

# HONEYVILLE, UTAH PLANNING DEPARTMENT

## APPLICATION

Subdivision \_\_\_\_\_ Conditional Use \_\_\_\_\_ Zoning Map/Ordinance Amendment \_\_\_\_\_ Board of Adjustment \_\_\_\_\_ Lot Line Adjustment \_\_\_\_\_ Other \_\_\_\_\_

Application No. _____	Filing Fee _____	
Date Filed _____	Received By _____	Zoning _____
<i>To be completed by Planning Office Staff</i>		

1. Applicant \_\_\_\_\_ Daytime Telephone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Interest in Property (e.g., owner, lessee, or agent) \_\_\_\_\_
2. First Party (owner) \_\_\_\_\_ Daytime Telephone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Assessor's Parcel No. (s) \_\_\_\_\_, Acres \_\_\_\_\_
3. Second Party (owner) \_\_\_\_\_ Daytime Telephone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Assessor's Parcel No. (s) \_\_\_\_\_, Acres \_\_\_\_\_
4. Engineer/Land Surveyor \_\_\_\_\_ Telephone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
5. Site Address/General Location of Property(ies) \_\_\_\_\_
6. Purpose/objective, including the Amount of Land to be included in application \_\_\_\_\_

7. Minimum Information Required to File Application (application will not be accepted without all of the following):

- Filing Fee (refer to ordinance for various fees) \$ \_\_\_\_\_
- Five (5) copies of Plat map or written details (which ever is applicable)
- One (1) copy 11" x 17" reduction of Plat Map (if applicable)
- Three (3) copies of Assessor's Parcel map, with subject property(ies) outlined in red

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 10 business days (1<sup>st</sup> Thursday of each 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 \_\_\_\_\_

## 10-5-10: PRELIMINARY PLAT

1. Purpose: This section sets forth procedures for considering and approving a preliminary subdivision plat.
2. Authority: The planning commission is authorized to approve preliminary subdivision plats as provided in this section.
3. Initiation: A property owner, or the owner's agent, may request approval of a preliminary plat as provided in subsection D of this section.
4. Procedure: An application for preliminary plat approval shall be considered and processed as provided in this subsection.
  1. A complete application shall be submitted to the zoning administrator in a form established by the administrator along with any fee established by the city's schedule of fees.
  2. A preliminary plat application shall include at least the following information:
    1. The name, address and telephone number of the applicant and the applicant's agent, if any, the engineer or surveyor of the subdivision, and the owners of the land immediately adjoining the land to be subdivided.
    2. Proposed changes to existing zoning, if any.
    3. The proposed name of the subdivision.
    4. Where the plat submitted covers only a part of the developer's land, or is part of a larger vacant area, the plat shall show the location of the subdivision as it forms part of a larger tract or parcel. In such case, a sketch of the prospective future street system of the unplanned parts shall be submitted and the street system of the part submitted shall be considered in the light of adjustments and connections with the future street system of the larger area.
  5. Sufficient information to locate accurately the property shown on the plat.
  6. A boundary traverse map of the perimeter of the proposed subdivision. The surveying shall have an error of closure of not greater than one part in ten thousand (10,000). The boundary survey and traverse shall be certified by a land surveyor, registered to practice in the state of Utah.
  7. A vicinity map, drawn at a scale not less than one inch equals two thousand feet (1" = 2,000'), showing the perimeter of the plat, access points, abutting subdivision outlines and names, and other relevant information within one-half (0.5) mile of the perimeter of the proposed plat.
  8. Existing conditions:
    1. Location of existing on site wastewater disposal systems, sanitary sewer systems, storm drains, water supply mains, culinary or secondary water sources, storage facilities, water treatment facilities, and culverts within the tract or within five hundred feet (500') thereof.
    2. Location, width, and other dimensions of proposed lots, streets, alleys, easements, parks and other open spaces with proper labeling of spaces to be dedicated to the public.

3. Location, principal dimension, and names of all existing or recorded streets, alleys, and easements, both within the proposed subdivision and within five hundred feet (500') of the boundary thereof, showing whether recorded or claimed by usage; the location and principal dimensions for all watercourses, including ditches, canals, and natural drainage channels, public utilities, and existing structures within the land and adjacent to the tract to be subdivided, including railroads, and exceptional topography.
4. Location of existing bridges, culverts, surface, or subsurface drainage ways, areas subject to occasional flooding, marshy areas, swamps, utilities, buildings, pumping stations or appurtenances within the subdivision or within five hundred feet (500') thereof.
5. Location of the nearest elevation bench mark and survey control monument.
6. Landowners immediately adjoining the land to be subdivided and the boundary lines of adjacent tracts of unsubdivided land, showing ownership and property monuments.
7. Existing contours at two foot (2') intervals for predominant ground slopes within the tract between level and five percent (5%) grade and five foot (5') contours for predominant ground slopes within the tract over five percent (5%) grade. Elevations shall be based on national geodetic survey sea level data. In cases of level topography through a subdivision, one foot (1') contours may be required.
8. Copies of any agreements with adjacent property owners relevant to the proposed subdivision and the substance of all other covenants, grants of easements or restrictions to be imposed upon the use of the land, buildings and structures.
9. Proposed development:
  1. Lot and street layout.
  2. Dimension of all lots to nearest foot (which may be scaled values).
  3. Total acreage of entire proposed subdivision.
  4. Lots and blocks numbered consecutively.
  5. Locations and identification of all existing and proposed public and private easements.
  6. Existing and proposed street names.
  7. Street plans to show proposed grades, curb-gutter and sidewalks.
  8. Typical street cross sections.
  9. Proposed water facilities, including pipe diameters, valve locations, fire hydrant locations, water sources, water rights, reservoirs, pumps and design calculations.
  10. Excavation or grading of areas requiring in excess of three foot (3') cuts or fills.
  11. A site plan showing proposed dwelling locations and driveway locations for each lot where sensitive or special topographical and geologic conditions exist. The planning commission may

determine, after review of the concept plan, that lot site plans are required because existing conditions merit more specific details or requirements for developing specific lots.

12. Proposed storm sewer systems indicating pipe diameters, location of detention ponds, manholes, inlets and other pertinent appurtenances with the design calculations.
  13. Proposed on site wastewater facilities, including dimensioned locations of septic tanks, pump facilities and wastewater drain fields.
  14. Approximate boundaries of areas subject to inundation or storm water overflows or floods of an intensity estimated to occur with a return frequency of once every one hundred (100) years.
10. The plat shall be drawn to a scale not less than one inch equals one hundred feet (1" = 100'), and shall indicate the basis of bearings, true north point, name of subdivision, name of city, township, range, section and quarter section, block and lot number of the property under consideration.
  11. An affidavit that the applicant is the owner, the equitable owner or authorized by the owner in writing to make application for the proposed subdivision.
  12. Sites, if any, to be reserved or dedicated for parks, playgrounds, schools or other public uses.
  13. Sites, if any, for multi-family dwelling, shopping center, city facilities, industry or other uses, exclusive of single-family dwellings.
  14. Proposed phases of development. All development and improvements to be continuous and contiguous to abutting developments.
  15. If required by the city engineer, a statement analyzing the environmental impact of the proposed subdivision prepared in accordance with generally recognized standards, as determined by the engineer.
3. Where it is determined by the planning commission, after review of the concept plan, that one or more of the following requirements is not applicable to the subdivision under consideration, such requirements may be waived. Such waiver of requirement shall be made in writing with findings of fact substantiating the inapplicability of said requirements.
    1. A minimum of ten (10) copies of the preliminary plan and one reproducible vellum or Mylar of each sheet comprising the preliminary plan. One additional print is required when the property being subdivided abuts a state highway.
    2. If services are to be provided by an entity other than the city, a letter from the entity shall be submitted stating the entity has the capacity to provide the required service and including conditions upon which the service will be provided.
    3. A letter from each utility company involved addressed to the planning commission, stating that the company has reviewed the plat and setting forth their comments concerning the extent of services and the design of utility easements. The plat as approved by the utility company shall be

initialed by an official of the company and furnished to the planning commission.

4. Statement of the estimated starting and completion dates for each phase of development, including the grading work proposed and any landscape work that may be required.
  5. A certificate of title insurance for land to be dedicated to the city.
  6. Trust agreement for perpetual care funds, if applicable.
  7. A copy of proposed protective covenants, articles of incorporation, association or condominium regulations, bonds and guarantees, if applicable.
  8. Appropriate supporting documents showing potable water will be available to the developer in the quantities required by local or state codes.
  9. Where applicable, supporting documents showing the Bear River health department has approved the subdivision and all lots contained therein for on site wastewater disposal systems.
  10. Estimated construction cost and proposed method of financing all improvements, including streets and related facilities; water facilities; sewage facilities; storm drainage facilities; electrical distribution system; and all such other utilities as may be necessary.
  11. Evidence that the applicant has sufficient financial capability and adequate control over the land to complete the proposed subdivision.
  12. Fiscal impact study, if required by the planning commission.
  13. Names and addresses of owners within three hundred feet (300') of the subdivision.
  14. Soils report prepared by a registered civil engineer, soil engineer or engineering geologist, that certifies to the types of soils, the geologic hazards, development restrictions and suitability of the area for subdivision development.
4. The planning commission shall determine from the review of the preliminary plan the need for an environmental impact analysis, which takes into account the soil, slope, vegetation, drainage and other geological characteristics of the site.
    1. If development of the subdivision site requires substantial cutting, clearing, grading or other earthmoving operations or will otherwise create, augment, or expand an erosion or other geologic hazard, the planning commission shall require the developer to provide soil erosion, geological hazard, and sedimentation control plans and specifications.
    2. Such control plans and specifications shall be prepared by a qualified professional engineer with the cost of preparation of such plans and specifications being borne by the subdivider.
  5. After an application is determined to be complete, the zoning administrator shall schedule a public meeting before the planning commission as provided in section 10-5-4 of this chapter.
    1. A staff report evaluating the application may be prepared by the zoning administrator.
    2. The planning commission may call a public hearing if the commission determines a hearing is in the public interest.

6. The planning commission shall hold a public meeting or hearing, as the case may be, and thereafter shall approve, approve with conditions, or deny the application pursuant to the standards set forth in subsection E of this section. Any conditions of approval shall be limited to conditions needed to conform the preliminary plat to approval standards.
  7. After the planning commission makes a final decision, the zoning administrator shall give the applicant written notice of the decision within ten (10) days.
  8. A record of all conditional use permits shall be maintained in the office of the zoning administrator.
5. Approval Standards:
1. The planning commission shall approve a preliminary plan which the commission finds:
    1. To be developed in accordance with the intent, standards and criteria specified in this title, the master street plan, the master plan and all other applicable local regulations.
    2. To be in conformance with the approved concept plan.
    3. That the development will not create a financial obligation for the city.
    4. That the development will not create an environmental impact which will adversely affect the health, safety and welfare of the inhabitants of the city.
  2. When the general plan indicates a public facility or facilities are to be located within the boundaries of a proposed subdivision, the developer shall reserve a site appropriate in area and location for such public facility. Such site shall be reserved by the developer for a period of not to exceed one year from the date of preliminary plan approval to provide the appropriate public agency an opportunity to purchase the site. A determination by the planning commission to require such a reservation by a developer shall be made in writing and shall state the reasons for such requirements.
6. Appeal Of Decision: Any person adversely affected by a final decision of the planning commission regarding a preliminary plat approval may appeal to the board of appeals in accordance with the provisions of section 10-5-21 of this chapter.
7. Effect Of Approval: Approval of a preliminary plat shall authorize an applicant to apply for final plat approval.
8. Amendments: The procedure for amending a preliminary plat shall be the same as the original procedure set forth in this section.
9. Revocation: A preliminary plat may be revoked as provided in section 10-7-6 of this title.
1. In addition to the grounds set forth in section 10-7-5 of this title, a preliminary plat may be revoked if the holder of the approval:
    1. Fails to comply with the conditions of approval or any applicable city, state, or federal law.
    2. Sells or transfers any of the subject land to a third party prior to approval of a final plat for such land.
  2. No approved preliminary plat may be revoked against the wishes of the holder of the approval without first giving such person an opportunity to appear before the city council and show cause as to why the approval should not be amended or revoked. Revocation of an approved preliminary plat shall not limit the city's

ability to initiate or complete other legal proceedings against the holder of the approval.

10. Expiration: A preliminary plat approval shall expire and have no further force or effect if a complete application for a final plat is not submitted to the zoning administrator within one year following approval.

*Adopted by Ord. 2007-02 on 7/11/2007*