# APPLICATION FOR FINAL SUBDIVISION PLAT APPROVAL

(Sections 11.120 – 11.190 Lehi City Development Code)

For Office Use Only

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

Fee: Residential - Single family detached lots $350 + $75 per lot; Multi-Family/Attached units - $350 + $65 per unit
Commercial - $350 + $100 per lot

Name of Proposed Subdivision:_____Total # of Lots:_____

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: _____

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## APPLICATION SUBMITTAL PROCEDURES

(1) _____ An Acknowledgement of Preliminary Approval form must be submitted to City Staff prior to submission of a Final Plat.

(2) _____ 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.**

(3) _____ 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.

(4) _____ 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* and *Four (4) eleven by seventeen (11 x 17) inch* reproducible copies of the Final Plat and construction drawings.
- (d) _____ *Ten (10) copies* of a narrative, any restrictive covenants (CC&Rs), Bylaws, environmental studies etc. (if applicable)
- (e) _____ *One (1) electronic copy in PDF format.*

***When all materials and fees are submitted, the request will be scheduled for 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 Final 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 Final Subdivision Plat Approval (*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) _____ 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 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) _____ 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.

(6) _____ 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.

(7) _____ 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.

(8) _____ 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.

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

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

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

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

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

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

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

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

(17) _____ 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.

(18) _____ On each corner lot, add a label stating "front" to indicate which street frontage is considered the front of the lot (the front of the lot must be consistent with the location of the water and sewer service laterals).

(19) _____ A detail diagram showing typical setbacks for a corner and interior lot and a typical 35' clear view area (sight triangle) on the corner lot.

**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 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.

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

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

(24) _____ If there is no detention pond on the plat, provide a note explaining how detention is handled.

(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. A letter will be provided to the Building Division prior to issuance of a building permit for the affected lot stating that the homeowner/lot buyer is aware of the temporary turnaround on their property and that it is to remain unaltered and no parking allowed until the City approves removal of the turnaround."*

(28) _____ For PRD and PUD subdivisions, note any exceptions to minimum home size requirements, setbacks, and note that all homes are required to meet the architectural requirements contained in the Development Code including product mix on home elevations.

**Construction Drawings**

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

- (a) _____ An overall public improvement plan or index sheet that includes a summary of all improvement and utility information (this sheet is used by City Staff to prepare the bond for public improvements).
- (b) _____ Location, pipe type *(pipe type may be noted in a utility legend)*, and size of existing and proposed culinary and pressurized irrigation lines and associated fire hydrants, valves, and blowoffs (note where bends are required on water lines).
- (c) _____ Location, depth, *pipe type (pipe type may be noted in a utility legend)*, and slope of all drainage, and sewer lines, including the location and proper spacing of all boxes, manholes and other improvements.
- (d) _____ Location of water and sewer service laterals for each lot including the location of the laterals in relation to each other (water laterals must be located at the center of the lot and sewer laterals 10 feet downstream from the water laterals).
- (e) _____ On each corner lot, add a label stating "front" to indicate which street frontage is considered the front of the lot (the front of the lot must be consistent with the location of the water and sewer service laterals).
- (f) _____ Details of detention basin(s) including:
  - (i) _____ Piping and orifices
  - (ii) _____ A note stating that the bottom of the basin will be sloped towards the outlet
  - (iii) _____ Cross section of detention pond
  - (iv) _____ 100 year water level
  - (v) _____ Capacity of detention pond in cubic feet
  - (vi) _____ Minimum 1 foot freeboard

(vii) _____ 3:1 slopes or flatter
(viii) _____ Grass covering and underground sprinkler system

(g) _____ If the placement of irrigation system improvements is required, show all irrigation improvements including piping, head gates, boxes, grates etc. (in conformance with letter issued by the irrigation company) and provide a signature block for the irrigation company on all applicable construction drawing sheets.

(h) _____ Cross sections of all roads including pavement design, base and sub base amounts and location of utilities within the street right of way (please note that base and sub base should be shown and labeled extending 1 foot beyond the back of curb).

(i) _____ The California Bearing Ratio (CBR) value (used to determine the amount of road sub-base required) must be noted on each road cross section. A CBR test is required for every 1,000 linear feet of road.

(j) _____ Location of power line extensions, streetlights, domes and transformers.

(k) _____ Location of existing power infrastructure and ownership.

(l) _____ Location, type, and height of existing fencing and new fencing, berming or other buffering to be installed as part of the development, include any fencing required to comply with Section 18-010 - Right to Farm.

(m) _____ Street signs and traffic control signs.

(n) _____ Location of USPS gang box/mailbox locations (applicant must meet with a Post Office representative to determine locations).

(o) _____ All other specifications, details, and references required by the Design Standards and Public improvements Specifications and Standard Drawings.

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

(a) _____ A note stating that one (1) color electronic copy of as-built drawings, formatted in accordance with Section 3 of the 2016 edition of the Lehi City Design Standards, shall be submitted to the City upon completion of the public improvements; including, water, sewer, storm drain and power.

(b) _____ A note stating that all construction is to be done as per the latest edition of the Lehi City Design Standards and Public Improvements Specifications and 2007 Lehi City Power Specifications.

(c) _____ A note stating that all ADA accessible sidewalk ramps will be constructed in accordance with the latest edition of the Lehi City Design Standards and Public Improvements Specifications.

(d) _____ A note stating that prior to construction, an erosion and sedimentation control plan will be submitted to the Public Works Director for approval.

(e) _____ 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.

(31) _____ Landscaping plan for all park, open space, and common ownership areas including:

(a) _____ Planting areas with a list of the name, number and size of plants designated for each area.

(b) _____ Location, name and size of all existing and proposed trees and shrubs.

(c) _____ Location and sizes of proposed irrigation facilities adequate to maintain the planting areas.

(d) _____ Indication of proposed seed mix for grass areas and rate of application (previously accepted seed mixes have included: 18% “Bluestar” Kentucky Bluegrass, 19% “Marquis” Kentucky Bluegrass, 17% “Newport” Kentucky Bluegrass, 17% “Touchdown” Kentucky Bluegrass, 16% “APM” Perennial Ryegrass, 13% “Accent” Perennial Ryegrass at a rate of 220 lbs. per acre).

(e) _____ Location of the clear view area at all street intersections (a triangular area formed by a line connecting the property lines at points 35 feet in each direction from the intersection) and an indication that no landscaping or other obstruction in excess of 3 feet above finished grade shall be allowed in the clear view area.

**Required Items Prior to Recording of Plat**

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

(33) _____ A final copy of any restrictive covenants (CC&Rs), reservations, or private easements.

(34) _____ 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.

(35) _____ If the property has been in greenbelt, verification from the title company that all roll-back taxes have been paid

(36) _____ 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.

(37) _____ Warranty deed/title insurance on property dedicated to the City (open space, detention, City park property, City trails, some road dedication). Title insurance policies on each to be obtained through Marnae at Vanguard Title in American Fork, Utah (801-610-1670)

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

(39) _____ A copy of any necessary deeds or boundary line agreements necessary for recording of the Final Plat.

(40) _____ Any required UDOT approvals for access, etc.

(41) _____ Signed easement verification sheet (form attached)
(42) _____ Letter from the Utah County Health Department regarding any proposed septic tanks or leach fields.
(43) _____ An electronic (computer disc or email) copy of the proposed Final Plat *and* Construction Drawings in a format acceptable to the City Engineer (DGN or DXF).
(44) _____ During the DRC review process, the proposed property lines along existing streets must be staked for review by staff.
(45) _____ Prior to the pre-construction meeting, Lehi City Staff will make copies of plans for the meeting from the check set and the developer will pay fees for the copies. When changes need to be made to a check set, revise the affected sheets only. Copies for the preconstruction meeting must be made by staff and paid by the developer prior to the preconstruction meeting being scheduled.

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## EFFECTIVE PERIOD OF FINAL SUBDIVISION PLAT APPROVAL

The approval of a final subdivision plat shall be effective for a period of two (2) years from the date the 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 approved final subdivision plat is not recorded within the two (2) year period of date of approval, or as extended to the provisions of Section 10.120, the final subdivision plat approval shall be void, and the applicant shall be required to submit a new preliminary plat 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.

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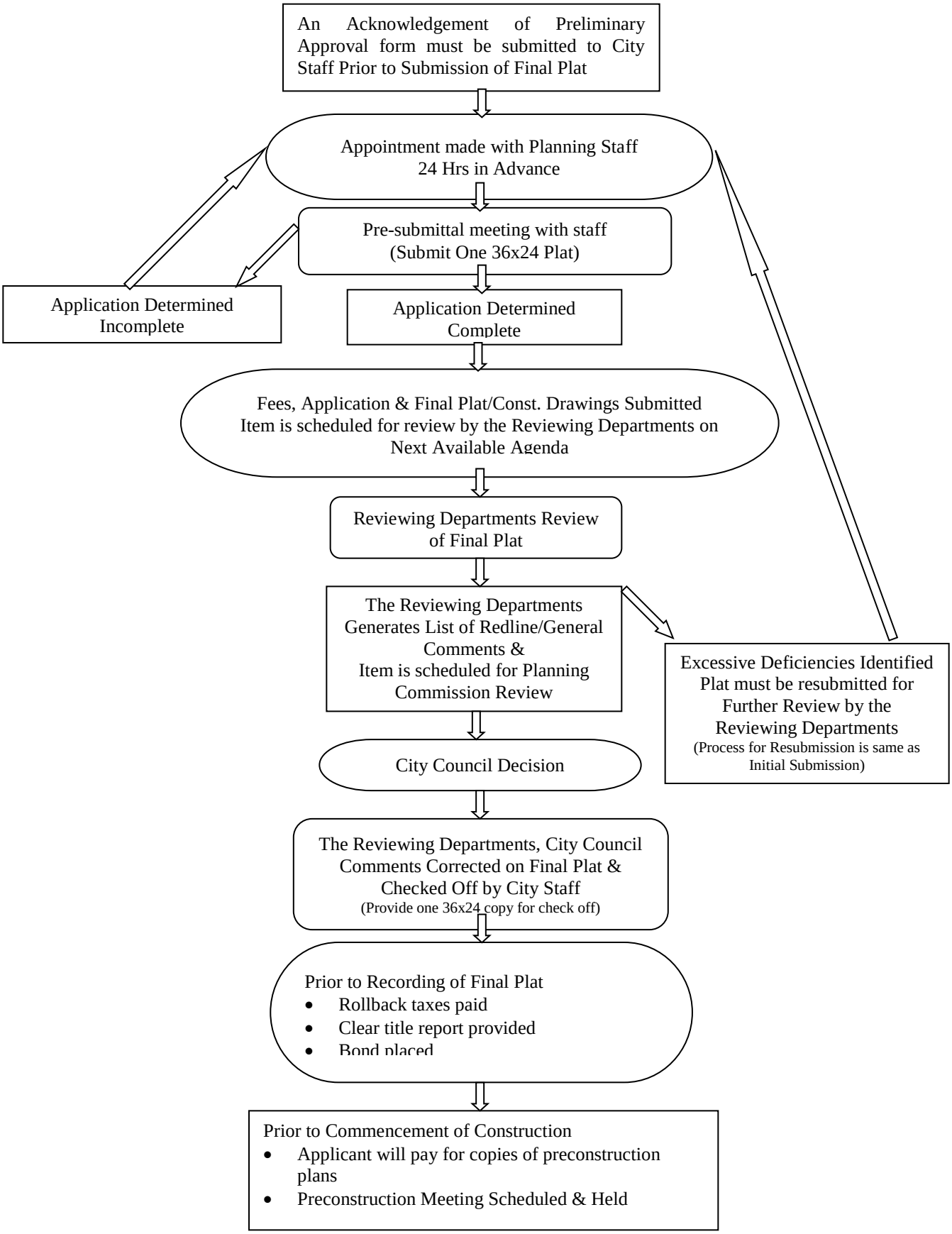
## APPLICANT CERTIFICATION

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.

Applicant's Signature_____Title_____ Date_____

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

# FINAL SUBDIVISION PLAT APPROVAL PROCESS