



MILLARD COUNTY PLANNING and ZONING DEPARTMENT

71 South 200 West, PO Box 854, Delta, UT 84624

Phone: 435-864-1400

Fax: 435-864-1404

www.millardcounty.org

To subdivide land in Millard County send this completed form along with the other required information to the Millard County Planning and Zoning Department.

Applications which are not complete will be returned. If you need help completing this form, or if you have any questions regarding subdivisions, contact the County Planning and Zoning Administrator.

Millard County Planning & Zoning
71 South 200 West
PO Box 854
Delta, UT 84624 Phone: 435 864-1400
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Application for

PLAT SUBDIVISION



MILLARD COUNTY PLANNING AND ZONING APPLICATION FOR PLAT SUBDIVISION

(This box for office use only)

Date proposal received:
 Fee collected:
 Preliminary Proposal Determined to be Complete:

CASE NUMBER

PETITIONER INFORMATION	
Name	Phone
Address	Other Phone
	Fax
City, State, Zip	e-mail

(Additional names and addresses should be listed on a separate paper and attached)

OWNER INFORMATION	
Name	Phone
Address	Other Phone
	Fax
City, State, Zip	e-mail

(Additional names and addresses should be listed on a separate paper and attached)

PROJECT DESCRIPTION	
General Location	
Street Address	

PROPERTY and VICINITY DESCRIPTION		
Parcel Number	Existing Use of Land	Number of Divisions
		Total Lots
Minimum Lot Width	Minimum Lot Size	Property Size (in acres)
		.015 cfs or one acre-foot of water for domestic use for each lot <input type="checkbox"/> yes <input type="checkbox"/> no
Zoning District	<input type="checkbox"/> This application is made to correct an illegal subdivision of property	Each lot is adjacent to a public street and does not require the dedication of any land for streets <input type="checkbox"/> yes <input type="checkbox"/> no

Upon compliance with certain procedures as set forth in the Millard County Subdivision Ordinance, approval to develop and or divide real property requires a recommendation by the Millard County Planning Commission, and is subject to approval by the Board of Millard County Commissioners. The following

checklist, when completed, will assist the petitioner with compiling some of the necessary information required for processing the petition through Planning Commission and the Board of County Commissioners. Partial completion or total omission of any requirement listed below may cause the application to be rejected or delayed.

√	Checklist	SUBMITTAL REQUIREMENTS
	Application	One original which must contain an original signature of the owner/applicant.
	The Project	Please describe the overall scope of the project. Explain how this approval will be in harmony with the General Plan of the County for this area, and how it would be in the best interest of the County to approve this petition.
	Sketch Plan	<p>The property owner shall submit three (3) copies of a sketch plan of the area to be subdivided to the planning and zoning administrator for review of the site plan, natural features and general conditions. The sketch plan shall include the following:</p> <ul style="list-style-type: none"> i. A map showing the location of the proposed subdivision, the property boundaries and true north. ii. A vicinity map showing significant natural and manmade features on site and within one-half (1/2) mile of any portion of the proposed subdivision, including, but not limited to, surface water features, floodplains, wetlands, mines, and structures. iii. Topographic contours from maps such as USGS topographic maps. The topographic contour interval to be utilized on the preliminary plat shall be determined at the sketch plan stage. iv. A lot and street layout showing street widths and scaled dimensions of lots to the nearest foot. v. The type, ownership and management of the water system proposed, together with documentation of water rights and historic water use. vi. The type of sewer or sanitary waste system proposed. vii. The locations of all fire protection and suppression systems. viii. The acreage of the area to be subdivided with a legal description. ix. A draft proposal for the maintenance of all public improvements proposed to be dedicated to
	Legal Description	A legal description can generally be obtained from the deed, or from the County Recorder's office. Please attach accurate complete description on a suitably titled addendum sheet.
	Names And Addresses	A list of the names and the mailing addresses for owners of property within 1000 feet from the outer boundaries of the subject property. Addresses may be obtained at the County Recorder's office in Fillmore.
	Site Photographs	Photographs of the site looking out from the property in all directions and of the property from several different viewpoints.
	Erosion Control Plan(s)	Information and plans identifying proposed temporary and permanent erosion control measures.
	Construction Plans	A narrative identifying the phases of all construction, a construction schedule, and a list of all permits necessary for the proposed uses, as applicable. (Ord. 12-12-04, 12-4-2012)
		A detailed grading and drainage plan shall be provided, prepared by a registered engineer or geologist, identifying the existing topography, and the proposed finished grade of the site, shown at a maximum contour interval of five feet (5'), or as required by the zoning administrator. All areas of excavation and fill, slopes of cut and fill, total cubic yards of excavation and fill, methods of concealment for each exposed cut and fill, and calculations

<p>Grading and Drainage Plan(s) Show drainage courses on your sketch map.</p>	<p>identifying the limits and amount of disturbance for the total site shall be shown. This plan shall show the original drainage pattern (natural course) and proposed changes, if any. If any structures or culverts are involved, it will be necessary to include an estimate of peak flows for a 100-year storm event to establish drainage facility cross sections.</p> <p>How will the proposed lot(s) or parcel(s) be drained?</p> <p><input type="checkbox"/> Natural <input type="checkbox"/> Ditches <input type="checkbox"/> Curb and Gutter <input type="checkbox"/> Storm Sewer</p> <p>Do you propose to discharge surface water into a highway ditch or a waterway?</p>
<p>Preliminary Plat</p>	<p>Prior to making the required copies stated in this section; it is highly recommended that the Preliminary Plat be reviewed by the County Recorder for accuracy.</p> <p>The property owner shall submit one (1) 24 inch x 36 inch original copy of a surveyed preliminary plat of the subdivision on white paper or mylar and drawn to a scale of one inch equals one hundred feet (1" = 100') and fourteen (14) 11 inch x 17 inch copies of such preliminary plat. The preliminary plat sheets shall measure approximately twenty-four inches by thirty-six inches (24" x 36"). The preliminary plat shall be certified by a registered professional engineer and shall include the following:</p> <ul style="list-style-type: none"> i. All information required for a Sketch Plan. ii. Certification from the county treasurer's office that property taxes on the subject property are paid to date. iii. The proposed subdivision name and the names of the property owners, with the owners' addresses and telephone numbers. iv. A map (USDA or NRCS) showing soil types and their boundaries with a table of interpretations, and high water table information for each lot within the subdivision showing areas where the water table is within five feet (5') of the ground surface. v. The topography of the area to be subdivided, shown at a contour interval specified by the planning and zoning administrator. vi. The signature of a registered land surveyor certifying plat accuracy and correctness. <ul style="list-style-type: none"> b. A copy of a recent title report, within 3 months of submission of the Preliminary Plat, setting forth any mortgages, judgments, liens, easements, contracts, and agreements of record which affect the subject property for review by the county recorder. c. A copy of proposed engineering design and construction specifications for all proposed improvements meeting the design and construction standards of the proposed owner or operator, including culinary water, sanitary sewer, storm drainage, and all other proposed services. d. The preliminary plat shall contain signature blocks for approval by the Chair, Board of County Commissioners, County Engineer, County Attorney, and all proposed utility and service providers.
<p>REQUIRED IMPROVEMENTS & COMPLIANCE</p>	<p>Written evidence shall accompany the Preliminary Plat sufficient to confirm:</p> <ul style="list-style-type: none"> a. The proposed Preliminary Plat has been reviewed and complies with all requirements of the Culinary Water Authority, as applicable, and required for written feasibility approval by the Culinary Water Authority for the proposed culinary water system and all culinary water sources for each lot proposed to be created. A copy of the Culinary Water Authority's written feasibility approval shall be included and shall accompany the Preliminary Plat. b. The proposed Preliminary Plat has been reviewed and complies with all requirements of the Sanitary Sewer Authority, as applicable, and required for written feasibility approval by the Sanitary Sewer Authority for the proposed sanitary sewer system services, or onsite wastewater systems for each lot proposed to be created. A copy of the Sanitary Sewer Authority's written feasibility approval shall be included and shall accompany the Preliminary Plat. c. The proposed Preliminary Plat has been reviewed and complies with all requirements of the Fire Authority, as applicable, and required for written feasibility approval by the Fire

	<p>Authority for the proposed fire protection and suppression system. A copy of the Fire Authority's written approval of the feasibility of the proposed fire protection and suppression system shall be included and shall accompany the Preliminary Plat.</p> <p>d. The proposed Preliminary Plat has been reviewed and complies with all requirements of the Millard County Road Department for the proposed road and street system. A copy of the County Road Department's written approval of the proposed road and street system shall be included and shall accompany the Preliminary Plat.</p> <p>e. When a complete preliminary plat and supporting information has been properly filed, it shall be placed on the agenda of the planning commission meeting.</p> <p>INSTALLATION AND COMPLETION OF ALL REQUIRED IMPROVEMENTS PRIOR TO FINAL PLAT APPROVAL AND RECORDATION AND DEVELOPMENT ACTIVITY.</p> <p>For Applicants requesting to install and complete all required improvements prior to Final Plat approval and recordation, the Applicant shall provide the following additional materials with the Preliminary Plat for review and approval by the Board of County Commissioners.</p> <p>a. The boundary, course, dimensions, and intended use of the right-of-way and easement grants of record.</p> <p>b. The location of existing underground and utility facilities.</p> <p>c. Any conditions or restrictions governing the location of the facilities within the right-of-way, and easement grants of records, and utility facilities within the subdivision. Such approval shall be provided in writing by the proposed owner or operator of the improvements, as applicable.</p> <p>d. Full engineering design and construction plans for all public and quasi-public services and improvements as approved and complying with all design specifications and construction requirements of the proposed owner or operator, as evidenced in writing by the proposed owner or operator.</p> <p>e. Engineer's cost estimates for the installation of all required subdivision improvements for review by the county engineer.</p> <p>f. A proposed improvement warranty, to be established for a minimum 12-month warranty period after the acceptance of any improvements proposed to be dedicated to Millard County, and in the form of a cash deposit, surety bond, letter of credit, or other similar security, for review and recommendation by the County Attorney, and approval by the Board of County Commissioners, in an amount of up to 10% of the lesser of the:</p> <p>i. Engineers original estimated cost of completion; or</p> <p>ii. Applicants reasonable proven cost of completion.</p> <p>5. Construction Activities Prior to Preliminary Plat Approval: No vegetation removal, grading, improvements or construction shall commence on the subject property until the Preliminary Plat has been approved by the Board of County Commissioners. Any vegetation removal, grading or construction on the subject property prior to approval of the preliminary plat is a violation of this Title and grounds for denial of a Preliminary Plat.</p> <p>6. Completion of Improvements: All subdivision improvements shall be completed within two (2) years of the date of approval by the Board of County Commissioners.</p> <p>7. When all subdivision improvements have been completed, and inspected as required, the applicant may apply for final plat approval that will include the providing an improvement warranty, as reviewed and recommended by the County Attorney, and approved by the Board of County Commissioners.</p>
<p>Fees</p>	<p>A non-refundable administrative fee in the amount of <input type="checkbox"/> (\$330 + \$10/lot) <input type="checkbox"/> After the Fact (\$660.00 plus \$20.00/lot) for each lot or parcel being created by this application must be submitted with this application.</p>
<p>Plat Map(s)</p>	<p>County Recorder's property plat (s) showing all the subject property clearly marked and all adjoining properties within 1000 feet of the subject property. This can be obtained from the County Recorder's office in Fillmore.</p>

Current Land Uses	<p>What is the current use of the Land to be subdivided?</p> <input type="checkbox"/> Agriculture <input type="checkbox"/> Residential <input type="checkbox"/> Seasonal Recreation <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other
Existing Buildings	<p>Are there any existing buildings on the land described in the certificate(s) of title?</p> <input type="checkbox"/> Yes Indicate the general location and use of all buildings on your sketch map <input type="checkbox"/> No
Physical Nature of Parcel(s)	<input type="checkbox"/> Wooded/Trees <input type="checkbox"/> Cultivated <input type="checkbox"/> Pasture <input type="checkbox"/> Sagebrush/Greasewood <input type="checkbox"/> Hilly <input type="checkbox"/> Level/Flat <input type="checkbox"/> Low/Swampy <input type="checkbox"/> Adjacent to a Lake, River or Creek
Developments Within ¼ Mile of Parcels Indicate Direction and Distance	<input type="checkbox"/> Animal Feeding Operation (AFO/CAFO) <input type="checkbox"/> Sewage Lagoon <input type="checkbox"/> Airport <input type="checkbox"/> Waste Disposal Ground (in use or inactive) <input type="checkbox"/> Historic Site or Structure <input type="checkbox"/> Gravel Pit or Quarry
Flood Zone	<p>Has any part of this land ever been flooded?</p> <input type="checkbox"/> Yes Describe _____ <input type="checkbox"/> No
Sewage Disposal	<p>Existing: <input type="checkbox"/> Municipal Sewer <input type="checkbox"/> Holding Tank <input type="checkbox"/> Septic System(s) <input type="checkbox"/> Other Proposed: <input type="checkbox"/> Municipal Sewer <input type="checkbox"/> Holding Tank <input type="checkbox"/> Septic System(s) <input type="checkbox"/> Other <input type="checkbox"/> Written feasibility evidence from the Sanitary Sewer Authority demonstrating a sewer system sufficient for each lot. <i>The Sanitary Sewer Authority may be the Central Utah Public Health Department.</i> </p>
Water Supply If You Answered "Other", Describe	<p>Existing: <input type="checkbox"/> Piped Water <input type="checkbox"/> Community Well <input type="checkbox"/> Individual Well(s) <input type="checkbox"/> Other Proposed: <input type="checkbox"/> Piped Water <input type="checkbox"/> Community Well <input type="checkbox"/> Individual Well(s) <input type="checkbox"/> Other <i>Show the location of any existing or proposed septic field, ejector system or well, and the approximate distance of the facility to property lines and buildings on your sketch map.</i> <input type="checkbox"/> Written feasibility evidence sufficient to demonstrate a minimum of 1.0 acre-feet of water dedicated to each proposed lot from the culinary water authority as applicable. <i>The Culinary Water Authority may be the Central Utah Public Health Department, Utah Department of Environmental Quality, Utah Division of Water Rights, or other public entity with the responsibility to approve the feasibility of the culinary water system and sources for the subject property.</i> </p>
Roads Show existing and proposed driveways and roads on sketch map	Is there a public road access to the proposed lot(s)? <input type="checkbox"/> yes <input type="checkbox"/> no
	Is there an existing driveway to the property? <input type="checkbox"/> yes <input type="checkbox"/> no
	Is there an existing driveway to the proposed lot(s) or parcels? <input type="checkbox"/> yes <input type="checkbox"/> no
	Do you propose to build a new driveway connection onto any of the following? <input type="checkbox"/> State Highway <input type="checkbox"/> County Road <input type="checkbox"/> Municipal Road
Surety	<p>Before final plat approval, the property owner must provide documentation that surety in favor of the county, in a form approved by the county attorney and county commissioners, will be posted to ensure that required subdivision improvements will be installed. (Ord. 01-08-27A, 8-27-2001, eff. 10-8-2001)</p>
Title Report	<p>A copy of a recent title report, within 3 months of submission of the Preliminary Plat, setting forth any mortgages, judgments, liens, easements, contracts, and agreements of record which affect the subject property for review by the county recorder.</p>
Signatures	<p>Obtain the acknowledgement and signatures of the following agencies in the space provided</p>

SIGNATURES REQUIRED FOR PLAT SUBDIVISION

Name of Applicant or Agency _____ County address or brief description _____
For _____, Located at: _____

The Millard County Sheriff's Office, 765 S Hwy 99, Suite 1, Fillmore, UT 84631, has reviewed the information regarding the above proposed plat subdivision project. Our review concludes that the following impacts will be:

Millard County Sheriff Date _____
Phone: 435 743-5302 Fax: 435 743-6324 email: millardsheriff.org

The Millard County Road Department, 1000 W 1000 N, PO Box 187, Delta, UT 84624, or UDOT has reviewed the information regarding the above proposed plat subdivision project. Our review concludes that the following impacts will be:

Millard County Road Superintendent Date _____
Phone: 435 864-2467 Fax: 435 864-2558 email: millardcountyroad@yahoo.com
or **Keith Meinhardt, UDOT** 435 864-2196 email: kmeinhardt@utah.gov

The Central Utah Board of Health, 428 E Topaz, Delta, UT 84624, has reviewed the information regarding the above proposed plat subdivision project. Our review concludes that the following impacts will be:

Central Utah Public Health Inspector Date _____
Phone: 435 864-3612 or 435 743-5723 or 435-623-0696 email: centralutahpublichealth.com
Fax: Same as above

The Millard County Fire Warden 765 S Hwy 99, Ste. 1, Fillmore, UT 84631 has reviewed the information regarding the above proposed plat subdivision project. Our review concludes that the following impacts will be:

Landon S. Rowley, Fire Warden Date _____
Phone 435 559-1273 email: lsrowley@utah.gov

The Fire Authority may make a written recommendation (as applicable. The Fire Authority is the public fire protection department, agency, or other public entity with responsibility to review and approve the feasibility of fire protection and suppression services. i.e. Delta City, Fillmore City, etc.

The Millard County Building Department, 71 S 200 W, PO Box 854, Delta, UT 84624, has reviewed the information regarding the above proposed plat subdivision project. Our review concludes that the following impacts will be:

Adam Richins, Building Official Date _____
Phone: 435 864-1400 Fax: 435 864-1404 email: arichins@co.millard.ut.us

Final Plat

a. Phased Developments:

i. The final platting of a subdivision containing more than twenty-five (25) lots shall be done in phases, except as provided herein. Each phase shall consist of the number of lots for which required subdivision improvements can be completed within a two (2) year period, or twenty five (25) lots, whichever is larger. The phase development shall be sequential, and the required improvements shall be made available for the full, effective and practical use of all the lots created in the phase approved before additional phases will be approved.

ii. When required phase improvements have been one hundred percent (100%) completed within the boundaries of the recorded plat, and have been approved by the county surveyor, and when owner improvements have been completed on seventy percent (70%) of the lots in the phase, the property owner may submit the next phase of the proposed subdivision for review in accordance with the requirements of this title.

b. REQUIRED DOCUMENTS: The final plat shall include and be accompanied by the following:

i. All information required for a Preliminary Plat, complying with all requirements for Preliminary Plat approval.

ii. A copy of a recent title report, within 3 months of submission of the Final Plat, setting forth any mortgages, judgments, liens, easements, contracts, and agreements of record which affect the subject property for review by the County Recorder. b. A certificate of property tax clearance from the county treasurer indicating that all taxes, interest, and penalties owing on the subject property have been paid.

iii. The final plat shall contain signature blocks for approval by the Chair, Board of County Commissioners, County Engineer, County Attorney, and all proposed utility providers. d An Improvement Completion Assurance of not less than 125% of; (i) Engineers original estimated cost of completion; or (ii) Applicants reasonable proven cost of completion and an Improvement Warranty, in an amount of up to 10% of the lesser of the; (i) Engineers original estimated cost of completion; or (ii) Applicants reasonable proven cost of completion, both in the form of a cash deposit, surety bond, letter of credit, or other similar security to be reviewed and recommended by the County Attorney, and approved by the Board of County Commissioners.

c. REQUIRED IMPROVEMENT PLANS:

i. The boundary, course, dimensions, and intended use of the right-of-way and easement grants of record.

ii. The location of existing underground and utility facilities; and

iii. Any conditions or restrictions governing the location of the facilities within the right-of-way, and easement grants of records, and utility facilities within the subdivision. Such approval shall be provided in writing by the proposed owner or operator of the improvements, as applicable.

iv. All proposed, or "As-Built," full engineering design and construction plans for all public and quasi-public improvements, as approved and complying with all design specifications and construction requirements of the proposed owner or operator, as evidenced by in writing by the proposed owner or operator.

v. Engineer's cost estimates for the installation of all required subdivision improvements for

	<p>review by the county engineer.</p> <p>vi. A proposed improvement warranty, to be established for a minimum 12-month warranty period after the acceptance of all improvements proposed to be dedicated to Millard County, and in the form of a cash deposit, surety bond, letter of credit, or other similar security, for review and recommended by the County Attorney, and approved by the Board of County Commissioners, in an amount of up to 10% of the lesser of the:</p> <ol style="list-style-type: none"> 1. Engineers original estimated cost of completion; or 2. Applicants reasonable proven cost of completion.
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AUTHORIZATION SIGNATURES		
ONLY THE OWNER OF THE PROPERTY OR AN AUTHORIZED AGENT MAY FILE AN APPLICATION		
<p>I, the Owner/Agent agree to indemnify and hold harmless Millard County and its agents, officers and employees from any claim, action or proceeding against the Owner/Agent's project.</p> <p>I certify, under penalty of perjury, that I am (check one):</p> <p><input type="checkbox"/> Legal property owner (includes partner, trustee, grantor, or corporate officer) of the property(s) involved in this application, and that the foregoing application statements are true and correct</p> <p><input type="checkbox"/> Legal agent (attach proof of the owner's consent to the application of the property(s) involved in this application and have been authorized to file on their behalf, and that the foregoing application statements are true and correct.</p>		
Print Name _____	Signature _____	Date: _____
Print Name _____	Signature _____	Date: _____
Print Name _____	Signature _____	Date: _____
Print Name _____	Signature _____	Date: _____
Print Name _____	Signature _____	Date: _____
Print Name _____	Signature _____	Date: _____

If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized.

This space for Planning Commission use only ↓

Planning Commission Recommendation

Favorable Recommendation

Unfavorable Recommendation

Planning Commission Chairman

Date

This space for Board of County Commissioners use only ↓

Board of County Commissioners Decision

Approved

Denied

Board of County Commissioners Chairman

Date

Figure 13

PROCEDURES FOR PLAT SUBDIVISION APPLICATIONS

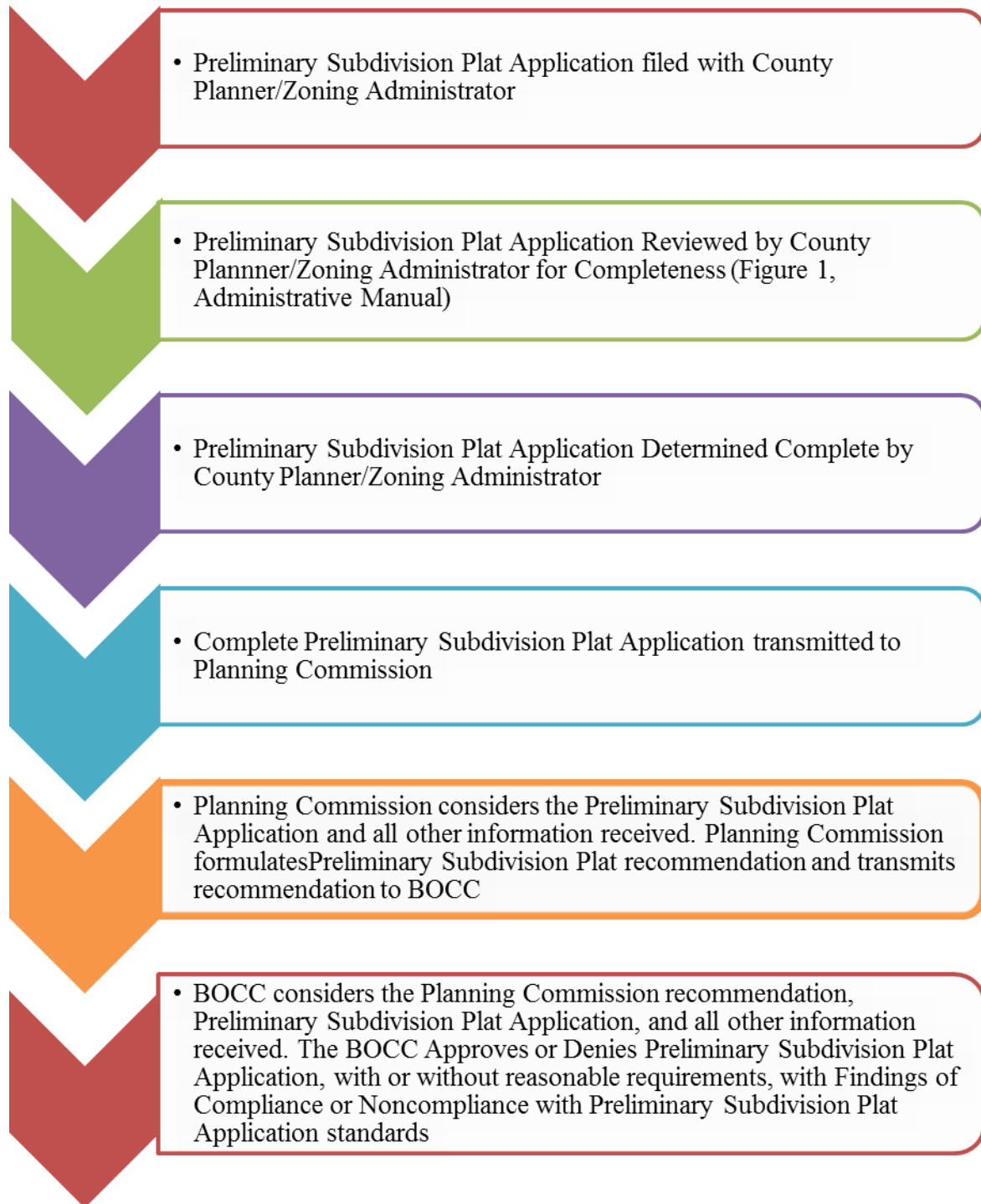
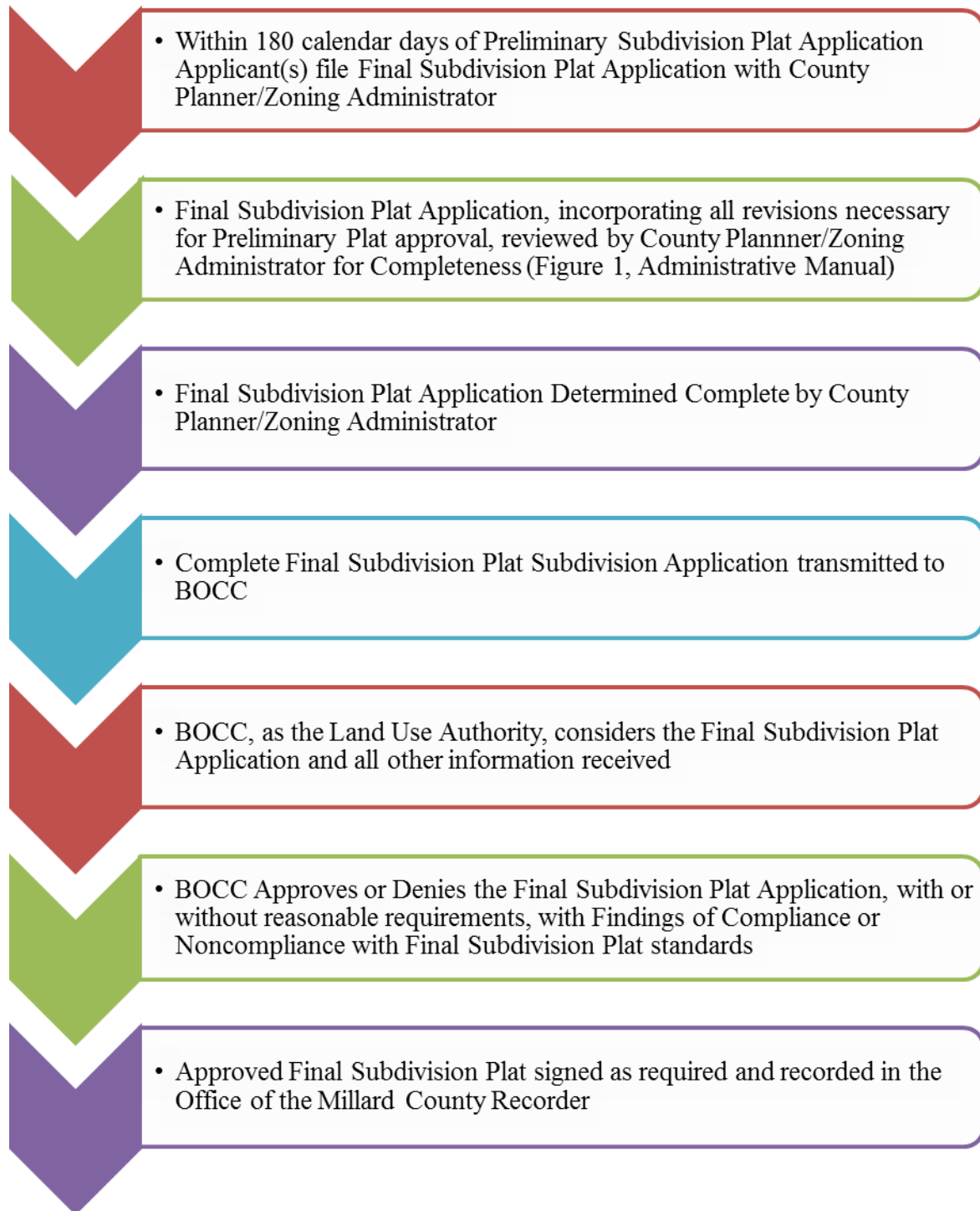


Figure 13 (Continued)
PROCEDURES FOR PLAT SUBDIVISION APPLICATIONS



OWNER / AGENT AGREEMENT

The undersigned is (are) the owner(s) of record of the property identified by the Millard County Assessor's account number _____,
 Located at _____,
 Millard County, Utah. The undersigned hereby give(s) consent and approval to _____
 _____ to act on
 his/her/their behalf as his/her/their agent to proceed with an application for a non plat subdivision on the property referenced herein. This agreement authorizes the agent to act on the owner's behalf for the application through _____.
Date or specific phase

<i>Owner of Record</i>	<i>Date</i>	<i>Owner of Record</i>	<i>Date</i>
<i>Owner of Record</i>	<i>Date</i>	<i>Owner of Record</i>	<i>Date</i>

STATE OF UTAH)
) §
COUNTY OF MILLARD)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Utah, duly commissioned and sworn, personally appeared:

To me knows as the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned, and on oath stated the he/she/they was (were) authorized to execute said instrument.

WITNESS MY HAND AND OFFICIAL SEAL, HERETO AFFIXED THE DAY AND YEAR IN THIS CERTIFICATE ABOVE WRITTEN.

 Notary Public in and for the State of Utah

Residing at _____

My appointment expires: _____