

# PRELIMINARY PLAT APPLICATION

**Town of Apple Valley**  
1777 North Meadowlark Dr.  
Apple Valley, Utah 84737  
(435)877-1190  
Fax (435)877-1192

**Fee: \$1,500, Lot Split \$250**

*For Office Use Only:*

File No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Agent (If Applicable):** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address/Location of Subject Property:** \_\_\_\_\_

**Tax ID of Subject Property:** \_\_\_\_\_ **Zone District:** \_\_\_\_\_

**Proposed Use:** (Describe, use extra sheet if necessary) \_\_\_\_\_

**Submittal Requirements:** The preliminary plat application shall provide the following:

- \_\_\_\_\_ 1. Description: In a title block located in the lower right-hand corner of the sheet the following is required:
  - \_\_\_\_\_ a. The proposed name of the subdivision.
  - \_\_\_\_\_ b. The location of the subdivision, including the address and section, township and range.
  - \_\_\_\_\_ c. The names and addresses of the owner or subdivider, if other than the owner.
  - \_\_\_\_\_ d. Date of preparation, and north point.
  - \_\_\_\_\_ e. Scale shall be of sufficient size to adequately describe in legible form, all required conditions of Chapter 39, City Subdivision regulations.
- \_\_\_\_\_ 2. Existing Conditions: The preliminary plat shall show:
  - \_\_\_\_\_ a. The location of the nearest monument.
  - \_\_\_\_\_ b. The boundary of the proposed subdivision and the acreage included.
  - \_\_\_\_\_ c. All property under the control of the subdivider, even though only a portion is being subdivided. (Where the plat submitted covers only a part of the subdivider's tract, a sketch of the prospective street system of the unplatted parts of the subdivider's land shall be submitted, and the street system of the part submitted shall be considered in light of existing Master Street Plan or other Commission studies.)
  - \_\_\_\_\_ d. The location, width and names/numbers of all existing streets within two hundred (200) feet of the subdivision and of all prior streets or other public ways, utility rights of way, parks and other public open spaces, within and adjacent to the tract.
  - \_\_\_\_\_ e. The location of all wells and springs or seeps, proposed, active and abandoned, and of all reservoirs or ponds within the tract and at a distance of at least one hundred feet (100') beyond the tract boundaries.
  - \_\_\_\_\_ f. Existing sewers, water mains, culverts or other underground facilities within the tract, indicating the pipe sizes, grades, manholes and the exact locations.

- \_\_\_\_\_g. Existing \_\_\_\_\_ ditches, canals, natural drainage channels and open waterways and any proposed realignments.
- \_\_\_\_\_h. Contours at vertical intervals not greater than five (5) feet.
- \_\_\_\_\_i. Identification of potential geotechnical constraints on the project site (such as expansive rock and soil, collapsible soil, shallow bedrock and caliche, gypsiferous rock and soil, potentially unstable rock or soil units including fault lines, shallow groundwater, and windblown sand) and recommendations for their mitigation.
- \_\_\_\_\_j. Information on whether property is located in desert tortoise take area

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- \_\_\_\_\_3. Proposed Plan: The subdivision plans shall show:
- \_\_\_\_\_a. The layout of streets, showing location, widths, and other dimensions of proposed streets, crosswalks, alleys and easements.
  - \_\_\_\_\_b. The layout, numbers and typical dimensions of lots.
  - \_\_\_\_\_c. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision.
  - \_\_\_\_\_d. Easements for water, sewers, drainage, utilities, lines and other purposes.
  - \_\_\_\_\_e. Typical street cross sections and street grades where required by the Planning Commission. (All street grades over 5% should be noted on the preliminary plat)
  - \_\_\_\_\_f. A tentative plan or method by which the subdivider proposes to handle the storm water drainage for the subdivision.
  - \_\_\_\_\_g. Approximate radius of all center line curves on highways or streets.
  - \_\_\_\_\_h. Each lot shall abut a street shown on the subdivision plat or on an existing publicly-dedicated street. (Double frontage or flag lots shall be prohibited except where conditions make other design undesirable)
  - \_\_\_\_\_i. In general, all remnants of lots below minimum size left over after subdividing of a larger tract must be added to adjacent lots, rather than allow to remain as unusable parcels.
  - \_\_\_\_\_j. Where necessary, copies of any agreements with adjacent property owners relevant to the proposed subdivision shall be presented to the Planning Commission.
  - \_\_\_\_\_k. A letter from both the local sanitary sewer provider and culinary water provider indicating availability of service.
  - \_\_\_\_\_l. Will this subdivision be phased? If yes show possible phasing lines.
  - \_\_\_\_\_m. A tentative plan or method for providing non-discriminatory access to the subdivision for purposes of placement of communications infrastructure, and for purposes of placement of utility infrastructure.

- \_\_\_\_\_4. Required copies of plans:
- \_\_\_\_\_a. Three copies of all full scale drawings
  - \_\_\_\_\_b. One copy of each drawing on a 11 x 17 inch sheets. (8 ½ x 11 is acceptable if the project is small and the plans are readable at that size).

**5. Warranty deed or preliminary title report or other document (see attached Affidavit) showing evidence that the applicant has control of the property**

**NOTE: It is important that all applicable information noted above is submitted with the application. An incomplete application will not be scheduled for Planning Commission consideration. A deadline missed due to an incomplete application, could result in a month's delay. Planning Commission meetings are held on the second Thursday and fourth Wednesday of each month at 6:00 p.m. The deadline to submit an application to be placed on an agenda is no later than 12:00 noon 10 full business days before the Planning Commission meeting at which you plan for your application to be heard.**

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(Office Use Only)

Date Received: \_\_\_\_\_

Application Complete: YES

NO

Date application deemed to be complete: \_\_\_\_\_ Completion determination made by: \_\_\_\_\_

**PRELIMINARY PLAT APPLICATION page 3 (General Information)**

**PURPOSE**

The preliminary plat application is the first step in land development process in those instances where land is divided for eventual sale. The process is established to insure that all proposed divisions of land conform to the Town General Plan and to adopted development standards of the Land Use Ordinance.

**WHEN REQUIRED**

The preliminary plat is required any time land is to be divided, re-subdivided or proposed to be divided into two (2) or more lots, parcels, sites, units, plots or other division of land for the purpose, whether immediate or future, for offer, sale, lease or development either on installment plan or upon any and all other plans, terms and conditions. It is not required on agricultural divisions where the agricultural parcel is divided to be combined with another agricultural parcel, nor is it required when two un-subdivided properties are merged, or where the boundary between two un-subdivided properties are adjusted.

The preliminary plat must be approved before a final plat can be processed and recorded.

Subdivision approval process:

- Determine current zoning for property.
- If zoning fits desired subdivision, meet with Planning staff to discussed the proposed project.
- Obtain a preliminary plat application form and complete the application and have a plat prepared by an engineer to meet the requirements on the preliminary plat application.
- Submit completed application, preliminary plat, and required fee to Planning Department before noon on the Wednesday two weeks before desired Planning Commission meeting. ( see submittal dates sheet)
- Appear at the scheduled Planning Commission meeting to discuss preliminary plat, hear comments, answer questions, and receive recommendation of approval or disapproval from Planning Commission.
- Appear at the next scheduled Town Council meeting that occurs after the Planning Commission meeting at which a recommendation was received. Hear Town Council comments, answer questions, and receive Town Council decision. Town Council can approve the plat with conditions, recommend changes and send it back to the Planning Commission, or deny the plat.

If the preliminary plat is approved, have construction drawings for utilities and streets prepared by an engineer according to the Town standards. Construction drawings must be approved by the Planning and Zoning department, Town Engineer, Rocky Mountain Power, Southwest Public Health Department and Big Plains Water and Sewer Special Service District. Approval means changes are made and all required signatures are obtained.

Once the preliminary plat is approved by the Town Council, the applicant has one year after receiving approval of the preliminary plat to submit the final plat to the Planning Commission for action. The Planning Commission may authorize a one-year time extension, provided the extension request is made before the one year time limit is reached. The Planning Commission will review and make recommendation to the Town Council on the final plat when submitted. The Town Council will typically review the Planning Commission recommendation within 1-2 weeks after the Commission action on the final plat.

**APPEALS**

The Planning Commission makes a recommendation to the Town Council, so there is no appeal. The Town Council's action on a preliminary plat is final unless appealed to the appropriate court.

**AFFIDAVIT**  
**PROPERTY OWNER**

STATE OF UTAH                    )  
  :SS

COUNTY OF                        )

I (we) \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided identified in the attached plans and other exhibits are in all respects true and correct to the best of my knowledge. I (we) also acknowledge that I have received written instructions regarding the process for which I am applying and the Apple Valley Town planning staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
(Notary Public)

Residing in: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

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**AGENT AUTHORIZATION**

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative body in the Town of Apple Valley considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
(Notary Public)

Residing in: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_