



SUBDIVISION APPLICATIONS

Conceptual - Preliminary - Final Plat

The City of Holladay incorporated in December, 1999 and adopted its own zoning ordinance in May, 2000. All land use decisions are now made by the Holladay City Planning Commission and City Council. Following is an overview of the process for those developing or redeveloping property in the City.

All subdivision applications are subject to the regulations of Chapter 13.10 of the City's Land Use and Development Regulations (LUDR). New subdivisions are reviewed by the Planning Commission* in three steps, Conceptual, Preliminary and Final. Amended subdivision plats are reviewed by the Planning Commission as required by Chapter 13.10 of the LUDR.

Applications are accepted by the Community Development staff Monday thru Wednesday for scheduling on the Technical Review Committee meeting the following Monday. Applications will only be scheduled for a hearing before the Planning Commission upon receiving a recommendation from the TRC as to the application's completeness and compliance to the appropriate codes and ordinances.

Prior to Conceptual approval by the Planning Commission for any subdivision the applicant must hold a neighborhood meeting prior to submitting an application to the Planning Commission. Written documentation including a roster of names with addresses of those attending and a copy of the minutes of the meeting should be submitted with the application.

Subdivision applications heard by the Planning Commission at Concept review require notification to all property owners within a 500 foot radius of the project. Staff will notify these property owners by mail a minimum of 10 days prior to the meeting.

The Holladay City Planning Commission meets the **1st and 3rd Tuesdays** of each month at **7 p.m.** in the City Council Chambers at the city offices, 4580 S 2300 E. All applicants or their agents are required to attend the Planning Commission meeting.

**For subdivisions that involve the creation or vacation of a public street will be approved by the City Council at a public meeting after the Planning Commission renders their recommendation.*

PLEASE NOTE: All applications require a completed development review application and payment of the appropriate fees before review can begin.



SUBMISSION CHECKLISTS

FOR ALL SUBMISSIONS:

1. Completed application.
2. Filing Fee (*as shown on the attached application*)
3. Three (3) copies of the proposed plat (*Conceptual, Preliminary or Final*), sheet not to exceed 24" X 36", drawn to scale, *not less than 1" = 40'*. (See details below.)
4. One (1) copy of the submitted plat, 11" X 17".
5. Legal description and parcel number.
6. Proof of a neighborhood meeting as per Chapter 13.03.020B.

Conceptual Plat Requirements

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| <ol style="list-style-type: none"> 1. North arrow. 2. Name of development. 3. Name, phone number and business address of applicant/developer and project designer. 4. Name, phone number and business address of property owner. 5. A vicinity map containing sufficient information to accurately locate the property shown on the plan. 6. Tabulation table in the following format: | <ol style="list-style-type: none"> 7. Lot widths and areas. (<i>Roads do not count toward the minimum lot area as required by the individual zone standards.</i>) 8. Names and locations of fronting streets, public or private. 9. Existing and proposed building footprints with proposed building setbacks. 10. Existing and proposed drive accesses. 11. Existing and proposed parking locations, and number of spaces. 12. Existing contours. |
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Gross Area	
Net Area (excluding roads)	
Number of lots allowed using Maximum Density Calculation (13.04.040)	

Preliminary Plat Requirements

1. In a title block located in the lower right-hand corner the following shall appear:

- a. The proposed name of the subdivision/project, which name shall be approved by the community development department;
- b. The location of the subdivision/project, including; address, and section, township and range;
- c. The names and addresses of the owner, the subdivider, if different than the owner, and of the designer of the subdivision/site plan;
- d. The date of preparation, scale (no less than one inch (1") to equal forty feet (40') and the north arrow.

2. The preliminary plat shall show existing conditions including:

- a. The location of and dimensions to the nearest monument;
- b. The boundary lines of the proposed development/project indicated by a solid heavy line and the total approximate acreage encompassed thereby;
- c. All property under the control of the subdivider, even though only a portion is being subdivided.
- d. The location, width and names of all existing public or private streets , and drive entrances within two hundred (200) feet of the subdivision and of all prior platted streets or other public ways, railroad and utility rights-of-way, parks and other public open spaces, permanent buildings and structures, houses or permanent easements and section and corporation lines, within and adjacent to the tract;
- e. The location of all wells, proposed, active and abandoned, and of all reservoirs within the tract and to a distance of at least two hundred (200) feet beyond the tract boundaries;
- f. Existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of at least two hundred (200) feet beyond the tract boundaries, indicating pipe sizes, grades, manholes and exact location ;
- g. Existing ditches, canals, natural drainage channels, and open waterways and proposed realignments;
- h. Boundary lines of adjacent tracts of unsubdivided land, showing ownership where possible;
- i. Contour at vertical intervals of not more than two feet. The one hundred (100) year flood level of all watercourses, if any, shall be indicated in the same datum for contour elevations; and
- j. Nearest installed fire hydrants on or within five hundred (500) feet of the proposed subdivision.

3. The preliminary plat shall show proposed:

- a. Current and/or proposed zoning, on and off-site;
- b. Layout, numbers, and typical dimensions of lots, (**Maximum Density calculation**);
- c. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision;

- d. Building setback lines, including dimensions (where appropriate);
 - e. Easements for water, sewers, drainage, utility lines and any other easements required by the planning commission's conceptual approval; and
 - f. Locations of all existing and proposed streets, with dimensions of public streets, private streets, and all adjacent driveways. (Proposed street names shall be verified by Salt Lake County Assessor's office- 364-3255.)
 - g. Where the plat submitted covers only a part of the subdivider's tract, a sketch of the prospective street system of the unplatted parts of the subdivider's land shall be submitted, and the street system of the part submitted shall be considered in relationship to existing master street plans or other planning commission studies.
 - h. Where required, evidence of any agreements with adjacent property owners relative to the subdivision development shall be presented to the community development department in writing prior to its approval of the plat. These agreements shall include those relative to drainage, easements, protection strips, property line agreements or exchanges and improvement bonds.
 - i. A letter from each utility company serving the project stating the company has reviewed the plan and is setting forth its comments concerning the extent of service availability.
4. **Construction drawings with sufficient detail for construction of all improvements, stamped by the project engineer including:**
- a. Horizontal Control
 - b. Demolition
 - c. Grading and Drainage
 - d. Erosion control
 - e. Utilities, on-site and off-site
 - f. Roadway design
 - g. Civil details, general notes, etc.
 - h. Appropriate supporting documents showing compliance with state and federal standards such as; air emissions, site pollution prevention measures and water discharge standards.

FINAL AND AMENDED PLAT REQUIREMENTS:

1. Engineer Scale indicated on each sheet (not less than 1"=60').
2. One (1) copy of plat reduced to 11" x 17".
3. Application fee.
4. The final plat shall be drawn on a sheet approved by the Salt Lake County Recorder. (Mylar original)
5. The final plat shall be drawn with all lines, dimensions and markings made in waterproof black drawing ink.
Description and Delineation from title block in lower right hand corner showing:
 - Approved name of subdivision
 - Street address of each lot
 - Section, Township and Range
 - Name & Address of property owner(s)
 - Name & Address of Developer
 - Name & Address of Surveyor/Engineer
 - Date of preparation
 - Scale
 - North arrow
6. All subdivision boundary lines with bearings & dimensions. These lines shall be heavier line weight than other lines on the drawing, & shall be referenced to two section ties.
7. The widths, lengths, bearings and curve data of all areas intended for public use.
For all plats that include private streets, the following note shall be included;
"No City maintenance provided on private streets."
8. An identification system for all lots, blocks and streets.
9. The bearings, dimensions, and square footage of each lot and the location of such physical markers to be placed at each lot corner.
10. The bearings, dimensions, and locations of all easements within the subdivision. The following note shall be included;
"Utilities shall have the right to install, maintain, and operate their equipment above and below ground and all other related facilities within the Public Utility easements identified on this plat map as may be necessary or desirable in providing utility service within and without the lots identified herein, including the right of access to such facilities and the right to require removal of any obstructions including structures, trees and vegetation that may be placed within the PUE. The utility may require the lot owner to remove all structures within the PUE at the lot owner's expense, or the utility may remove such at the lot own's expense. At no time may any permanent structures be placed within the PUE or any other obstruction which interferes with the use of the PUE without the prior written approval of the utilities with facilities in the PUE."
11. The location of all fire hydrants and street lights.
12. The dedication of all city streets and location of all required street monuments.
13. A "Certificate of Survey" with a metes and bounds description, the signature of a land surveyor licensed in the State of Utah and the land surveyor's seal.
14. The "Owners' Dedication" and all property owners' signatures acknowledged by a notary public, as required by the Salt Lake County Recorder's Office*‡.
15. A notice of covenants, conditions and other restrictions if applicable.
16. Title report as required by the City Attorney.

TITLE BLOCKS FOR SUBDIVISION MYLARS

HEALTH DEPARTMENT

APPROVED THIS _____ DAY OF _____, A.D.

_____ SALT LAKE COUNTY HEALTH DEPARTMENT

PLANNING COMMISSION

APPROVED THIS _____ DAY OF _____, A.D. _____.

_____ PLANNING COMMISSION CHAIR

COMMUNITY DEVELOPMENT

APPROVED THIS _____ DAY OF _____ A.D.,

_____ COMMUNITY DEVELOPMENT DIRECTOR

CITY ATTORNEY

APPROVED THIS _____ DAY OF _____ A.D.,

_____ CITY OF HOLLADAY ATTORNEY

CITY ENGINEER

APPROVED THIS _____ DAY OF _____ A.D.,

_____ CITY OF HOLLADAY ENGINEER

CITY OF HOLLADAY

APPROVED AND ACCEPTED THIS _____ DAY OF _____ A.D. _____,

ATTEST:

_____ RECORDER
_____ CITY MANAGER

RECORDED#

STATE OF UTAH, COUNTY OF SALT LAKE,

RECORDED AND FILED AT THE REQUEST OF _____

DATE _____ TIME _____ BOOK _____ PAGE _____ FEE _____
_____ SALT LAKE COUNTY RECORDER

**If the mylar is to be signed by an officer of a corporation, the following acknowledgment for the notary public will be required.*

ACKNOWLEDGMENT

On _____ (Date), _____ (Signee) personally appeared before me who being by me duly sworn, did say that he is the said _____ (Office) of _____ (Company), and that the within and foregoing instrument was signed in behalf of said corporation by authority of a resolution of its board of directors and said _____ (Signee) duly acknowledged to me that said corporation executed the same.

‡ If the mylar is to be signed by a trustee the following acknowledgment for each co-trustee must be provided.



City of Holladay

Community Development

4580 S 2300 E, Holladay, Utah 84117

Phone: 801-527-3890 FAX: 801-527-3891

SUBDIVISION APPLICATION

Name of Project:																											
Address of Project:																											
Applicant (Please Print)																											
Applicant's Mailing Information																											
Address:	City: State: Zip:																										
Phone (Include Area Code): ()	FAX (Include Area Code): ()																										
Contact Person (Please Print):																											
Name:	Phone: Fax: Date:																										
Nature of Request:																											
PLEASE NOTE: Applications must be <u>COMPLETE</u> at the time of submittal or they will not be accepted.																											
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