



BOX ELDER COUNTY, UTAH COMMUNITY DEVELOPMENT DEPARTMENT

Phone: 435-734-2634 FAX 435-734-2728

APPLICATION

(Taken by appointment only 435-734-3316)

(BLUE)

(Revised 6-10-2010)

SUBDIVISION Application No. SS10-_____		Filing Fee Received by _____
Date Filed _____	Planner's Initials _____	Current Zone _____
<i>(PLEASE call Tamara Wright 435-734-3316 for an appointment to turn in your application)</i>		

- Applicant's Name _____
- Proposed Name of Subdivision _____
- Name of Property Owner (if other than applicant) _____
Daytime Phone # (applicant) _____ Property owner _____
- Mailing Address _____ City _____ State _____ Zip _____
E-Mail _____
If property has more than one owner, attach information on each additional owner on a separate sheet. Applications submitted without a notarized signature of each additional property owner will not be processed.
- Name of Engineer/Surveyor _____ Daytime Phone # _____
- Mailing Address _____ City _____ State _____ Zip _____
- Approximate Address of Proposed Subdivision _____
- Assessor's Parcel No(s) _____
- Acres _____ No. of Proposed Lots _____
- Name of person authorized by owner(s) to represent the owner(s) in the subdivision approval process _____

Mailing Address _____ City _____ State _____ Zip _____
Phone # _____ E-Mail _____

NOTICE:

All documents and information listed in the attached checklist for the approval requested must be submitted with this application or the application is incomplete.

The Planning Commission normally meets on the third Thursday of each month. Applicants will be notified of changes in meetings and meeting times. The Planning Staff will not officially accept a submittal until the conditions and necessary parts of each application procedure are completed. The Planning Commission will not review any submittal that was made less than 20 business days (3rd Thursday of previous month) prior to the scheduled meeting. Submittals are placed on a tentative agenda until necessary staff review has been completed.

I affirm that I have read and understand this application and that all representations made and material submitted with this application are true and correct to the best of my knowledge. The signature given below is certification that the owners of record have knowledge of and consent to the filing of this application and supporting data.

Applicant's Signature _____ Date _____
(Owner's signature must be authorized if not submitting application in person)

Is requested use allowed in this current zone? _____
YES _____ NO _____ Planner's Signature _____

Subdivider: Any person:

- A. Who have an interest in land, causes it, directly or indirectly, to be divided into a subdivision or
- B. Who directly or indirectly, sells, leases, or develops, or offers to sell, lease, or develop, or advertises for sale, lease or development, any interest, lot, parcel, site, unit, or plat in a subdivision, or
- C. Who engages directly, or through an agent, in the business of selling, leasing, developing or offering for sale, lease, or development a subdivision, or
- D. Who is directly or indirectly controlled by, or under direct or indirect common control with any of the forgoing.

Subdivision: (Ordinance 309) Any land that is divided, re-subdivided or proposed to be divided into two or more lots, parcels, sites, units, plots, or other division of land for the purpose, whether immediate or future, for offer, sale, lease, or development either on the installment plan or upon any and all other plans, terms, and conditions.

A. "Subdivision" includes:

1. the division or development of land whether by deed, metes and bounds description, devise and testacy, map, plat, or other recorded instrument; and
2. except as provided in B. below, divisions of land for residential and nonresidential uses, including land used or to be used for commercial, agricultural, and industrial purposes.

B. "Subdivision" does not include:

1. A bona fide division or partition of agricultural land for agricultural purposes;
2. A recorded agreement between owners of adjoining properties adjusting their mutual boundary if:
 - a. no new lot is created; and
 - b. the adjustment does not violate applicable land use ordinances;
3. A recorded document, executed by the owner of record:
 - a. revising the legal description of more than one contiguous un-subdivided parcel of property into one legal description encompassing all such parcels of property; or
 - b. joining a subdivided parcel of property to another parcel of property that has not been subdivided, if the joiner does not violate applicable land use ordinances;
4. A bona fide division or partition of land in a county other than a first class county for the purpose of siting, on one or more of the resulting separate parcels:
 - a. an unmanned facility appurtenant to a pipeline owned or operated by a gas corporation, interstate pipeline company, or intrastate pipeline company; or
 - b. an unmanned telecommunications, microwave, fiber optic, electrical, or other utility service regeneration, transformation, retransmission, or amplification facility; or
5. A recorded agreement between owners of adjoining subdivided properties adjusting their mutual boundary if:
 - a. no new dwelling lot or housing unit will result from the adjustment: and
 - b. the adjustment will not violate any applicable land use ordinance.
 - c. The joining of a subdivided parcel of property to another parcel of property that has not been subdivided does not constitute a subdivision as to the un-subdivided parcel of property or subject the un-subdivided parcel to the county's subdivision ordinance.

Utilities: Includes culinary waterlines, pressure and gravity irrigation lines, sanitary and storm sewer lines, sub-drains, electric power, natural gas, cable television and telephone transmission lines, underground conduits and junction boxes.

6-1-120. Concept Plan.

- A. **Concept Plan.** A concept plan shall be required of all subdividers. Concept plan review provides the subdivider with an opportunity to consult with and receive assistance from the County regarding the regulations and design requirements applicable to the proposed subdivision of property. The applicant or applicant's duly authorized agent shall submit an application to the County Community Development Department for subdivision concept plan review in accordance with the provisions of this Chapter, together with the appropriate application fee as set forth in the County Fee Schedule.

6-1-130. Preliminary Plat.

- A. Preliminary Plat – Purpose.** The purpose of the preliminary plat is to require formal preliminary approval of a subdivision as provided herein in order to minimize changes and revisions which might otherwise be necessary on the final plat. The preliminary plat and all information and procedures relating thereto, shall in all respects, be in compliance with the provisions of this Code and any other applicable County Ordinances.
- B. Application and Fees.** The subdivider of a subdivision, after completing the concept plan shall file an application for preliminary plat approval with the County Community Development Department on a form prescribed by the County, together with three copies of the preliminary plat. At the same time, the subdivider shall pay an application fee as provided in the Fee Schedule.
- C. Plat Preparation and Required Information.** Following concept plan approval, the applicant shall submit a preliminary plan to the Zoning Administrator. The preliminary plan shall provide design solutions to problems identified in the approved concept plan. Three (3) copies 24” x 36” and one (1) copy 11” x 17” shall be submitted. All required documentation shall be submitted at least twenty (20) business days (i.e., the third Thursday of each calendar month) prior to the Planning Commission meeting.

6-1-140. Final Plat

- A. Plat – Purpose.** The purpose of the final plat is to require formal approval by the Planning Commission and County Commission before a subdivision plat is recorded in the Office of the Box Elder County Recorder. The final plat and all information and procedures relating thereto shall in all respects be in compliance with the provisions of this Code. The final plat and construction plans submitted shall conform in all respects to those regulations and requirements specified during the preliminary plat procedure.
- B. Filing Deadline, Application, and Fees.** Application for final plat approval shall be made within twelve (12) months after approval or conditional approval of the preliminary plat by the Planning Commission. This time period may be extended for up to twelve (12) months for good cause shown if subdivider petitions the Planning Commission for an extension prior to the expiration date, however only one extension may be granted. The subdivider shall file an application for final plat approval with the County Community Development Department on a form prescribed by the County, together with three (3) copies of the proposed final plat and three (3) copies of the construction drawings. At the same time, the subdivider shall pay to the County the application fee for the subdivision as set forth in the Fee Schedule.

(See the 2007 Box Elder Land Use Management & Development Code for a complete list of the requirements for each stage of the subdivision process. The County Code may be viewed at www.boxeldercounty.org)

(revised 6-10-2010)



UTILITY CONTACTS

BEAR RIVER HEALTH DEPARTMENT	Mike Rhodes (northern)	435-257-3318 (Tremonton)
	Clayne Shakespear (southern)	435-734-0845 (Brigham City)
TELEPHONE COMPANIES	Frontier Communications	Bill Hull
	Qwest	Bill Squires
ROCKY MOUNTAIN POWER	Robert Weyland	800-526-3557 (developers)
		435-257-6703 (northern)
QUESTAR GAS		801-395-6734
WATER COMPANIES		
Division of Water Rights	Logan Office	435-752-8755
ACME Water	Curtis Christensen	435-279-8464
UKON	Brian Shaffer	435-458-3379
Thatcher-Penrose	Yale King	435-854-3626
Bothwell Water Company	Doug Newman	435-854-3854
	Byron Nelson	435-854-9656
West Corinne	Curtis Marble	435-744-2960
Crouse Creek	Jay Turner	435-747-7488
Bear River Water Conservancy	Voneene Jorgensen	435-723-7034

Honeyville	Emily (Honeyville City)	435-279-8425
Snowville	Gary Frandsen	435-872-8274
Deweyville	Howard Healy	435-257-7778
Perry City		435-723-6461
Mantua City	Tracy Thompson	435-734-2339
Plymouth	Kim Starr	435-458-2107
Howell	Craig Hawkes	435-471-2219
South Willard	Richard Day	435-734-2137
Riverside/North Garland	Craig Anderson	435-257-3617

Box Elder County Planning Department Fees shall be as follows:

- Site Plan Review Application Fee \$375.00 + **costs**
- Conditional Use Permit Application Fee \$375.00 + **costs**
- Application for Appeal to Board of Adjustment \$375.00
- Small Subdivision (2 lots) without Improvements
Application Fee \$375.00 + \$100.00 per lot/unit
- Subdivision: Concept Review Application Fee \$375.00 + \$10.00 per lot/unit
- Subdivision: Preliminary Approval Application Fee \$ 50.00 per lot/unit
- Subdivision: Final Approval Application Fee \$150.00 per lot/unit + **costs**
- General Plan Amendment \$450.00 + **costs**
- Zoning Map/Ordinance Amendment Application Fee \$450.00 + **costs**
- Minor Lot Line Adjustments \$175.00
- Administrative CUP (Home Occupation) \$ 25.00
- Land Use Development and Management Code \$ 0.25 per page
- General Plan \$ 0.25 per page
- 8 ½” x 11” Black and White Copies \$ 0.25 per page
- 8 ½” x 11” Color Copies \$ 2.00 per page

Costs = The (\$) amount beyond the application fee needed to cover the actual costs incurred by the County to review an application and inspect required improvements. The applicant will be notified of these costs in writing.

(Adopted 9-18-07)