



Town of Apple Valley
 1777 N Meadowlark Dr
 Apple Valley UT 84737
 T: 435.877.1190 | F: 435.877.1192
 www.applevalleyut.gov

Fee: \$1,200.00 + \$160 per Lot

Final Plat Application

Applications Must Be Submitted By The First Wednesday Of The Month

Owner:		Phone:	
Address:		Email:	
City:	State:	Zip:	
Agent: (If Applicable)		Phone:	
Address/Location of Property:		Parcel ID:	
Subdivision Name:		Phase:	Number of Lots:
Signature		Title	Date

Submittal Requirements: One Large paper copy, One 11 x 17, and an electronic submittal of the CAD file (.dwg, .dxf, or .dgn) via email

1. The final plat shall show:
- _____ a. The name or designation of the subdivision that is distinct from any plat already recorded in the County Recorder's office, as approved by the Planning Commission.
 - _____ b. The boundaries, course, and dimensions of all of the parcels of ground divided, by their boundaries, course, and extent, whether the owner proposed that any parcel of ground is intended to be used as a street or for another public use, and whether any such area is reserved or proposed for dedication for a public purpose.
 - _____ c. The lot or unit reference, block or building reference, street or site address, street name or coordinate address, acreage or square footage of all parcels, units, lots, and the length and width of the blocks and lots intended for sale.
 - _____ d. Every existing right-of-way and easement grant of record for communications infrastructure, for underground facilities as defined in Section 54-8a-2 of the Utah Code, and for other utility facilities. Where the same is granted to a specific entity, that entity just be clearly identified.
 - _____ e. True angles and distances to the nearest established street lines or official monument, which shall be accurately described on the plat and shown by appropriate symbols.
 - _____ f. All street center line data must be shown, together with its relationship to the property lines, corners, etc.
 - _____ g. The accurate location of all monuments shall be shown on the plat, and shall be identified, including all United States, State, County or other official monuments.
 - _____ h. The dedication to the public of all streets and highways included in the proposed subdivision (except approved private streets).

Official Use Only	Amount Paid: \$	Receipt No:
Date Received:	Date Application Deemed Complete:	
By:	By:	

- _____ i. Street monuments shall be installed by the subdivider in accordance with the requirements of Town Standards. Locations of said monuments shall be approved by the Town Engineer and indicated on the subdivider's plat by the appropriate symbols.
- _____ j. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for common uses by all property owners.
- _____ k. Where it is proposed that streets be constructed on property controlled by a public agency or utility company, approval for the location, improvement and maintenance of such streets shall be obtained from the public agency or utility company and entered on the final plat in a form approved by the Town Attorney.

2. Required Forms & Certificates: In addition, the final plat shall contain the standard forms for the following:

- _____ a. A registered professional land surveyor's certificate of survey, together with a statement that: a) the surveyor holds a license in accordance with Title 58, Chapter 22 of the Utah Code, Professional Engineers and Professional Land Surveyor's Licensing Act; b) the surveyor has completed a survey of the property described on the plat in accordance with Section 17-23-17 of the Utah Code and has verified all measurements; c) has placed monuments as represented on the plat. **Plat must be signed and stamped by the licensed surveyor prior to final plat submittal.**
- _____ b. The owner's certificate of dedication of all streets, roads, rights-of-way or other parcels intended for the use and benefit of the general public.
- _____ c. Mortgagee or other lienholder's Consent to Record, if applicable.
- _____ d. A notary public's acknowledgement of the signature of the mortgagee or each owner signing the plat.
- _____ e. Certificate of approval of Big Plains Water Special Service District.
- _____ f. Certificate of approval of the Planning Commission, as evidenced by the signature of the Planning Commission chairperson.
- _____ g. Certificate of approval of the Town Engineer.
- _____ h. Certificate of approval of the Town Council, as evidenced by the signature of the Mayor.
- _____ i. Certificate of approval as to form executed by the Town Attorney.
- _____ j. A one and one-half inch by five inch (1 ½" x 5") space in the lower right-hand corner of the drawing for the use of the County Recorder.
- _____ k. Certificate of approval of the County Treasurer.

3. Other Information Required: The following information or documentation shall be submitted:

- _____ a. An original copy for Staff review of the proposed deed restrictions or CC&R's in proposed final form with signature lines for all owners of any interest in the subdivision who would sign the final subdivision plat must be submitted with final plat application. After being approved by Staff, this document shall be signed, acknowledged by a notary public, and recorded in the office of the County Recorder along with the final plat.
- _____ b. Title report for the property being subdivided.
- _____ c. An electronic submittal of the CAD file (.dwg, .dxf, or .dgn) via email.

Application Process: The following steps occur:

- Once construction drawings are approved, a completed application for final plat approval and the required fee of \$1,200 plus \$160 per lot is then submitted to the Planning Department by no later than 12:00 noon on Wednesday once week before a Planning Commission meeting. A paper copy of the plat will be submitted to the Town Engineer for review. The Town Engineer will red line the plat and email the subdivision engineer of required changes that need to be made. If a plat is still not ready for the Town Engineer's signature after the second submittal, an additional fee must be paid before the Engineer performs another review. An approved mylar of the final plat must be signed by the Town Engineer at least one week before the Planning Commission meeting in order to be placed on an agenda.
- If an application was submitted on time but the mylar was not signed in time for the regular meeting, the Planning Commission will include the final plat approval on the next work meeting agenda if the mylar is signed one week prior to that meeting.
- A recommendation from the Planning Commission is then passed on to Town Council. The Town Council then considers the plat for final approval at the next regular Town Council meeting.
- Once the Town Council has given approval of a final plat and a bond or other financial security is in place, the developer may schedule a pre-construction meeting with the Town Public Works Consultant. Construction of the subdivision may then proceed.
- Once the subdivision infrastructure is built and approved or a bond for completion is in place, the subdivision may be recorded.

Requirements for recordation:

1. Final plat approval
2. Bond or other financial security in place
3. Three disks of the final plat prepared in 'Auto Cad 2004' format – one for the Town, one for the County Recorder, and one for the Washington County Conservancy District.
4. A title report prepared and submitted to the Town Attorney.
5. Satisfaction for water impact fee paid to Big Plains Water Special Service District.
6. All signatures must be on the mylar, including property owners of record according to the title report, Town officials and Big Plains Water Special Service District. The Town Attorney is the last signer of the mylar just prior to recordation.
7. Someone from the Town Attorney's office will accompany the developer's representative to the County Recorder's office for recordation. The developer pays recording fees.

Miscellaneous Information:

Subdivisions must be scheduled for a public hearing the first time they are to be considered in a public meeting. Notice of this hearing is posted on-site.

A development with CC&R's should submit a copy of the CC&R's to the Planning Staff and one to the Town Attorney for review at the time the final plat is submitted.

Any special easements, pump stations, transformers, etc. can delay approvals.

Building permits are not issued within a subdivision until the plat has been recorded and the Public Works Consultant has signed off on all the improvements required for the subdivision, whether on or off site, signifying their completion and initial acceptance.

Note: It is important that all applicable information noted above along with the fee 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 first 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 ten (10) full business days before the Planning Commission meeting at which you plan for your application to be heard.

SUBDIVISION APPROVAL PROCESS

AFFIDAVIT PROPERTY

OWNER

STATE OF UTAH)
)§
COUNTY OF WASHINGTON)

I (We) _____, being duly sworn, deposed 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 (our) knowledge. I (We) also acknowledge that I (We) have received written instructions regarding the process for which I (We) am (are) 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: _____

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: _____

SUBDIVISION APPROVAL PROCESS

	PROJECT NAME	Check
	PROCESS (Must be done in this order)	
1	SUBMIT FOR A ZONING CHANGE (IF NEEDED) TO PLANNING MANAGER	
	PLANNING BRING TO JUC FOR INPUT & COLLECTS WILL SERVE LETTERS (WATER,POWER & SEWER)	
2	PLANNING COMMISSION MEETS AND SUBMITS RECOMMENDATION FOR ZONING TO TC	
3	TOWN COUNCIL MEETS AND CONSIDERS AND VOTES ON ZONING CHANGE (IFAPPROVEDGONEXTSTEP)	
4	SUBMIT PRELIMINARY PLAT TO JUC (Joint Utility Committee) FOR COMMENTS	
5	OBTAIN WATER DISTRICT PRELIMINARY WILL-SERVE LETTER FOR SUBDIVISION	
6	OBTAIN SEWER DISTRICT PRELIMINARY WILL-SERVE LETTER FOR SUBDIVISION	
7	OBTAIN POWER COMPANY PRELIMINARY Will-SERVE LETTER FOR SUBDIVISION	
8	OBTAIN PHONE COMPANY PRELIMINARY Will-SERVE LETTER FOR SUBDIVISION	
9	OBTAIN COMMENTS FROM APPLE VALLEY PUBLIC WORKS DEPARTMENT	
10	OBTAIN COMMENTS FROM UDOT IF APPLICABLE	
11	OBTAIN COMMENTS FROM APPLE VALLEY FIRE DEPARTMENT	
12	OBTAIN COMMENTS FROM PLANNING AND ZONING	
13	PLANNING SUBMITS PRELIM. PLAT TO PLANNING C. FOR VOTE W/WILL-SERVE LETTRS&COMMENTS	
14	PLANNING WILL SUBMIT PRELIMINARY PLAT TO TOWN COUNCIL FOR THEIR VOTE	
15	IF APPROVED SUBMIT PROPOSED CONSTRUCTION PLANS TO PUBLIC WORKS MANAGER	
16	P.W. MGR WILL DISTRIBUTE PLANS TO JUC MEMBERS FOR PLANS TO BE REDLINED	
17	PUBLIC WORKS MANAGER RETURN REDLINES TO DEVELOPER FOR CORRECTIONS	
18	DEVELOPER SUBMIT CORRECTED MASTER PLANS TO PUBLIC WORKS MANAGER	
19	Power Signs off on Master Plans (All Signatures collected by Public Works Manager)	
20	Water Signs off on Master Plans	
21	Phones Signs off On Master Plans	
22	Sewer Signs off On Master Plans	
23	FIRE CHIEF SIGNS OFF ON PLAN	
24	UDOT SIGNS OFF ON PLANS IF APPLICABLE	
25	Town Engineer signs off on Master plans	
26	PUBLIC WORKS SIGN OFF ON PLANS (ROADS, STORM WATER & PLANS MEET ALL CODES)	
27	SUBMIT FINAL PLAT TO TOWN PLANNING MANAGER (WHO COLLECTS ALL SIGNATURES)	
28	FINAL PLAT REVIEWED AND SIGNED BY TOWN ENGINEER	
29	FINAL PLAT IS APPROVED AND SIGNED BY MAYOR	
30	FINAL PLAT IS REVIEWED AND SIGNED BY PLANNING COMMISSION CHAIRMAN	
31	FINAL PLAT IS REVIEWED AND APPROVED BY TOWN ATTORNEY	
32	DEVELOPER TO SUBMIT ENGINEERS ESTIMATE FOR SUBDIVISION IMPROVEMENT COSTS	
33	DEVELOPER TO PROVIDE GUARANTEE BOND IF RECORDING PRIOR TO COMPLETION	
34	OR COMPLETE IMPROVEMENTS FIRST	
35	DEVELOPER PROVIDES 1 YEAR WARRANTY BOND OF 10-20 % OF COST	
36	PUBLIC WORKS MANAGER ISSUE NOTICE TO PROCEED ON CONSTRUCTION	
37	FINAL PLAT IS RECORDED BY TOWN ATTORNEY WITH RECORDING PAID BY DEVELOPER	

SUBDIVISION APPROVAL PROCESS

38	DEVELOPER CAN START SELLING LOTS OR BUILDING HOMES	
39	AFTER 1 YEAR SUBDIVISION IS INSPECTED AND PUNCH LIST PROVIDED TO DEVELOPER	
40	DEVELOPER FINISHES PUNCH LIST AND REQUEST RELEASE OF WARRANTY BOND	
41	PUBLIC WORKS MANAGER INSPECTS IF PUNCH LIST IS COMPLETE	
42	IF PUNCH LIST IS COMPLETE THE WARRANTY BOND IS RELEASED	