



APPLICATION for
MINOR SUBDIVISION REVIEW for
CONCEPT and FINAL PLAT within
COALVILLE CITY

For Office Use Only:	
Application #: _____	Application Date: _____
PC Approval Date: _____	CC Approval Date: _____
Community Development Director Approval Date: _____	Initial: _____
Expiration Date: _____	Denial Date: _____
Fee Paid: \$ _____	Receipt #: _____

Project Name: _____

Project Address or Area: _____

Name of Owner: _____	
Address of Owner: _____	
Phone: _____	Cell: _____
Email: _____	Fax: _____

Name of Applicant: _____

Address of Applicant: _____

Phone: _____ **Cell:** _____
Email: _____ **Fax:** _____

Procedure:

Under the Minor Subdivision Process, developers will need to follow the steps included in Title 8 of the Coalville Code. The Minor Subdivision Process has been developed in order to streamline the system for the applicant to efficiently develop property within the city while still maintaining the standards of the Coalville City Development Code.

The following timeline is given as a guide for developers in order to give them direction during the process.

Step 1: Develop Concept Plan. A concept plan shall be prepared showing the concept of the proposed subdivision. The concept plan shall consist of a general site plan with sufficient detail to illustrate on site characteristics of the proposed subdivision and adjacent parcels. Please include the following information for the Concept Review:

- A plan prepared by a qualified engineer and or Surveyor at an engineers' scale not more than one inch equals one hundred (100) feet. Please submit three (3) standard twenty-four (24) inch by thirty-six (36) inch printed copies and two (2) 11' x 17' printed copies and (1) digital format by e-mail or on a CD. Except when permission is expressly granted by the Staff, no concept plans hand drawn in pen or pencil shall be accepted. Plan shall be submitted to the City three (3) weeks prior to the scheduled meeting of the Planning Commission for review by the Staff and other appropriate agencies. The Plan must be complete and include the following in order to be considered for review. Please use the check-list below to ensure that you have addressed all the requirements that may be applicable.
 - ___ a. The date of the plan, true north arrow, standard scale, legend identifying lines and symbols, and title block with the name of the engineer, site or subdivision.
 - ___ b. The location of the property with respect to surrounding property and streets; along with the location and width of all existing and proposed streets, street names and easements, alleys, trails, fences and other public ways, easements, and proposed street rights-of-way.
 - ___ c. The location of water bodies, rivers, streams, and other pertinent features such as swamps, drainage or irrigation ditches, bridges, or other nearby features.
 - ___ d. A preliminary landscape and irrigation plan showing proposed plant species, size and location including means of irrigation.
 - ___ e. A preliminary lighting and signing plan showing all proposed exterior lighting and signing.
 - ___ f. A preliminary grading and drainage plan with an indication of all slopes from 0-8%, 8-15%, 15-30% and slopes greater than 30%.
 - ___ g. Location of trash receptacle and screening if the site requires a dumpster.
 - ___ h. Verification and location of fire hydrants.
 - ___ i. Sewer clean-out locations.
 - ___ j. Fencing location, type, color and height.
 - ___ k. Parking stall size, number of stalls, parking lot covering and locations.
 - ___ l. The location and size of all proposed or existing lots complete with building pads, utility easements, lot numbers, and building setback lines.
 - ___ m. The location and size of all property proposed to be set aside for park or playground use, or 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.

- ___ n. The name and address of the owner or owners of land to be developed or subdivided, the name and address of the sub-divider if other than the owner, and the name of the engineer and land surveyor.
- ___ o. Indication of the use of all lots or parcels whether single-family, two-family, multi-family, agricultural, commercial, industrial, recreation open space, as well as all uses other than those specified that are proposed by the developer or sub-divider.
- ___ p. Explanation of reservations and conservation easements, if any.
- ___ q. A preliminary utility plan showing all public and private utility, connection, and facilities existing and proposed throughout the site or subdivision.
- ___ r. If the plan does not include all contiguous property of the owner of the site or subdivision, an indication of future use of the contiguous property.
- ___ s. Proposed Phasing Plan as per Section 8-2-040 of the Subdivision Code if applicable.
- ___ t. Five (5) or more lots or units will require an Impact Analysis on public infrastructure as per Section 10-3-090.
- ___ u. A right to farm provision agreement or study, with appropriate deed restrictions or restrictive covenants if applicable.
- ___ v. All information required by the Land Use Authority or Staff.
- ___ w. Payment of fee \$600.00

Filing fee of \$600.00. A one-time fee of \$600.00 shall be paid to the city as per the city fee schedule in order to cover the costs of review for the minor subdivision Plus Notification and Publication Costs and is required at the time of application.

Note: The fees for reviewing the concept and final plat cover the cost of reviewing one submittal for each stage in the process. Any additional submittals will be assessed a review fee on an hourly basis at the non-negotiable hourly rate of the City Engineer and City Planner. Review costs can be kept to a minimum if the engineer for the developer is detailed in the original plat and plan preparation, is thoroughly familiar with the subdivision ordinance and associated checklists, and is responsive to the review comments. All review costs associated with each subdivision shall be paid in full prior to approval by the governing body.

Step 2: Concept Plan Review. The Planning Commission will review the concept plan and recommend the applicant to prepare the Final Plat with any staff of Commission reconditions.

Step 4: Final Plat and Construction Drawings Preparation. After gaining approval of the Concept Plan by the City, an applicant shall submit a Final Plat and Construction Drawings. For review by the Planning Commission and for a Public Hearing to be held with the City council. It is the applicant's responsibility to make any necessary changes to the concept plans that were required by the City prior to submitting any Final Plat Plans.

Please include the following with the Final Plat:

FINAL PLAT [Three (3) Copies]:

A plat prepared on reproducible Mylar including all of the requirements of the concept plan, preliminary plan, conditional use permit and master planned development as applicable, and including any other requirements of the Development Code. Applicants may submit a digital copy of the final plat on CD. Plan shall be submitted at least three (3) weeks prior to the next Planning Commission meeting to allow staff adequate time to process and review application. Please include:

- ___ a. A final draft of any subdivision restrictive covenants (CC&R's) or agreements
- ___ b. All monuments erected, corners, and other points established in the field in their proper places. The material and diameter of which the monuments, corners, or other points are made shall be noted at the representation thereof or by legend.
- ___ c. The final subdivision plat shall be prepared by a registered land surveyor licensed by the state of Utah and certified as to the same on the plat.
- ___ d. The subdivision plat must be signed by the owner of the property and all persons claiming an interest in the property within the plat, including those holding a security interest in the property, excluding mechanic liens and judgment liens. A condominium plat need not be signed by those holding security interests in the property. All owners' signatures must be legally acknowledged.
- ___ e. The plat must have signature blocks for the Mayor, City Engineer, North Summit Fire District, County Recorder, City Attorney, Planning Commission Chair, Rocky Mountain Power, Public Works Director, Questar Gas, Summit County Health Department and any other signatures required by the City.
- ___ f. Owner's dedication and consent to record as required by applicable state law.
- ___ g. The submission for plat approval must be accompanied by any declarations, easements, dedications of rights-of-way or open space, or similar documents that are in addition to the contents of the plat.
- ___ h. A preliminary title report covering all property located within the Subdivision. The report shall be prepared or updated to within thirty (30) days of the date of recording of the Subdivision Plat.
- ___ i. Any other information as may be useful or necessary for the meaningful review of the project. Additional information may be requested based on the nature of the project or the site.

IF APPLICABLE PLEASE PROVIDE CONSTRUCTION DRAWINGS:

(Three [3] copies)

- ___ a. Plans and profiles showing existing and proposed elevations along centerlines of all roads. Where a proposed road intersects an existing road or roads, the

elevation along the centerline of the existing road or roads within one hundred (100) feet of the intersection shall be shown. Approximate radii of all curves, lengths of tangents, and central angles on all streets. The Planning Commission may require, upon recommendation by the City Engineer, where steep slopes exist, that typical cross-sections of all proposed streets be shown.

- ___ b. Plans showing the location of existing and proposed trails, sidewalks, drainage easements, irrigation ditches, and rights-of-way.
- ___ c. Utility plan including plans and profiles showing the location, size and invert elevations of manholes, catch basins, existing and proposed sanitary sewers, storm water drains, culinary and irrigation water lines, fire hydrants, and connections to any existing or proposed utility systems, and exact location and size of all water, gas, or other underground utilities or structures.
- ___ d. Location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drains, water mains, and easements, and other pertinent features such as water bodies, streams, wetlands, buildings, and each tree or group of trees and shrubs 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 U.S.G.S. datum plane. If the subdivision borders a lake, river, or stream, the distances and bearings of a meander line established not less than fifty (50) feet back from the ordinary high-water mark of such waterways.
- ___ e. Topography at the same scale as the Preliminary Plan with contour intervals of five (5) feet over 30% slope and a minimum contour interval of two (2) feet less than 30% slope, 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.
- ___ f. All other specifications, details, and references required by the Coalville City Engineering Standards and Construction Specifications.
- ___ g. Signature blocks for the Planning Commission Chair, Mayor, City Engineer, Public Works Director, City Recorder, as well as the applicant's engineer and surveyor.
- ___ h. Title, name, address, signature, and seal of the professional engineer preparing the plans, and date, including revision dates.
- ___ i. Erosion control plan including limits of disturbance and re-vegetation.
- ___ j. Site grading and drainage plans.
- ___ k. Landscape, maintenance, and irrigation plans.

____ 1. Lighting and signing plans.

Notice: Additional information may be required by the project planner to ensure adequate information is provided for staff analysis. All information submitted as part of the application may be copied and made public including professional architectural or engineering drawings which will be made available to decision makers, public and any interested party.

If you have any questions regarding the requirements of this application, please contact the Community Development Director prior to submitting the petition.

County tax parcel (“Sidwell”) maps and names of property owners are available at:

Summit County Recorder’s Office
60 North Main Street
Coalville, Utah 84017

File the complete application at:

Coalville City Hall
10 North Main Street
Coalville, Utah 84017

Signature of Property Owner or Representative: _____ Date: _____