LEHI

PIONEERING UTAH'S FUTURE

APPLICATION FOR TWO-LOT SUBDIVISION WITH EXISTING HOME

(Section 11-060 Lehi City Development Code)

For Office Use Only

File #:_____ Application Date:_____ Project Name:_____

Fee: $350 Date Paid:_____ Receipt Number:_____

Name of Proposed Subdivision:_____

Address of Proposed Subdivision:_____

Name of Applicant or Authorized Agent(s): _____

Address: _____City: _____State:_____ Zip: _____
Phone#: _____Cell#:_____Fax#: _____Email: _____

Name of Owner(s) (if other than applicant): _____
(if more than one owner, attach additional information for each owner to this application)

Address: _____City: _____State:_____ Zip: _____
Phone#: _____Cell#:_____Fax#: _____Email: _____

Owner's Signature of Authorization to file: _____
(if more than one owner, attach the signature of each owner to this application)

Name of Licensed Engineer: _____

Address: _____City: _____State:_____ Zip: _____
Phone#: _____Cell#:_____Fax#: _____Email: _____

APPLICATION SUBMITTAL PROCEDURES

(1) _____ The applicant shall ***make an appointment*** to meet with a member of the Planning Staff at least one day in advance. **Plans that are "dropped off" without an appointment will not be accepted.**

(2) _____ At the Staff/applicant meeting the applicant shall submit *One 36 x 24 inch* copy of the proposed Plat and associated improvement drawings (if applicable). The staff member will review the submittal with the applicant to determine whether it is complete, and whether the plat contains all the information from the Subdivision Plat Checklist outlined below.

(3) _____ Once the application is determined complete by the Staff, the applicant shall submit:

- (a) _____ All fees.
- (b) _____ This completed application form.
- (c) _____ *Seven (7) thirty-six by twenty-four (36 x 24) inch copies* of the Plat and construction drawings.
- (d) _____ *Three (3) eleven by seventeen (11 x 17) inch* reproducible copy of the plat and construction drawings.
- (e) _____ *Three (3) copies* of the drainage study with narrative (must be stamped and signed by a licensed engineer).
- *(f)* _____ *One (1) electronic copy in PDF format.*

When all materials are submitted, the request will be scheduled for review by the Development Review Committee (DRC). Applications are scheduled on a first come first serve basis and space is limited.

TWO LOT SUBDIVISION CRITERIA

A two (2)-lot subdivision is a subdivision that includes an existing home that is at least five (5) years old. The lot with the existing home is exempt from the curb and sidewalk improvements. In an effort to expedite the approval process, a preliminary plat is not required, and the Chief Building Official is designated as the officer having authority, on behalf of the City Council, to approve and sign the final plat.

FINAL PLAT REQUIREMENTS

The Final Plat shall be prepared by an engineer or land surveyor licensed to practice in the State of Utah. All engineering and/or survey documents submitted for City review shall be stamped by said engineer or land surveyor in accordance with the procedures of the Utah State Board for Professional Registration. The plat shall be of such size and material as is acceptable for filing in the office of the Utah County Recorder, but shall not be less than twenty-four by thirty-six (24 x 36) inches. The following information, at a minimum, shall be included with the application for Final Subdivision Plat Approval (*additional information may be required by the Staff or Planning Commission*).

Please ***initial each item*** as being completed, or put N/A if waived by staff or not applicable to approval process:

Format and General Items

(1) _____ A title block which contains the following:
- (a) _____ Name of the subdivision.
- (b) _____ Type of development (residential).
- (c) _____ Surveyor's certificate that has been signed and dated, showing the name and registration number of the surveyor responsible for making the survey.
- (d) _____ A legal description of the subdivision boundaries that includes the quarter-quarter section, section, township, range, principal median and the County of its location.
- (e) _____ The owner's dedication that includes the dedication of all public ways or spaces. The owner's dedication shall be signed by every person having a security interest in the subdivision property, dated, and notarized.
- (f) _____ Signature block for the dated signatures of the Chief Building Official, City Engineer, and Notary Public's acknowledgment.

(2) _____ North point and scale.
(3) _____ A vicinity map.
(4) _____ The exterior boundaries of the platted areas giving lengths and bearings of the boundary lines.
(5) _____ Location of existing and proposed easements including any required easements for water, sewer, drainage or irrigation, and a ten (10) foot public utility easement shown shown along front lot lines and any rear lot lines adjacent to a public right of way or as otherwise required by the City in order to accommodate necessary public utilities.
(6) _____ Indication of lot areas (square feet).
(7) _____ Lot addresses for the new lot (as obtained from the Lehi City Building Official) and the existing home.
(8) _____ Location, names, and zoning of adjacent properties/property owners and platted subdivisions.
(9) _____ An indication of the zoning on the property being subdivided.
(10) _____ Location of the existing home and any other buildings within the proposed subdivision that are to remain.
(11) _____ All existing and proposed monuments including, property corners, and other points established in the field.

Required Notes on the Final Plat

(12) _____ A notation of the distance (shown as a dimension and note on the plat) from the centerline of each existing road right-of-way (centerline of existing asphalt) to the new property line of the subdivision.
(13) _____ If the proposed subdivision is adjacent to or in close proximity to an existing agricultural area or activity, the following note regarding the Right to Farm must be added to the Final Plat:
"This area is subject to the everyday sounds, odors, sights, equipment, facilities, and all other aspects associated with an agricultural lifestyle. Future residents should also recognize the risks inherent with livestock."
(14) _____ If surface drainage is to be directed onto a privately owned area for detention or retention as part of the storm drainage system, show an easement around the detention/retention area on the final plat with the following note on the easement area:
"Permanent detention/retention (whichever is applicable) facility to be owned and maintained by the owners of this property not to be altered without approval by Lehi City Council and City Engineer".

Construction Drawings

(15) _____ Construction/plan & profile drawings of all required public improvements consistent with Lehi City Design Standards and Public Improvement Specifications. Construction drawings must be stamped by an engineer or land surveyor in accordance with the procedures of the Utah State Board for Professional Registration. Construction drawings shall include:

- (a) _____ Plan and profile of the curb and sidewalk with the street width, name, and cross-section.
- (b) _____ Plan and profile of sewer line extensions with manholes, line sizes and beginning elevation (tied to U.S.G.S. benchmark).
- (c) _____ Plan and profile plans for surface water, storm water, irrigation water and ground water culverts and drainage channels with pipe sizes, types.
- (d) _____ Location of fire hydrants, valves, and blowoffs.
- (e) _____ Location of existing and proposed water and sewer service laterals.

(16) _____ Construction drawings are to include the following notes:

- (a) _____ A note stating that all construction is to be done as per the 2009 edition of the Lehi City Design Standards and Public Improvements Specifications.
- (b) _____ A note stating that prior to commencement of any work, a preconstruction meeting will be held with the Public Works Director, Chief Building Official, city inspectors, the contractor and the property owner.

Other Required Documents

(17) _____ A copy of the deed conveying property to the current owner.

(18) _____ Any necessary deeds, easements, boundary line agreements etc. necessary for recording of the Final Plat including any required UDOT approvals for access onto a State road.

(19) _____ Evidence that all property taxes are current.

(20) _____ A preliminary title report covering all the property located within the subdivision. The report shall be prepared or updated within thirty (30) days of the date of recording of the Final Plat.

(21) _____ Drainage system calculations and an explanatory narrative, stamped and signed by a licensed engineer (For detention/retention areas, submit calculations to justify sizing based on 100 year design storm).

(22) _____ A written statement from the appropriate agency (such as irrigation companies, private land owners, etc.) regarding the effect of the proposed subdivision on any irrigation channels or ditches and any piping or other mitigation required.

(23) _____ Post a bond for the estimated cost of all public improvements as required (must be posted prior to recording of the final plat).

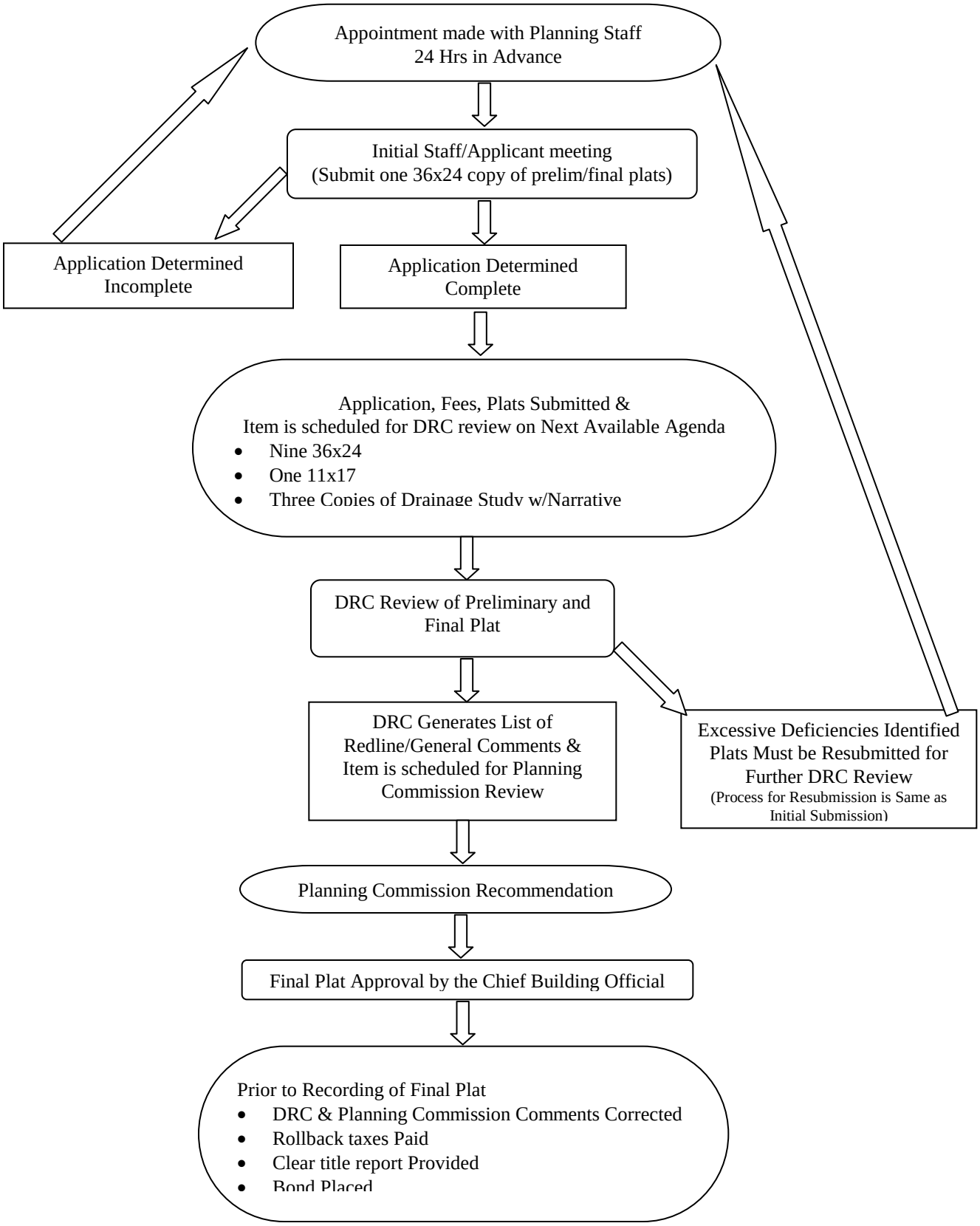
EFFECTIVE PERIOD OF FINAL SUBDIVISION PLAT APPROVAL

The approval of a two-lot subdivision shall be effective for a period of one (1) year from the date the final plat is approved and signed by the Chief Building Official, at the end of which time such final subdivision plat shall have been recorded in the office of the Utah County Recorder. If the approved final subdivision plat is not recorded within the one (1) year period of date of approval the subdivision approval shall be void, and the applicant shall be required to submit new preliminary and final plats for review and approval subject to the then existing provisions of this Code and General Plan. After approval of a Final Plat, the applicant may apply for building permits consistent with the approved Final Subdivision Plat.

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. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Signature_____, Title_____Date_____

Attendance at Planning Commission and City Council meetings is <u>required</u> by the applicant or a representative. It is the applicant's responsibility to call for meeting dates and times.

TWO LOT SUBDIVISION APPROVAL PROCESS