

Subdivision - Plat Amendment Application

t.801/423-2300 | f.801/423-1443 | email staff@elkridgecity.org | web www.elkridgecity.org

This application and the Final Plat Check List will be returned to the applicant if either are submitted incomplete.

PROJECT DESCRIPTION / ENGINEERING INFORMATION

PROJECT DESCRIPTION

Project Name: _____
Address: _____
Proposal: _____
Current Zoning: _____

ENGINEERING FIRM INFORMATION

Firm Name: _____ Phone: _____
Engineer Name: _____ Cell: _____
Address: _____ Fax: _____
City: _____ State: _____ ZIP: _____ email: _____

APPLICANT / AUTHORIZED AGENT INFORMATION / SIGNATURES

OWNER INFORMATION

Name(s): _____ Phone: _____
Address: _____ Cell: _____
City: _____ State: _____ ZIP: _____ Fax: _____
email: _____

APPLICANT OR AUTHORIZED AGENT INFORMATION

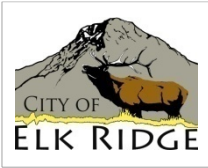
Name(s): _____ Phone: _____
Address: _____ Cell: _____
City: _____ State: _____ ZIP: _____ Fax: _____
email: _____

SIGNATURES

Owner(s): _____ Date: _____
Applicant(s): _____ Date: _____

SUBMITTAL INFORMATION (filled in by staff)

Received by: _____ Date: _____
Fee amount paid: _____ Date: _____
Complete application and check list verified by: _____ Date: _____



Plat Amendment Checklist

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Use this as a check list to make sure all required items are submitted

This form and application will be returned to the applicant if submitted incomplete.

A. FINAL PLAN AND REQUIRED PLANS

Required for all developments

Applicant checks black box (or writes NA) to acknowledge item is complete

Staff checks red box to acknowledge item is complete

1. SUBMISSION REQUIREMENTS

- Completed Subdivision Plat Amendment Application form
- List of surrounding properties/addresses within 300 feet.
- 5 copies 24"×36" of all necessary plans (1/8" in height or larger lettering)
- 2 copies 11"×17" of all necessary plans
- PDF of all submittals on CD/DVD
- CAD digital files (AutoCAD or DFX format) on CD/DVD
- Plat Amendment application fee (see city fee schedule)
- All plans drawn by a licensed surveyor and/or engineer
- Final CC&R's, as necessary
- Letter from post office approving central mail box locations
- Letters from Questar, Qwest, Comcast, SESD on concurrence of new Public Utility Easements

2. ALL PLAN SHEETS BASE DATA

All plan sheets shall include:

- Title block, including the following:
 - Name of subdivision plat
 - Name, address, telephone number of engineer/surveyor, and wet stamp
 - Name, address, and telephone number of subject property owner(s)
 - Name, address, and telephone number of developer
 - Location of plat (Elk Ridge, Utah County, Utah)
 - Original drawing date and each subsequent revision date
- Subdivision plat drawing, drawn to scale of 1" = 40', 1" = 50' or 1" = 60'
- Lot layout - showing the following:
 - Proposed lots and lot numbers
 - Lot sizes in square feet
 - Building envelopes
 - Roads and trails
 - Open space areas
 - Drainage areas and easements
- Vicinity map of the subdivision with its distinguishable location within the city
- North arrow

3. FINAL AMENDED PLAT

- The right title block shall include the following:
 - "Surveyor's Certificate of Survey" with signature line and date
 - "Boundary Description"
 - "Owners' Dedication" with lines for owners' signatures, lines for owners' printed name, date line, and place for notary to sign date
 - "Planning Commission's Certificate of Approval" with signature lines for Planning Commission Chair, Planning Commission Secretary, and date line
 - "City Council's Certificate of Approval" with signature lines for 5 city council members, the city recorder, and date line
 - "South Utah Valley Electric Service District Certificate of Approval" with signature line and date line
 - Area at bottom for each the Surveyor's, Public Notary, City Recorder, and County Surveyor's seals
- A one-and-one half by five-inch space in the lower right-hand corner of the plat for the county recorder
- Other details as deemed necessary
- The following is needed at the city council meeting for final approval:
 - Final plat printed on mylar
 - The margin box shall use a heavy line with a left margin of at least 1 ½ inches and the remaining margins at least 1 inch
 - Permanent, waterproof ink shall be used

City of Elk Ridge Plat Amendment Checklist

APPLICANT SUBMITS PLANS TO CITY – NEXT STEPS

- Staff reviews submittal items for completeness.
- Incomplete submittals shall be returned to the applicant.
- Submission of amended subdivision plans does not guarantee placement on any agenda for review by any reviewing body. Application must be found complete to be forwarded.
- Once plans are submitted, staff will have two weeks to review for completeness. If found complete, a Technical Review Committee (TRC) meeting will be scheduled. If incomplete, the applicant will be asked to resubmit the plan(s) with the appropriate changes.
- TRC usually meets Thursday or Friday mornings.
- The TRC committee will review with the applicant the plans merits and red line any needed changes. Depending on corrections/changes, more than one TRC could be required. TRC redlines must be corrected and found complete prior to scheduling planning commission meeting.
- Once accepted by the TRC, a public hearing will be scheduled for the plan on the next available planning commission meeting. The city will notice for this hearing all property owners within the affected subdivision.
- Planning commission meetings are held the 2nd Thursday of each month. Submittals to the planning commission must be turned in 2 weeks prior to a meeting.
- The planning commission will review the plan to see if it adheres to the development code. The commission can approve the plan, approve with conditions or changes, table the plan for additional changes or information, or deny it with findings based on code.
- If not tabled, the commission shall make a recommendation to the city council for their final action on the plat.
- City council meets the 2nd and 4th Tuesday of each month.
- Project representative is required to attend TRC, planning commission and city council meetings or item will be tabled.
- With final approval by the city council, applicant must bond for improvements prior to recording with county.
- There is a \$30 plus \$1 per lot fee charged by the county for recording. Make check payable to the Utah County Recorder and submit to city for final plat recording. The city will submit to the county the final amended plat and your submittal check for recording.

NOTABLE CONSIDERATIONS (if applicable)

1. Water shares are required for any new lots created and must be purchased or transferred to city prior to final amended plat approval. The city might have shares for sale. To transfer water to the city, the state process can take 12 months or more. Plan accordingly.
2. With completion of all public works improvements the developer shall provide CAD digital files (AutoCAD or DFX format) on CD/DVD of the final “as-built” conditions of the subdivision. **Final payment of durability retainer shall not be made until received.**
3. Acceptable, signed contracted guarantees for required improvements must be posted prior to recording final plat. Amount of the guarantee shall be equal to the following:
 - a. Estimated construction costs for all required improvements 100% of approved cost estimate, determined by city engineer.
 - b. Durability retainer 20% of approved cost estimate
 - c. Inspection fee 6% of approved cost estimate

CONTACTS

- **City Office**
p.801/423-2300 f.801/423-1443
email staff@elkridgecity.org | web www.elkridgecity.org
- **Building Inspector/Public Works - Corbett Stephens**
p.801/380-1585 | email corbett@elkridgecity.org
- **Planning Commission Assistant - Marissa Bassir**
p.801/423-2300 | email marissa@elkridgecity.org
- **Recorder - Jan Davis**
p.801/423-2300 | recorder@elkridgecity.org
- **Payson Post Office**
801/465-0564
- **South Utah County Electric Service District**
801-465-8020 | website www.sesdofutah.com

City of Elk Ridge Final Subdivision Plat Checklist

NOTABLE CONSIDERATIONS (if applicable)

1. Water shares are required for any new lots created and must be purchased or transferred to city prior to final amended plat approval. The city might have shares for sale. To transfer water to the city, the state process can take 12 months or more. Plan accordingly.
2. Engineer cost estimate of probable cost of improvements (for bonding purposes) containing an itemized listing of quantities should be submitted after TRC approval of the final improvement drawings.
3. With completion of all public works improvements the developer shall provide CAD digital files (AutoCAD or DFX format) on CD/DVD of the final “as-built” conditions of the subdivision. **Final payment of durability retainer shall not be made until received.**
4. Acceptable, signed contracted guarantees for required improvements must be posted prior to recording final plat. Amount of the guarantee shall be equal to the following:
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