plat if it meets all requirements of a final plat. If the preliminary plan is not accepted as the final plat, submit a final plat application. The Planning Commission will review the plat and make a recommendation to the City Council. The City Council will vote on the final plat. A minimum of sixty days is required to process this application.
4. Record Final Plat – Submit mylar with all signatures except city and county signatures. Submit required water shares, bonds or escrow, and title report prior to signature of Mayor and recordation.
5. Apply for building permits, pending installation of any required infrastructure.



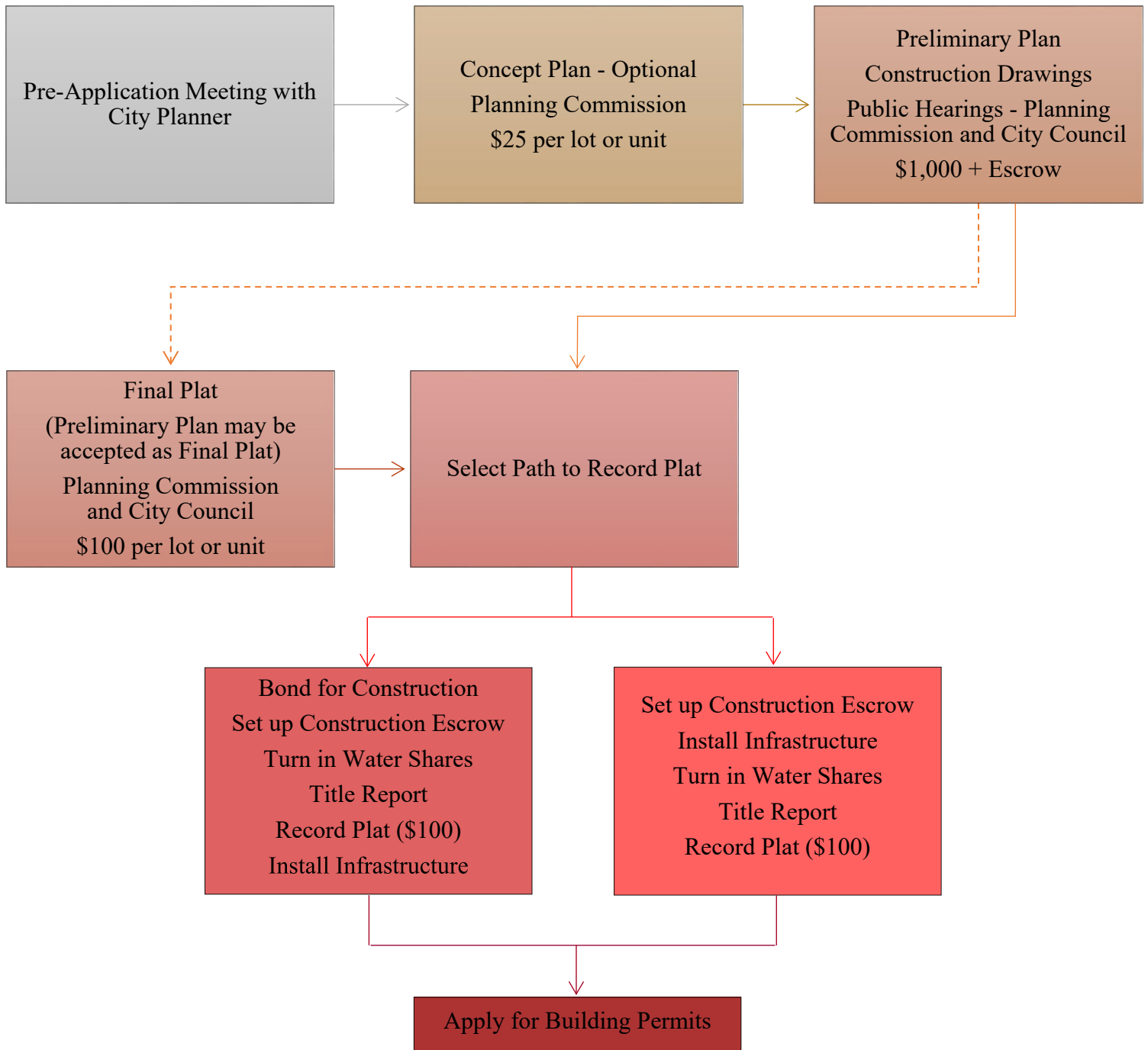
## Francis City Planning Fees

*The following chart outlines application fees only.  
Applicants are subject to additional city engineer and attorney fees as necessary.*

Concept Plan Review	\$25 per lot or unit
Final Plat Review	\$100 per lot or unit
Minor Subdivision Review	\$1,000 (4 lots or fewer)
Plat Amendment	\$500 / \$750
Project Re-Submission	\$100
Approval Extensions	\$100
Special or Additional Meetings	\$500
Recording	\$100 + County Recording Fee
Zoning Map Amendment	\$2,500
Code / General Plan Amendment	\$1,000



## Minor Subdivision Process Flow Chart





# FRANCIS CITY MINOR SUBDIVISION APPLICATION (4 LOTS OR FEWER)

**NOTE:** This application must be submitted a minimum of thirty days prior to the scheduled meeting of the Planning Commission. Final plat approval requires two public hearings and a minimum of sixty days to process. Applicant preparedness, complexity of the project, City Planner workload, and schedule of the Planning Commission and City Council will dictate the processing period.

**Planning Commission:**

Date: \_\_\_\_\_ Decision of Commission: \_\_\_\_\_

**City Council:**

Date: \_\_\_\_\_ Decision of Council: \_\_\_\_\_

**Non-Refundable Fee Paid: \$** \_\_\_\_\_

**Escrow Account Fee Paid: \$** \_\_\_\_\_

**Received By:** \_\_\_\_\_

Planning Review Fee (\$1,000)

Professional Escrow Account (\$500/lot or unit)

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Subdivision Name: \_\_\_\_\_ Property Tax ID No: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

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

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

Mailing Address: \_\_\_\_\_

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

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

**Owner's Authorization to file application:**

I authorize \_\_\_\_\_ to act as my representative in all matters relating to this application.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A minor subdivision may contain up to four lots. Applicants for a minor subdivision are required to complete all subdivision requirements, with the exception that the Planning Commission may recommend that the preliminary plan be accepted as the final plat if it meets all requirements of a final plat.

Submit all required information as per the following review process checklist. Incomplete information may be cause for denial of the application. These requirements are the minimum; other information may be required by the Code, Staff, Planning Commission, or City Council. Review section 17.30 of Francis City Code before submittal of this application.

*Initial by City Planner if completed, cross out and sign by City Planner if waived or not applicable to application:*

- \_\_\_\_\_ 1. A pdf file (emailed to the City Planner) and a full-size paper copy (if requested) of the preliminary plan showing the features required by Francis City Code 17.30 and 17.35. Plat must be prepared by a land surveyor or engineer, licensed to practice in the state of Utah, at a scale of not more than one inch equals 100 feet.
- \_\_\_\_\_ 2. Construction plans, prepared by a land surveyor and engineer, licensed to practice in the state of Utah, showing the features required by Francis City Code 17.35.010. Plans drawn at a scale of no more than one inch equals 50 feet.
- \_\_\_\_\_ 3. The names and addresses of the property owners within 600 feet as shown on the County Assessor's tax files, together with two sets of stamped, addressed envelopes for each such owner including Francis City 2317 South Spring Hollow Road, Francis UT 84036 as the return address.
- \_\_\_\_\_ 4. Planning review fee of \$1,000.
- \_\_\_\_\_ 5. Professional escrow account fee of \$500 per unit.  
Review and/or inspection by the City Attorney, City Engineer, or other consultants shall be billed to the applicant at the accrual billed rates incurred by the City, in addition to all other fees. To assure prompt payment, the applicant shall deposit money in an escrow account with the City. If the balance drops below \$250 per unit, the applicant must pay all outstanding billings plus bring the deposit account up to a total of \$250 per unit. If at any time an applicant's deposit account does not comply with theses provisions, the City's staff and its contractors, agents, and consultants shall stop work on the project until the account comes into compliance. At the conclusion or termination of the project, any unexpended amounts in the applicant's deposit account shall be refunded to the applicant.

**APPROVALS:** Planning Commission Date: \_\_\_\_\_  
City Council Approval Date: \_\_\_\_\_  
Plat Expiration Date: \_\_\_\_\_

**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 City Code(s) and that items and checklists contained in this application are 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 Codes 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 Francis City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, City Council or appointed agents(s) of the City to enter subject property to make any necessary inspections thereof.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Features to be Shown on Preliminary Plan (17.30.030)

*City Planner will complete this checklist and inform applicant of any revisions or additional required information.*

- \_\_\_\_\_ 1. The date of the map, approximate true north point, scale, and name of the subdivision.
- \_\_\_\_\_ 2. Contour lines at five-foot intervals, unless expressly exempted by the staff.
- \_\_\_\_\_ 3. The location of property with respect to surrounding property and streets, the names of all adjoining property owners of record or the names of adjoining developments, the names of adjoining streets, and the location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.
- \_\_\_\_\_ 4. The location of existing streets, easements, wetlands, water bodies, rivers, water sources, streams, irrigation systems and other pertinent features such as swamps, buildings, parks, cemeteries, drainage or irrigation ditches, bridges, or other features as determined by the Planning Commission and City Council.
- \_\_\_\_\_ 5. The location and width of all existing and proposed streets and easements, alleys, trails, and other public ways, and easement and proposed street rights-of-way.
- \_\_\_\_\_ 6. The location, dimensions, and areas of all proposed or existing lots complete with utility easements, lot numbers, acreage or square footage of each lot or parcel, and building setback lines. All lots in each block shall be consecutively numbered. Outlots shall be lettered in alphabetical order.
- \_\_\_\_\_ 7. The location and dimensions of all property proposed to be set aside for park or playground use, trails, and other public or private reservations and open space dedications, with designation of the purpose thereof, types, and conditions, if any, of the dedication, preservation or reservation.
- \_\_\_\_\_ 8. The name and address of the owner or owners of land to be subdivided, the name and address of the subdivider if other than the owner, and the name of the land surveyor.
- \_\_\_\_\_ 9. Sufficient data acceptable to the City Engineer to determine readily the location, bearing, and length of all lines which would enable the engineer to reproduce the lines upon the ground, and the location of all proposed monuments.
- \_\_\_\_\_ 10. Names of all new streets.
- \_\_\_\_\_ 11. Indication of the use of all lots or parcels whether single-family, multi-family, agricultural, commercial, open space as well as all uses other than those specified that are proposed by the subdivider.

- \_\_\_\_\_ 12. All information required by the Planning Commission and City Council or City staff after review of the concept plan and preliminary master plan (if applicable).
- \_\_\_\_\_ 13. Explanation of drainage and site easements, if any.
- \_\_\_\_\_ 14. Explanation of reservations and conservation easements, if any.
- \_\_\_\_\_ 15. Owner's dedication and consent to record as required by applicable state law.
- \_\_\_\_\_ 16. Signature blocks for endorsement by the Planning Commission Chair, Mayor, City Engineer, City Attorney, current South Summit Fire District, South Summit School District, utility companies, applicable irrigation company(s) and any other signatures required by the City Council.
- \_\_\_\_\_ 17. All utility facilities, including the location of water and sewer lines, existing and proposed throughout the subdivision.
- \_\_\_\_\_ 18. A plan designating limits of disturbance or building pads, if required, and utilities corridors and connections for each parcel and for subdivision improvements, such as utilities and roads.
- \_\_\_\_\_ 19. If the plan does not include all contiguous property of the owner of the subdivision, an indication of future use of the additional property.
- \_\_\_\_\_ 20. Indication of the nearest location of all public and private utilities.
- \_\_\_\_\_ 21. Indication of all slopes greater than 25 percent.
- \_\_\_\_\_ 22. A vegetation or revegetation plan, if required.
- \_\_\_\_\_ 23. The location and actual setbacks of existing structures within the preliminary plan boundaries, and a notation as to whether the existing structures will remain or be demolished.
- \_\_\_\_\_ 24. A table which details the density calculations for the plan, to include total acreage of plan, total acreage of lots, total acreage of streets, total acreage of open space, etc., and percentages of these items to the total acreage.



## Features to be Shown on Final Plat (17.35.060)

*City Planner will complete this checklist and inform applicant of any revisions or additional required information.*

- \_\_\_\_\_ 1. All the requirements of the preliminary plan, except the location of the water and sewer lines, as approved and/or amended. Please refer to FCC 17.35.060 for further detail.
- \_\_\_\_\_ 2. Blocks for the names and stamps of the engineer and/or surveyor of the subdivision. An Owner's dedication block.
- \_\_\_\_\_ 3. Signature lines for the Mayor, Planning Commission Chair, City Engineer, City Attorney, current South Summit Fire District, South Summit School District, utility companies, applicable irrigation company(s) and other signatures required by City Council.
- \_\_\_\_\_ 4. A boundary description. All existing survey monuments and survey monuments to be installed with the construction of the subdivision shall be shown and properly labeled and referenced.
- \_\_\_\_\_ 5. All easements of record shall be shown on the final plat.
- \_\_\_\_\_ 6. All lot numbers and addresses. All bearings, distances, and curve data for all lot lines street center lines, right-of-way lines, etc.
- \_\_\_\_\_ 7. All public utility easements as required by the Planning Commission.
- \_\_\_\_\_ 8. A vicinity map showing the location of the subdivision in relationship to the City.
- \_\_\_\_\_ 9. Any notices to purchasers required by the Planning Commission and City Council.
- \_\_\_\_\_ 10. Dedicate a cluster mailbox sight on plat map.
- \_\_\_\_\_ 11. Any notes required by the City Engineer.

## Features to be Shown on Construction Plans (17.35.010)

*City Engineer will complete this checklist and inform applicant of any revisions or additional required information.*

- \_\_\_\_\_ 1. Profiles showing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the center line of the existing road or roads within 100 feet of the intersection shall be shown. Approximate radii of all curves, lengths of tangents, and central angles on all streets.
- \_\_\_\_\_ 2. The Planning Commission and City Council may require, upon recommendation by the City Engineer, where steep slopes exist, that typical cross sections of all proposed streets be shown.
- \_\_\_\_\_ 3. Plans and profiles showing the locations and typical sidewalks, drainage easements, irrigation ditches, servitudes, rights-of-way, manholes, and catch basins; the locations of street trees, streetlights, and street signs; the location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, and fire hydrants, showing connections to any existing or proposed utility systems, and exact location, shut-off valves and size of all water, gas, or other underground utilities or structures.
- \_\_\_\_\_ 4. Location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drains, water mains, easements, water bodies or impoundments, streams, and other pertinent features such as swamps, wetlands, buildings, features noted on the official zoning map, at the point of connection to proposed facilities and utilities within the subdivision, and each tree or group of trees to be preserved. The water elevations of adjoining lakes or streams at the date of the survey, and the approximate high and low water elevations of such lakes or streams. All elevations shall be referred to the City Engineer's or USGS datum plane. If the subdivision borders a lake, river, or stream, the distances and bearings of a meander line established not less than 20 feet back from the ordinary high-water mark of such waterways.
- \_\_\_\_\_ 5. Topography at the same scale as the preliminary plan with a contour interval of five feet, referred to sea-level datum. All datum provided shall be the latest applicable U.S. Geodetic Survey datum and should be so noted on the plat.
- \_\_\_\_\_ 6. All other specifications, details, and references required by the design standards, construction specifications, and standard drawings, including a site grading plan for the entire subdivision.
- \_\_\_\_\_ 7. Notation of approval by the owner, City Engineer and all utility providers.
- \_\_\_\_\_ 8. Title, name, address, signature, and seal of the licensed engineer preparing the plans, and date, including revision dates.
- \_\_\_\_\_ 9. A limit of disturbance and revegetation plan, if required.