

## *Subdivision Check List*

### Steps for a Subdivision

- 1 Approve concept of entire subdivision with site plan.
  - 2 Must show contour for drainage with retention pond.
  - 3 Perk test approval documentation, where applicable must accompany concept and site plan.
  - 4 Water hookup approval documentation.
  - 5 Lot dimension of all lots.
  - 6 Utility easements.
  - 7 Road easements with dimensions.
- I. Vicinity Plan prepared at a scale of not smaller than 1 inch=500 feet showing sketch of proposed layout of streets, lots and other features in relation to existing and planned streets within one-fourth mile of the subdivision..
- II. Preliminary Plan drawn to a scale of 1 inch=100 feet shall show:
- Name and type of the subdivision and location (section, township, range, and quarter section.
  - The location of the subdivision as forming a part of a larger tract or parcel where the plan submitted covers only a part of the subdividers tract.
  - Sufficient information to locate accurately property shown on the plat.
  - The names and addresses of the subdivider, the engineer or surveyor of the subdivision and the owner of the land immediately adjoining the land to be subdivided.
  - A description of the boundary lines of the tract to be subdivided tied to a permanent survey monument and certified by a registered land surveyor licensed by the State of Utah.
  - The location, width and other dimensions of all existing or platted streets and other important features such as water courses, exceptional topography and buildings within the tract and within 200 feet of the tract to be subdivided.
  - Existing sanitary sewers, storm drains, water supply mains and bridges within the tract or within 200 feet thereof.
  - The location, width and other dimensions of proposed streets, alleys, easements, parks and other open spaces with proper labeling of spaces to be dedicated to the public or to be reserved for common use and benefit of development residents.
  - North point, scale and date.
  - Engineering drawings, including typical cross sections and plans, and/or written statements regarding the width and type of proposed streets, locations, size and type of proposed water mains, sanitary sewers or other sewage disposal facilities, storm drainage facilities, retention basins and other proposed improvements such as sidewalks, curbs and gutters, parks and fire hydrants.

- In the case of PRUD or Condominium Subdivisions, percentage of ownership per unit or lot must be reflected.
- III. Final Plat. A final plat shall be prepared on all subdivisions other than minor subdivisions. The plat shall consist of a sheet of approved tracing linen or mylar to the approximate dimensions of 24" x36". The plat shall be so drawn that the top of the sheet either faces north or west, whichever accommodates the drawings best. All lines, dimensions and markings shall be made with approved waterproof black "Indian Drawing Ink" or equivalent. The actual map will be made on a scale large enough to clearly show all details and the workmanship on finished drawings shall be neat, clean cut and readable. The subdivider shall also furnish the Planning Commission with three (3) prints of the final plat when submitting the tracing. The final drawings or plats shall contain the following information:
  - Subdivision Name, type and the location of the subdivision (section, township, range and quarter section.
  - A north point and scale on the drawings and the date.
  - Accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision, properly tied to public survey monuments. These lines should be slightly heavier than street and lot lines.
  - The names, widths, lengths, bearings and curve data on the right-of-way lines of proposed public streets, alleys and easements, curve data should include the radius to the nearest 0.01 foot, the central angle to the nearest second of arc, the tangent length, the arc length and notation as to non-tangent curves; also, the boundaries, bearings and dimensions of all portions within the subdivision as intended to be dedicated to the use of the public; the lines, and parts reserved for any reason within the subdivision. All lots and blocks are to be numbered consecutively under a definite system approved by the Planning Commission. All proposed streets shall be named or numbered in accordance with and in conformity with the street naming and numbering system of Ballard City, and all lots shall be assigned a street address.
  - The location of public utilities, including required streetlights, which are within or in close proximity to the proposed subdivision, together with existing water courses or other constructed features that are involved.
  - The location and description of all required monuments.
  - The description and locations of all monuments set and established by the County or the United States Government that are adjacent or near this proposed subdivision.
  - In the case of PRUD or Condominium Subdivisions, percentage of ownership per unit or lot must be reflected.
  - The standard forms approved by the Planning Commission, lettered for the following:
    - 1) Boundary description of land to be included in subdivision, total area and basis of bearing.
    - 2) Registered land surveyor's "Certificate of Survey."
    - 3) Owner's dedication.
    - 4) Notary Public's acknowledgement of dedication.

- 5) Planning Commission’s certificate of approval.
- 6) City Engineer’s certificate of approval.
- 7) Letters of approval from the Department of Environmental Quality and local public health department for water, sanitary and storm sewerage systems.
- 8) The Ballard City Council’s certificate of acceptance and approval is attested by the City Recorder.

Note: It is necessary that all dimensions and calculations made by the surveyor shall show proper closures in all boundaries of the subdivision, and no plat will be accepted that shows a plus or minus distance from closure unless agreed by the Planning Commission or other person duly empowered by resolution.

- IV. Recording Requirements: Final plats must be recorded in the office of the Uintah County Recorder not more than ninety (90) days from date of approval of the final plat by the City Council, and no lot shall be sold within such subdivision until the plat has been so approved and recorded. A final plat of any subdivision which is not recorded within ninety (90) days from the date of approval by the City Council shall be null and void unless a longer period of time is approved by the City Council. Approval of the final plat by the Planning Commission shall not be deemed as the acceptance of any street, public way or ground. Such acceptance shall be obtained from the City Council.
- V. Performance Bond is required.

**SUBDIVISION DEVELOPMENT DEFINITIONS**

**APPLICATION TO AMEND AN EXISTING SUBDIVISION FINAL PLAT PHASE**

**A minor subdivision** is a division of land into no more than four lots. A minor subdivision shall not: include the construction of new infrastructure; be a part or a phase of a larger subdivision; be allowed further division of land by way of minor subdivision within three years of approval, further division within three years shall be accomplished through the standard subdivision process and shall include all land divided from the parcel in the last three years; and include commercial or industrial uses.

1. **MINOR SUBDIVISION APPLICATION**

**A standard subdivision** is a division of land into no more than fifteen lots. A standard subdivision shall be processed in two phases 1) the concept/design phase and 2) the final plat phase. Infrastructure and public facilities may be dedicated. A standard subdivision shall be connected to a culinary water system in accordance with Tri-County Health Regulations. A standard subdivision shall be filed on a plat drawn and stamped by a licensed surveyor.

1. **CONCEPT/DESIGN PHASE APPLICATION**

*DO NOT SUBMIT THE FINAL PLAT APPROVAL APPLICATION UNTIL THE Concept/design phase plat and infrastructure design and engineering drawings have been approved.*

2. **PRELIMINARY PLAT, DESIGN AND ENGINEERING APPROVAL APPLICATION**

*DO NOT SUBMIT THE FOLLOWING APPLICATION UNTIL YOUR Design Phase Plat and Infrastructure Design and Engineering Drawings have been approved!*

3. **FINAL PLAT PHASE APPLICATION**

**A major subdivision** is a division of land into 16 to 99 lots. A major subdivision shall be phased for development. *Infrastructure and public facilities may be dedicated. A major subdivision shall have a public water system serving all lots. A major subdivision shall have an (a) concept plan; (b) design phase; and (c) a final application process.*

1. **CONCEPT/DESIGN PHASE APPROVAL APPLICATION**  
*DO NOT SUBMIT THE FOLLOWING APPLICATION UNTIL YOUR Concept phase plat and engineering drawings have been approved!*
2. **DESIGN AND ENGINEERING APPROVAL APPLICATION**  
*DO NOT SUBMIT THE FOLLOWING APPLICATION UNTIL YOUR Design Phase Plat and Infrastructure Design and Engineering Drawings have been approved!*
3. **FINAL PLAT PHASE APPROVAL APPLICATION**

**A PUD (Planned Unit Development) is**

1) a division of land into 100 or more lots, 2) a master planned community developed under negotiated standards, or 3) a commercial or industrial development or land division.

A PUD shall be processed in three phases 1) the concept phase, 2) the design plat phase, and 3) the final plat phase. Infrastructure and public facilities may be dedicated.

A PUD subdivision shall be connected to a culinary water system in accordance with Tri-County Health Regulations. A PUD shall be filed on a plat drawn and stamped by a licensed surveyor. No single phase of a PUD may contain more than 25 lots.

1. **CONCEPT/DESIGN PHASE APPROVAL APPLICATION**  
*DO NOT SUBMIT THE FOLLOWING APPLICATION UNTIL YOUR Concept phase plat and engineering drawings have been approved!*
2. **PRELIMINARY PLAT, DESIGN AND ENGINEERING APPROVAL APPLICATION**  
*DO NOT SUBMIT THE FOLLOWING APPLICATION UNTIL YOUR Design Phase Plat and Infrastructure Design and Engineering Drawings have been approved!*
3. **FINAL PLAT PHASE APPROVAL APPLICATION**