



APPLICATION for  
Subdivision Amendment within  
COALVILLE CITY:

**For Office Use Only:**

Application Date: _____	CC Approval Date: _____
PC Approval Date: _____	Initial: _____
Community Development Director Review Date: _____	Denial Date: _____
Expiration Date: _____	Receipt #: _____
Fee Paid: \$ _____	

**Project Name:** \_\_\_\_\_

**Project Address or Area:** \_\_\_\_\_

<b>Name of Owner:</b> _____
<b>Address of Owner:</b> _____
<b>Phone:</b> _____ <b>Cell:</b> _____
<b>Email:</b> _____ <b>Fax:</b> _____

Check box if same as owner

**Name of Applicant:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Engineer and/or surveyor of the subdivision:** \_\_\_\_\_

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

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

**Check what type of amendment is proposed**

- Adjusting a boundary line between two or more subdivisions
- Creating one or more lots in a platted subdivision.
- Adjusting public utility lines in a platted subdivision.
- Dedication of any land for street or other public purposes in a platted subdivision.

Other: \_\_\_\_\_

## Process of Approval:

This application must first be reviewed by the City staff. Following this review the applicant will be informed of the next available meeting date when the item can be addressed by the Planning Commission. The Staff will make a recommendation to the Planning Commission for consideration, the Planning Commission will make a recommendation, and a public hearing will be held with the City Council being the land use authority to either approve or deny the request.

## Application Checklist:

### **Please include with the application:**

- \_\_\_ 1. A plan prepared by a qualified engineer or surveyor at an engineers' scale not more than one inch equals one hundred (100) feet, submitted in a digital format as well as three (3) printed copies with sheets numbered in sequence, if more than one sheet is used, on standard twenty-four (24) inch by thirty-six (36) inch paper. Except when permission is expressly granted by the Staff, no preliminary plan 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 should include the following:
  - a. The date of the plan, true north arrow, standard scale, and name of the subdivision. The name and address of the owner or owners of land to be subdivided, the name and address of the sub-divider if other than the owner, and the name of the land surveyor.
  - b. The location of property with respect to surrounding property and streets, the names of adjoining streets, and the location of all boundary lines of the property.
  - c. The location of existing streets, easements, water bodies, rivers, streams, and other pertinent features such as swamps, buildings, parks, cemeteries, drainage or irrigation ditches, bridges, or other features as determined by the Staff.
  - d. The location and width of all existing and proposed streets, street names and easements, alleys, trails, and other public ways, and easement and proposed street rights-of-way.
  - e. The location and size of all proposed or existing lots complete with building pads, utility easements, lot numbers, and building setback lines.
  - f. 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.
  - g. 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 sub-divider.

- h. Explanation of reservations and conservation easements, if any.
- i. Indication of the nearest location of all existing public and private utilities.
- j. All information required by the Land Use Authority or Staff after review of the Concept Plan.

\_\_\_ 2. If applicable proposed phasing plan as per Section 8-2-040 of the Subdivision Code.

\_\_\_ 3. Five (5) or more lots or units will require an Impact Analysis on public infrastructure as per Section 10-3-090.

\_\_\_ 4. If applicable a right to farm provision agreement or study, with appropriate deed restrictions or restrictive covenants.

\_\_\_ 5. If requested a sidwell map (with aerial photography and ownership lines) showing the entire area of the proposed subdivision.

\_\_\_ 6. If applicable, a signed, notarized statement of consent from property owner authorizing applicant to act as agent.

\_\_\_ 7. **Filing fee of \$500 + Notification and Publication Costs, due at time of application.**

**\*\*Note: The fees for reviewing preliminary plats, final plats and site plans cover the cost of reviewing two submittals 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.**

**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.

**File the complete application at:**

Coalville City Hall  
10 North Main Street  
Coalville, Utah 84017

Signature of Property Owner or Representative:

Date \_\_\_\_\_