LEHI CITY
PIONEERING UTAH'S FUTURE

APPLICATION FOR FINAL PLAT AMENDMENT, VACATION OR ALTERATION

(Section 11-340 - 11-380 Lehi City Development Code)

For Office Use Only

File #:_____ Application Date:_____ Receipt #: _____ Planner:_____

Fee: $200 + $100 per lot or unit

Name of Subdivision being amended:_____ # of Lots Being Affected:_____

Address of Proposed Amendment:_____

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 _____St._____Zip _____
Phone # _____ Fax # _____

Reason for Proposed Amendment, Vacation or Alteration:_____
_____

APPLICATION SUBMITTAL PROCEDURES

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

(2) _____ At the pre-submittal meeting the applicant shall submit *one 36 x 24 inch* copy of the proposed Final Plat. The staff member will review the submittal with the applicant to determine whether the plat contains all the information from the Final 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) _____ For amendments to a recorded plat, a petition signed by all of the property owners within the affected plat (see last page of this application).
- (a) _____ *Seven (7) thirty-six by twenty-four (36 x 24) inch copies* and *Four (4) eleven by seventeen (11 x 17) inch* reproducible copies of the Amended Final Plat.
- (b) _____ *Ten (10) copies of all other required information including a narrative.*
- (c) _____ *One (1) electronic copy in PDF format.*

When all materials are submitted, the request will be scheduled for review by the Reviewing Departments. Applications are scheduled on a first come first serve basis and space is limited. The deadline for submittals is Thursday at 4:00 pm.

APPLICATION REQUIREMENTS

Please read the applicable sections of the Lehi City Development Code and Lehi City Design Standards and Public Improvements Specifications Manual in detail before submitting an application. A land surveyor licensed to practice in the State of Utah shall prepare the Amended Plat. 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. If the plat contains more than one sheet, the sheets shall be numbered in sequence and clearly indicated on each sheet. The following information, at a minimum, shall be included with the application for an amended plat (*additional information may be required by the Staff, Planning Commission or City Council*). The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause of an incomplete application and disapproval of a Final Plat.

Follow carefully the Checklist below and ***initial each item*** as being completed, or put N/A if waived by staff or not applicable to approval process:

Items to be shown on the Final Plat

(1) _____ A title block which contains the following:
- (a) _____ Name of the subdivision.
- (b) _____ Type of development (residential, commercial etc.).
- (c) _____ Surveyors 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 owners dedication shall be signed by every person having a security interest in the subdivision property, dated, and notarized and should include a reference to any covenants that may be declared and blanks where the County Recorder may enter the book and page number of their recording.
- (f) _____ Signature blocks prepared for the dated signatures of the City Council, City Recorder, City Engineer, and Notary Public's acknowledgment.

(2) _____ Written and graphic scale, not smaller than 1" to 100' or as recommended by the City Engineer.

(3) _____ The basis of bearings used and a north point.

(4) _____ A vicinity map locating the subdivision within the section identifying adjoining or nearby plats or certificates of survey and showing prominent landmarks.

(5) _____ A notation of any adjoining plats or certificates of survey and titles thereto.

(6) _____ The exterior boundaries of the platted areas giving lengths and bearings of the boundary lines. If bounded by a water body or a curving boundary, please refer to Section 11-100B(2) of the Development Code. All subdivisions must have proper closure.

(7) _____ Location of existing easements or right-of-way, including those contiguous to the platted area, their nature, width, and the book and page number of their recording in the County's records.

(8) _____ Location of proposed easements including any required easements for water, sewer, drainage or irrigation, temporary turnaround easements and a ten (10) foot public utility easement shown on the front of each lot and any side or rear of a lot adjacent to a road right of way.

(9) _____ All lots, blocks, rights-of-way and easements (including open space) created by the subdivision with their boundary, bearings, lengths, widths, name, number, or purpose. For curved boundaries the curve radius, central angle, and length of arc shall be given.

(10) _____ Indication of lot areas (square feet).

(11) _____ Lots consecutively numbered or lettered in alphabetical order.

(12) _____ Proposed addresses shown on each lot (corner lots should include two addresses) as obtained from the Lehi City Building Official.

(13) _____ All proposed new streets named or numbered in accordance with the street naming and numbering system of the

City.

(14) _____ Location and names of adjacent properties/property owners and platted subdivisions.

(15) _____ Location of zoning boundary lines within and adjacent to the proposed subdivision.

(16) _____ Location of all existing homes or buildings within the proposed subdivision that are to remain.

(17) _____ All existing monuments found during the course of the survey (including a physical description such as "brass cap").

(18) _____ All monuments erected, corners, and other points established in the field. The monuments shall be made of brass and the legend shall indicate the diameter, length, and weight of the monuments All exterior boundary angle points of the subdivision and lot corners shall be marked in accordance with the Lehi City Design Standards and Public Improvements Specifications including brass pins in the BOC for all front property lines.

(19) _____ Location, type, and height of any new fencing, berming or other buffering to be installed as part of the development, including any fencing required to comply with Section 18-010 - Right to Farm (indicate new fencing on the Final Plat and new *and* existing fencing on the construction drawings).

Required Notes on the Final Plat

(20) _____ 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.

(21) _____ A detail diagram showing typical setbacks for corner and interior lots.

(22) _____ A summary of total project acreage, total acreage in lots, total number of units, total acreage of open space or other dedicated parcels, and total acreage in roads and lane miles of road.

(23) _____ A notation of any limited access restrictions on the lots that are affected.

(24) _____ If a detention pond is required, note the capacity of the pond on the final plat.

(25) _____ 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".

(26) _____ 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 normal 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."

(27) _____ If a temporary turnaround is required, add the following note on the final plat with reference to the turnaround:
"84' temporary asphalt turnaround with appropriate road base, 3 no parking signs installed, and no above ground utilities allowed in the turnaround area."

Other Required Items

(28) _____ Prepared easements for any necessary offsite water, sewer, or drainage easements across privately owned land, or for temporary turnarounds.

(29) _____ Any necessary deeds or boundary line agreements necessary for recording of the Final Plat.

(30) _____ Any required UDOT approvals for access etc.

(31) _____ An engineer's estimate of costs for construction of all required public improvements.

(32) _____ Three (3) copies of the California Bearing Ratio (C.B.R.) test results and geotechnical study.

(33) _____ Evidence that all property taxes are current and that roll back taxes have been paid, and that no other debts or obligations are outstanding and no liens or encumbrances are placed on the property.

(34) _____ 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.

(35) _____ A computer disk copy of the proposed Final Plat *and* Construction Drawings in a format acceptable to the City Engineer (DGN or DXF).

EFFECTIVE PERIOD OF APPROVAL

The approval of an amended final subdivision plat shall be effective for a period of one (1) year from the date the amended final plat is approved and signed by the City Council, at the end of which time such final subdivision plat shall have been recorded in the office of the Utah County Recorder. If the amended final subdivision plat is not recorded within the one (1) year period of date of approval the amended final subdivision plat approval shall be void, and the applicant shall be required to submit a new

application for review and approval subject to the then existing provisions of this Code and General Plan. After approval of an amended Final Plat, the applicant may apply for building permits consistent with the approved amended Final Subdivision Plat.

APPLICANT CERTIFICATION

I (we) 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 (we) understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I (we) also acknowledge that I (we) 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 (we) 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.

Applicants Signature _____ Date _____

Title _____

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

PETITION
FOR
AMENDMENT TO RECORDED PLAT

(Petition required only for amendments to a RECORDED plat)

_____

(Subdivision Name and Plat)

Each owner and signer for himself says: I have personally signed this petition; I am an owner of a portion of the subdivision above mentioned and located at Lehi, Utah County, State of Utah, and my post office address is correctly written after my name. We hereby certify that the undersigned together constitute all of the owners within the said subdivision plat to be amended and that all of the undersigned understand and are in agreement with the proposed amendment.

Name	Phone	Address	LOT # (s)

(Attach additional sheets as necessary)

NOTE: Petitions to amend a recorded plat that lack the consent of all owners within the plat will require additional public notice as required by State law.