



SUBDIVISION APPLICATION FORM INSTRUCTIONS

Spring City Municipal Corporation has the right to review subdivisions for water, sewer and electric system that, at a minimum, meet any required standards adopted by the city of Spring City, County of Sanpete, and State of Utah.

Please consult with the Spring City Planning Commission regarding the proper submittal of this application and supporting materials.

A. When applying for subdivision review by the Planning and Zoning Commission, the following parts of this form must be completed and submitted:

1. Part I must be completed for all subdivisions and is required to be reviewed and approved by the Spring City Planning Commission.

2. Part II must be completed and the proper fees submitted at the time that the application is submitted for review. Checks shall be made payable Spring City Municipal Corporation.

Copies of this Application Form are available from:

- - Spring City Corporation www.springcityutah.org/spring-city-forms

Instructions

Page One (instructions):

Given to Subdivider

Pages Two and Three (the application):

Filled out by Applicant

Copy given to Applicant

Original kept by City

Page Four and remainder (city code):

Given to Applicant for instruction purposes



**SPRING CITY SUBDIVISION
APPLICATION FORM**

PERMIT # _____ FEE SUBMITTED (\$100 PER PARCEL): \$ _____

APPLICANT INFORMATION

Name _____ Phone _____ Text? Y or N

Company _____

Physical Address _____

Mailing Address _____

Email Address _____

GENERAL DESCRIPTION AND INFORMATION

1. Name of proposed development _____

2. Location (City and/or County) _____

Legal description: _____ ¼ _____ ¼ of Section _____ Township _____ Range _____
(Maps and legal descriptions available on www.sanpete.com/recorder website)
Attach Sanpete County Master Tax Record and plat map of parent parcel

3. Water:

<p>Type of culinary water supply system: ____ Individual wells ____ Service connection to private multiple-user system ____ Service connection to public system ____ Extension of public main required?</p>	<p>Type of secondary water supply system: ____ Connection to well ____ Use public culinary water system for irrigation ____ Horseshoe Irrigation Co Water Connection (attach plot plan/map of property showing location of ALL irrigation company fittings, existing and proposed.)</p>
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4. Type of wastewater system:

- ____ Individual wastewater treatment system
- ____ Service connection to multiple-user system
- ____ Service connection to public system
- ____ Extension of public main

5. Type of Electric system:

- ____ Spring City Electric System
- ____ Solar or Other Interconnected Power Generation System
- ____ Rocky Mountain Power
- ____ Stand-alone Solar/Other Power



6. Is information included which substantiates that there will be no degradation of state waters or that degradation will be non-significant? _____

7. Descriptive Data:

- a. Number of lots or parcels _____
- b. Total acreage in lots being reviewed _____
- c. Total acreage in streets or roads _____
- d. Total acreage in parks, open space, and/or common facilities _____
- e. TOTAL gross acreage of subdivision _____
- f. Minimum size of lots or spaces _____
- g. Maximum size of lots or spaces _____

8. Indicate the proposed use(s) and number of lots or spaces in each:

- _____ Residential, single family
- _____ Commercial or Industrial (Possible rezoning required)
- _____ Other (please describe) _____

9. Provide the following information regarding the development:

- a. Current land use _____
- b. Existing zoning or other regulations _____

I understand that:

A person may not file a subdivision plat with Spring City, make disposition of any lot [sell, rent, lease or otherwise convey title to or possession of a lot], erect any facility for the supply of water or disposal of sewage or solid waste, or occupy a permanent building in a subdivision until the subdivision has been approved by BOTH the Spring City authority and the Sanpete County authority.

[Parenthetical text added for clarification].

I designate _____ as my representative for purposes of this application.

Name, address and telephone number of designated representative, if any (e.g., engineer, surveyor).

Name Phone Email

Address (Street or P.O. Box, City, State, Zip Code)

Signature of owner Print name of owner

Address (Street or P.O. Box, City, State, Zip Code)

Date Phone Email

(The statement must be signed by the owner of the land proposed for subdivision or the responsible officer of the corporation offering the same for sale.)

For Office Use Only

Date Application Submitted _____

Date Application Fees Paid _____



REQUIRED INFORMATION FOR APPROVAL OF SUBDIVISIONS SUBDIVISION ORDINANCE IN SPRING CITY.

***PLEASE NOTE: ALL FEES ARE TO BE PAID BY THE SUBDIVIDOR. PLEASE REFER TO SPRING CITY ORDINANCE 11-3-1 (A) TO (I)

All applications must include the information required in Spring City Subdivision Ordinance.

The following steps and instructions are required to have Subdivision Plans submitted to the Planning and Zoning Commission with the application:

A. First Step/Sketch Plan

1. Presentation to Planning & Zoning Commission
 - a. Application Form
 - b. Payment of initial fees
 - c. Request for Meeting to present Sketch Plan
2. Submittal and Content of Sketch Plan
 - a. Simple Layout of Existing and Proposed features:
 - 1) Streets
 - 2) Lots
 - 3) Major Buildings
 - 4) Planned residential developments
 - 5) Utilities
 - 6) Street Lighting
 - 7) Drainage
 - 8) Watercourses
 - 9) Existing utilities
 - 10) Irrigation Supply Lines
3. Sketch Plan Review
 - a. Scope
 - 1) Review of plan with Planning & Zoning Commission
 - i. General Concept of proposed development
 - ii. Scope any defects
 - iii. Plan within the city's general plan
 - b. Zone Change Application
 - 1) Must be in compliance with zones
 - 2) If not in compliance subdividor may approach Board of Adjustment for review



C) Zone Change Approval

1) Upon approval for a zone change the subdividor shall attach approval of

- i. Plan Application,
- ii. Maps
- iii. Statements
- iv. Any required documents

4. Preliminary Plan

a. If all issues are resolved (if applicable)

1) Subdividor shall prepare Preliminary Plan

B. Second Step/Preliminary Plan Review

1. Submission of Plan to Planning Commission

a. Six (6) copies required

- 1) Maps
- 2) Charts
- 3) Statements
- 4) Documents
- 5) Approvals
- 6) Proof of payment of submittal fee

2. Contents

a. Series of maps

- 1) Site Plan Map
- 2) Grading Plan Map
- 3) Utilities Plan Maps
- 4) Drainage area Plan Map
- 5) Or any other map that could be include with information below
 - i. Name of Owner and proof of ownership of land
 - ii. Name of Land Surveyor, Engineer and Site planner and certification as to the accuracy of the plat
 - iii. Identification and legal description of the subdivision
 - iv. Approved name of the subdivision
 - v. Location by section, township and range
 - vi. Dimensions and bearings of all property boundaries
 - vii. Layout and dimensions of all proposed lots and numbers of the same
 - viii. Existing structures
 - ix. Vicinity map
 - 1) Lots
 - 2) Streets
 - 3) Sidewalks
 - 4) Curb and Gutters
 - 5) All abutting streets
 - 6) Public rights-of-way



- x. Identification and legal description of the subdivision
- xi. Approved name of the subdivision
- xii. Location by section, township and range
- xiii. Dimensions and bearings of all property boundaries
- xiv. Layout and dimensions of all proposed lots and numbers of the same
- xv. Existing structures
- xvi. Vicinity map
 - 1) Lots
 - 2) Streets
 - 3) Sidewalks
 - 4) Curb and Gutters
 - 5) All abutting streets
 - 6) Public Rights of way
- xvii. High water marks
 - 1) Any Lakes
 - 2) Rivers
 - 3) Streams
 - 4) Any wet lands
- xviii. Location of prominent natural features
 - 1) Rock outcroppings
 - 2) Woodlands
 - 3) Lakes
 - 4) Ponds
 - 5) Steep slopes
- xix. Grading and drainage plans
 - 1) all proposed changes in grades
- xx. Existing and finished contours
 - 1) Intervals of at least 5 feet
- xxi. Existing Services
 - 1) Sewer
 - 2) Storm Drains
 - 3) Water supply mains & culverts within 100 feet
- xxii. Existing/Proposed storm water drainage, including easements
- xxiii. Location, width of proposed streets, easements, parks, and other open spaces to be dedicated to the city with complete descriptions
- xxiv. Proposed onsite and offsite water facilities including culinary, irrigation, fire hydrants or other required water facilities
- xxv. Soil erosion and sediment control plan, including trees and other vegetation proposed to be planted
- xxvi. Landscaping plan for any public or common areas
- xxvii. Street lighting
- xxviii. Proposed zoning changes, if needed or recommended



- xxix. Graphic scale
- xxx. North arrow
- xxxi. Date of preparation
- xxxii. Abstract of title or registered property certificate

3. Placement on Agenda

- a. Notice given to Planning Commission
 - 1) 14 days prior to regularly scheduled meeting
- b. Abutting property owners notified within 300 feet of subdivision
 - 1) mailing cost goes to subdivider

4. City Engineer Review

- a. Seven (7) days prior to meeting

5. Action by Planning Commission

a. Review of Plans with Subdivider

1) Approval

- i. Not constitute approval of final plan
- ii. Only tentative approval of layout
- iii. Final approval of the preliminary plan shall only be accorded by the Spring City Council

2) disapproval

- i. Inconsistent with city's General Plan
- ii. Changes need to be made to bring plans into compliance
- iii. Documents and statements incomplete
- iv. Unresolved issue with adjacent property owner
- v. Any other reason

5. Limitations of Preliminary Plan Approval

- a. Six (6) months from the date of action by City Council
- b. Extended for an additional six (6) months upon approval by Planning Commission & Councils
 - 1) Any extensions shall be requested in writing and submitted to Planning Commission to less than thirty-one (31) days prior to expiration of preliminary approval
 - 2) No construction shall be permitted until final approval has been obtained

C. Third Step/Final Plat

1. Submission of Final Plat

- a. Six (6) Copies of final plans
- b. Six (6) Copies of final plat
- c. Three (3) Copies of final documents
- d. Three (3) copies of an itemized estimate of the cost of constructing required improvements

2. Contents

- a. Subdivision name and location
- b. Description of land
- c. Accurately drawn boundaries with proper bearings and dimensions of all properties within the subdivision
- d. Graphic Scale
- e. North Arrow
- f. Date of Plat
- g. Name, Address, signature of subdivider



- h. Dimensions and bearings of boundary lines of property
 - i. Location of rights-of-ways
 - j. Widths of existing and proposed streets, sidewalks, curb and gutters
 - k. Numbers (not names) of existing and proposed streets
 - l. Location and widths of existing and proposed utility and drainage easements
 - m. Location and names of existing proposed parks and other open space with accurate lot line dimensions
 - n. Lot numbers
 - o. Location, description and size of all survey monuments
 - p. Location of rivers, streams, lakes, ponds, and swamps with high water marks
 - q. Restrictive covenants, all legal certifications by the proper local official (usually the chief elected official and Planning and Zoning Commission chairman) and statements of dedication, dedicating all streets to the City for public use that are not private streets – any and all other legal certifications pertinent to the project
 - r. Preliminary Title Report
 - s. Public Improvement Agreement
 - t. Owner’s Certificate of Dedication
3. Fees
 - a. Final Plat shall be accompanied by
 - 1) Engineering Review Fee
 - 2) Attorney Fee, if needed
 - 3) Actual cost of recording final plat and documents
 - 4) All other fees due and payable before final approval of permit
4. Time Limit
 - a. Being placed on the agenda
 - 1) Final Plat
 - 2) Final documents and fees submitted
 - i. Fourteen (14) days prior to the meeting
5. City Engineer Review
 - a. Review the final plans, plat, documents and cost estimate in detail to finally verify compliance with all of provisions of city ordinances and standards and with the approved preliminary plans, plant and documents
 - b. Communicate with the Subdivider regarding any changes that are required on the final plans, plat, documents and cost estimates to bring the same into compliance with all of the provisions of city codes and standards and with the preliminary plans, plat and documents
6. Planning and Zoning Commission Approval
 - a. Plans received from City Engineer Review
 - b. Planning Commission review
 - 1) Final Plan conforms with those given in preliminary approval
 - 2) Final Plat and documents comply with requirements and standards relating to the applicable zones
 - 3) Estimate of cost and constructing the required improvements are realistic
 - 4) Tax liabilities of the common space have been determined
 - 5) No unresolved issues
7. City Council Final Approval
 - a. Planning Commission approval
 - b. Bond submitted with final plat
 - 1) Reviewed by city attorney
 - c. All plans, plats and documents, cost estimates consistent with preliminary plan
 - d. Grant of final approval
 - 1) Plans, plats, documents, execution of all documents, agreements and final plat and accept all public dedications



8. Timely Recording

- a. Subdivider shall begin project within one (1) year from date of recording or approval shall be revoked and entire reviewed process must be repeated.

D. Performance Guarantee

1. Contract Agreement

- a. To guarantee the installation of all required improvements, a Contract agreement shall be entered into by the Subdivider in which a lien shall be placed on the property concerned.

2. Bond Required

a. Type of Bond

1) Cash Escrow Bond

- i. One hundred ten percent (110%) of estimated cost of improvements
- ii. Signed by Subdivider and mortgage company stating faithful performance or in lieu of payment to the city
- iii. Includes commitment not to release any of the said sums without specific approval of City Council or City engineer
- iv. City Attorney has discretion as to such other terms as may be required from time to time to adequately protect the city

b. Duration of Bond

1) Two (2) year term

- 2) Provision included for unconditional payment of the face amount of the bond within thirty (30) days from the city's declaration of default by Subdivider

c. Default

- 1) Two (2) years after completion of the required improvements, such improvements shall be inspected by the city council or City Engineer
- 2) If found in satisfactory condition the city engineer will certify the same to city council.
- 3) If in default or neglects to satisfactorily install required utilities within two (2) years from date of approval of the final plat the city shall declare the bond forfeited and the city may install or cause the required improvements to be installed using the proceeds of the bond

3. Preliminary Report of Title

- a. Final document is required of the Subdivider which has the appropriate signatures and is subsequently recorded by the authority of the City.

- 1) Final documents must dedicate for the public use certain portions of the property such as streets, rights of way and the like.

2) Provisions needing to be met in preliminary report of title

- i. City Engineer approval before council approval
- ii. Specify each and every owner or interested party
- iii. Made in pursuant to the issuance of a policy of title insurance
- iv. Preliminary Report of title becomes the property of the city and shall be filed with review papers of subdivision
- v. Performance guarantee acceptable to city council as required

3) Tax and Other Liens

- i. The city may withhold an otherwise valid plat approval until the owner of the land provides adequate documentation indicating that all liens, taxes, interest and penalties owing on the land have been paid.

APPLICANTS NAME _____

SUBDIVISION NAME _____

Spring City Subdivision Application Approval



Zoning Administrator Signature

_____ Applicant meets all of Spring City’s Subdivision requirements.

_____ Applicant DOES NOT meet all of Spring City’s Subdivision requirements.

Notes _____

Signature of Zoning Administrator _____ Date _____

Planning & Zoning Commission Checks & Signatures (Approval by quorum in regular meeting required)

_____ FRONTAGE Commission Members Signatures: _____

_____ EASEMENTS _____

_____ UTILITIES _____

_____ ROADS _____

_____ FLOOD PLAIN _____

_____ LOT SIZE _____

Notes _____

Mayor and City Council Signatures (Approval by Mayor and council quorum in regular meeting required)

Mayor _____

Council Member _____

Council Member _____

Council Member _____

Council Member _____

Council Member _____

Notes _____

Horseshoe Irrigation Co.

Authorized Signature _____ Date _____

Notes _____

City Office

Treasurer’s Signature _____ Date _____