

Subdivision Application for All Land Uses (Instructions)

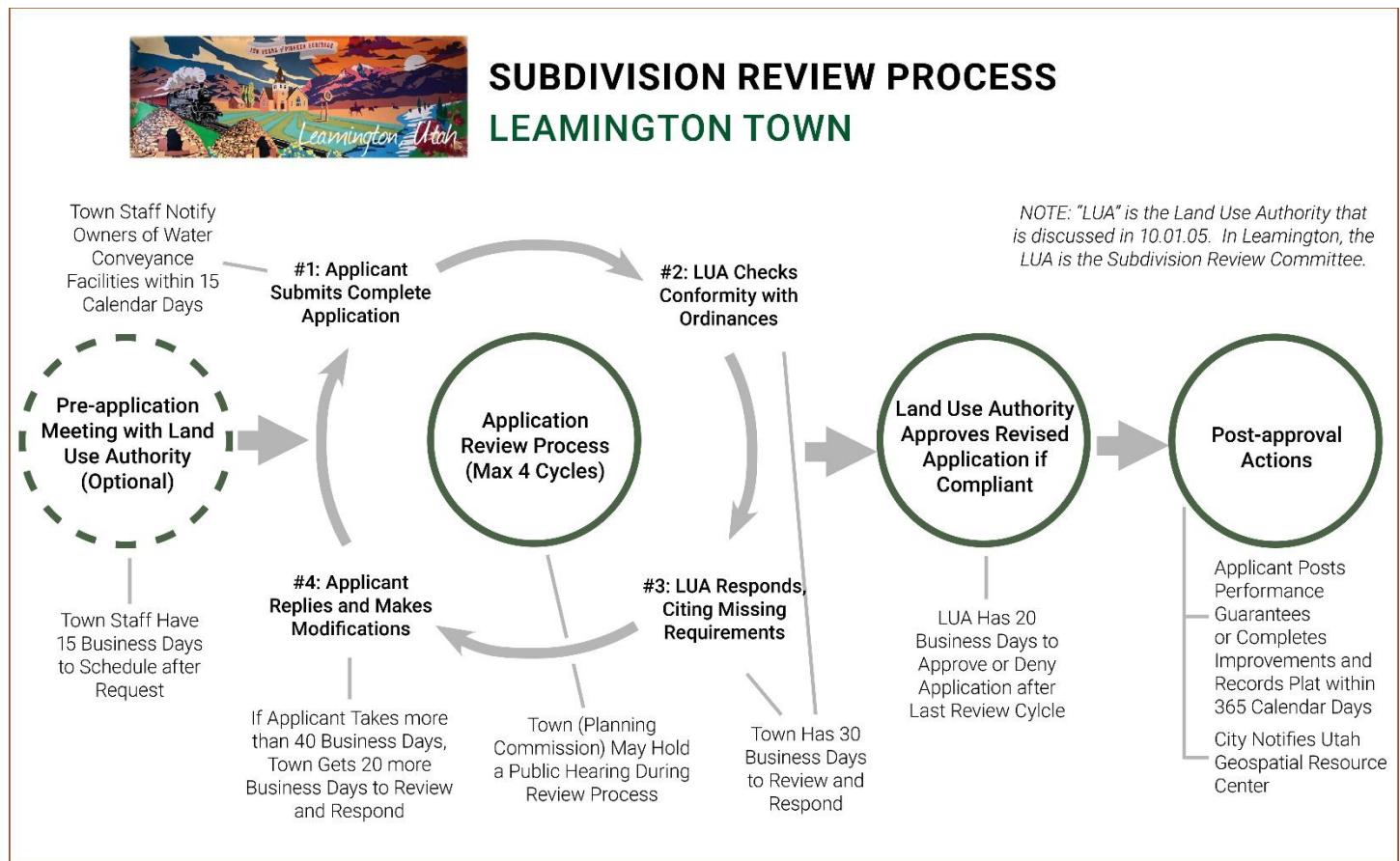
WHAT TO DO:

Submit this completed checklist and all supporting documents to the Town's Staff (leamingtongovern@gmail.com) Pay the application fee outlined in the Town fee schedule. Before applying, you may schedule a pre-application meeting with Town staff to review a concept plan and/or other elements of your application.

WHAT TO EXPECT:

Town staff will review your application and determine whether it is complete. If your application is complete, or if the Town decides to waive the incomplete requirements, the Subdivision Review Committee and Town staff will review and respond to your application within 30 business days. You may be required to revise your application to conform to Town development standards or to better protect the health and safety of Leamington Town residents.

The application process for subdivisions is governed by Chapter 10 of the Town's municipal ordinances. The flowchart below summarizes this process.



Subdivision Application for 1-2 Family Residential Uses



Name of Proposed Subdivision: _____

County Tax Parcel Number: _____

Current Zoning of Property: _____

Date Received: _____

Receipt #: _____

Amount Paid: _____

----- CONTACT INFORMATION -----

Applicant Information Name: _____ Phone: _____ Email: _____	Property Owner #1 Information Name: _____ Phone: _____ Email: _____
Property Owner #2 Information (If Applicable) Name: _____ Phone: _____ Email: _____	Property Owner #3 Information (If Applicable) Name: _____ Phone: _____ Email: _____

If the property to be subdivided has more than three owners, attach supplemental information for remaining owners.

----- FINAL DOCUMENT CHECKLIST -----

(A) To be considered complete, a subdivision application must include at least the following elements:

- (1) **An approved land use application** that describes how the property will be used after it is subdivided.
 - (a) If the intended use is permitted under Town ordinances, the land use application must include citations to the specific ordinance(s) that the applicant believes authorizes the intended use.
 - (b) If the intended use requires a conditional use permit or is otherwise conditioned on Town approval, the land use application must include an *approved*, Town-issued permit authorizing the intended use. Should an applicant seek a use permit concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the use permit is issued.
 - (c) If the intended use is prohibited under Town ordinances and requires a variance, the land use application must include an *approved* Town-issued variance authorizing the

intended use. Should an applicant seek a variance concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the variance is issued.

(2) **A plat.** The plat must be drawn to scale, in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's office. The plat must include:

- (a) The proposed name and location of the subdivision, in bold letters at the top of the plat. The proposed subdivision name must be distinct from any other subdivision name on a plat recorded in the County Recorder's office for Leamington Town.
- (b) The boundaries, course, numbering, and dimensions of all proposed parcels. All lots should be consecutively numbered.
- (c) The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale.
- (d) The names and addresses of all adjoining property owners of record, or the names of adjoining developments and the names of adjoining streets.
- (e) The address and phone number of the land surveyor and/or engineer who prepared the plat.
- (f) Sufficient data acceptable to the Subdivision Review Committee to readily determine the location, bearing and length of all lines on the plat, and to reproduce such lines upon the ground, and the location of all proposed elevations, including contours at intervals of two feet, five feet, or ten feet.
- (g) Whether any parcel is intended to be used as a street or for any other public use.
- (h) The names, numbers, widths, lengths, bearings, and curve data on centerlines for all proposed streets, alleys, and easements (if applicable). All proposed streets shall be numbered and named in accordance with the Town's adopted addressing system.
- (i) The location of existing streets, easements, water bodies, streams, and other pertinent features such as wetlands, buildings, parks, cemeteries, drainage ditches, irrigation ditches, fences, and bridges.
- (j) The location and width of existing and proposed streets, curbs, gutters, sidewalks, easements, alleys, other public ways and easements and proposed street rights-of-way and building setback lines.
- (k) Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.
- (l) Any known and unrecorded water conveyance facility located, entirely or partially, within the plat.
- (m) Location and size of all proposed water, storm drainage, irrigation or drainage ditch piping, or other subsurface improvements, including detailed provisions for collecting and discharging surface water drainage.

- (n) Whether any parcel is reserved or proposed for dedication for a public purpose.
 - (o) The location and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation. The plat must state the purpose of these reserved parcels and any conditions that apply.
 - (p) As applicable, formal, irrevocable offers for dedication to the public of streets, Town uses, utilities, parks, easements, or other spaces.
 - (q) One copy of the plat drawn on Mylar for signing and recording and seven 11" x 17" printed copies for the Town's use in the review process. The applicant must also provide a digital version of the plat.
 - (r) Seven sets of two 11" x 17" aerial maps: one map showing a close up of the proposed subdivision (with legend included) and the second map showing the area approximately 1,000 feet around the boundaries of the subdivision in all directions. The applicant must also provide a digital version of the maps in a usable format.
- (3) **An improvement plan**, created in accordance with applicable portions of 10.01.07 and 10.01.15 and chapter 10.02 of this Title, for all public improvements proposed by the applicant or required by Town ordinances.
- (4) **Certifications**, including:
- (a) An affidavit from the applicant certifying that the submitted information is true and accurate.
 - (b) The signature of each owner of record of land described on the plat, signifying their approval of the plat and dedication of any public easements and parcels.
 - (c) Certification that the surveyor who prepared the plat:
 - 1. Holds a license in accordance with Utah Code §58-22; and
 - 2. Either
 - i. Has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or
 - ii. Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and
 - 3. Has placed boundary markers as represented on the plat.
 - (d) Proof of approval by the culinary water authority, the local health department, and the local fire department.
 - (e) Note: Community associations are not authorized within Leamington Town.
- (5) **An electronic copy** of all plans in PDF format and other usable formats determined by the Town.
- (6) **Seven 11" x 17" printed copies of all application materials.**

(7) **Payment of any application processing fees** required by the Town in the Leamington Town fee schedule, as well as fees outlined by Millard County and any legal or engineering fees incurred during the applications process.

(8) **Water Resource Protection Documentation:**

- (a) The application must include a map showing the location of any wellhead protection zones (#1 or #2) in relation to the proposed subdivision.
- (b) For any subdivision located partially or wholly within wellhead protection zones:
 - 1. A detailed protection plan showing how development will avoid impacts to groundwater resources.
 - 2. Verification that all proposed uses comply with wellhead protection zone restrictions.
 - 3. Documentation of review by the Town Water Operator.
- (c) For subdivisions of 5 or more lots, a water availability analysis that includes:
 - 1. Projected water usage for the development.
 - 2. Confirmation from the Town Water Operator that sufficient water rights and system capacity exist.
 - 3. Analysis of impacts to Town water pressure and delivery systems.

----- **EXAMPLE CERTIFICATIONS** -----

[See following pages.]

APPLICANT'S AFFIDAVIT – SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

I, _____ (applicant/agent name), certify under penalty of perjury that this application and all information submitted as a part of this application are 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 understand that Leamington Town may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Leamington Town Subdivision Ordinance and that items and checklists contained in this application are basic and to the minimum requirements only and that other requirements may be imposed to ensure compliance with municipal ordinances and approved standards and specifications. Additionally, I agree to pay all fees associated with this application, as set by the currently adopted Leamington Town Consolidated Fee Schedule.

Signed:

Applicant/Agent

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal:

PROPERTY OWNER’S CONSENT & DEDICATION – SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

We certify under penalty of perjury that we are the sole owners of the property proposed to be subdivided and that we have thoroughly reviewed the final subdivision application. We hereby consent to this final subdivision application and, contingent on Town approval of the final application, we irrevocably dedicate all portions of the property to the public that are so indicated in this application (including streets, Town uses, utilities, parks, easements, or other spaces). We further consent to agents of the Town entering onto the subject property for the purpose of making any inspections required by this application or related improvements.

Signed:

Property Owner #1

Date

Property Owner #2 (if applicable)

Date

Property Owner #3 (if applicable)

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal: