Preliminary Subdivision Application (Instructions)

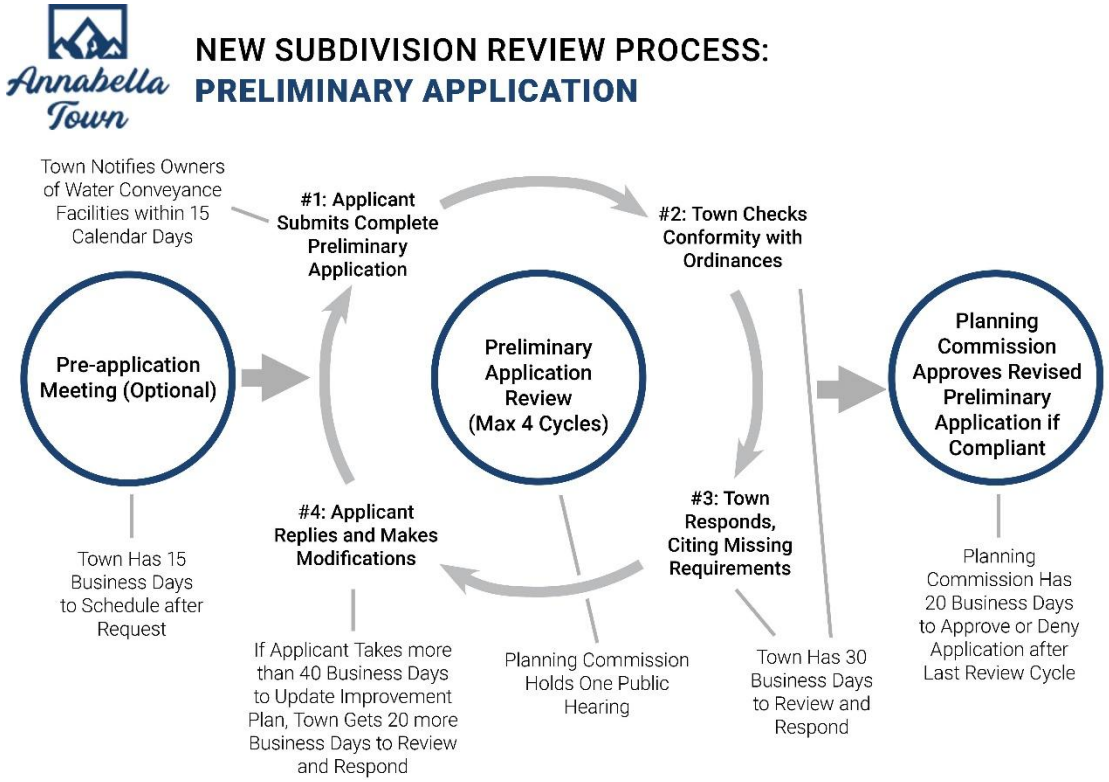
WHAT TO DO:

Submit this completed checklist and all supporting documents to the Town's Staff (annabellatown@hotmail.com) Pay the application fee outlined in the Annabella Town fee schedule. Before applying, you may schedule a pre-application meeting with the Planning Commission 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 Planning Commission 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 Annabella Town residents.

The application process is governed by Chapter 12 Section 12.2 of the Town's municipal ordinances. The flowchart below summarizes this process.



Preliminary Subdivision Application

Name of Proposed Subdivision: _____

_____

County Tax Parcel Number: _____

Current Zoning of Property: _____

THIS BOX IS FOR OFFICIAL USE ONLY:

Date Received: _____

Receipt #: _____

Amount Paid: _____

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

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

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

---------- PRELIMINARY APPLICATION DOCUMENT CHECKLIST ----------

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 by right 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 or rezoning, the land use application must include an approved, Town-issued variance or the Town must enact a rezoning ordinance authorizing the intended use. Should an applicant seek a variance or rezoning concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the variance is issued or rezoning ordinance is enacted.

2 _____ **A preliminary plat.** The preliminary plat must be prepared by a registered engineer or surveyor to scale, not smaller than 100 feet to the inch, in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The preliminary plat must include:

a _____ The name and contact information of the owner(s) of the land, the applicant (if different from the owner(s)), and the engineer and surveyor who prepared the application.

b _____ The proposed subdivision name, which must be distinct from any subdivision name on a plat recorded in the County Recorder's office.

c _____ Identification and legal description of the proposed subdivision, including street identification and location by section, township and range.

d _____ Accurately drawn boundaries, bearings, dimensions, and acreage of all properties, proposed lots, and existing structures within the proposed subdivision.

e _____ 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.

f _____ A graphic scale and north arrow.

g _____ The date of preparation.

h _____ Existing and finished contours of at least five-foot intervals. 5'.

i _____ Location, description, and size of monuments.

j _____ A statement of public survey monuments found and restored.

k _____ The ordinary high water marks of all streams and boundaries of any designated wetlands.

l _____ The location of prominent natural features such as rock outcroppings, woodlands, steep slopes, potential hazards.

m _____ The location and dimensions of existing and proposed utilities and utility easements.

n _____ The location and dimensions of existing and proposed streets, roads, alleys, rights-of-way, and easements.

o _____ Widths and names of existing and proposed streets and sidewalks.

p _____ Location and widths of existing and proposed utility and drainage easements.

q _____ Location and names of existing and proposed parks and other open space with accurate lot line dimensions.

r _____ Lot numbers and lot size dimensions and acreage.

s _____ Existing sewage disposal systems, storm drains, water supply mains and culverts within the subdivision or within 100' thereof.

t _____ The location, width, and other dimensions of proposed streets, alleys, easements, parks, and other open spaces to be dedicated to the public, with complete description.

u _____ Signature blocks for the preliminary and final Land Use Authorities, the surveyor who prepared the plat, utility providers who will service the proposed subdivision, and the owner(s) of the land to be subdivided.

v _____ Any restrictive covenants associated with the proposed lots.

w _____ Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.

x _____ Any known and unrecorded water conveyance facility located, entirely or partially, within the plat.

y _____ Whether any parcel is intended to be used as a street or for any other public use.

z _____ Whether any parcel is reserved or proposed for dedication for a public purpose.

aa _____ Identification of the plat as “preliminary”

3 _____ **Studies and reports:**

a _____ A water report from a qualified expert, regarding flood risks and stormwater needs, including an onsite wastewater feasibility study.

b _____ A soils report from a qualified soils engineer, identifying the types of soils within the proposed subdivision area and identifying any soils constraints on the proposed subdivision.

c _____ Any other study or report reasonably necessary to assess the impact of the proposed subdivision on the Town or to assess compliance with Town ordinances.

4 _____ **An improvement plan**, created in accordance with applicable portions of 12.3 and 12.4 for all public improvements proposed by the applicant or required by Town ordinances. In addition to the requirements in chapters 12.2 and 12.3, the improvement plan must contain:

a _____ An engineer’s estimate of the cost of completing the required improvements.

b _____ A septic and water feasibility statement from Sevier County.

c _____ A drainage plan prepared by a professional engineer, licensed in the State of Utah.

d _____ Proposed on-site and off-site water facilities, sanitary sewage disposal systems, storm drain facilities and fire hydrants.

e _____ A grading plan, including all proposed changes in grade.

f _____ A soil erosion and sediment control plan, including grading of waterways and design of erosion control devices.

g _____ A vegetation preservation and protection plan, including trees and other vegetation proposed to be planted.

h _____ A landscaping plan for any public or common areas.

i _____ Proposed street lighting.

j _____ Proposed or required fencing (specifying location, height, and material).

k _____ Engineering drawings showing typical cross sections of proposed streets, location and design of on and off-site improvements, proposed water and sewer facilities and other proposed improvements such as sidewalks, curb and gutter, parks, and open spaces, fire hydrants, streetlights and drainage and flood control facilities.

5 _____ **Certifications**, including:

a _____ An affidavit from the applicant certifying that the submitted information is true and accurate [EXAMPLE ON PAGE 6].

b _____ The signature of each owner of record of land described on the preliminary plat, signifying their consent to the preliminary subdivision application and their intent to dedicate portions of the preliminary plat to the public as described in the application [EXAMPLE ON PAGE 7].

c _____ Certification that the surveyor who prepared the plat:

i _____ Holds a license in accordance with Utah Code 58-22; and

ii _____ Either

(1) _____ Has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or

(2) _____ Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and

iii _____ Has placed monuments as represented on the plat

6 _____ **Copies:** An electronic copy of all plans in PDF format and five 11" x 17" printed paper copies for Town review.

7 _____ **Fees:** Payment of any preliminary-application-processing fees required by the Town's Fee Schedule , plus the cost of any engineering or legal review required by the application.

- EXAMPLE CERTIFICATIONS -

[See following pages.]

APPLICANT'S AFFIDAVIT – PRELIMINARY 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 Annabella 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 Annabella 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 Annabella Town Consolidated Fee Schedule.

Signed:

_____ _____

Applicant/Agent Date

Subscribed and sworn to before me:

_____ _____

Notary Public Date

Notary Seal:

PROPERTY OWNER'S CONSENT & DEDICATION – PRELIMINARY 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 preliminary subdivision application. We hereby consent to this preliminary subdivision application and, contingent on Town approval of the preliminary 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: