FINAL PLAT APPLICATION

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

Engineering Fee: $200 plus $160 per lot

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: _____ **Number of Lots:** _____

Subdivision Name: _____ **Phase:** _____

_____

Submittal Requirements: 1-large paper copy, 1-11 X 17, and 1 disk in 2004 or newer Auto-Cad format

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 proposes 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 must 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).

_____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 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 lien holder'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 and Sewer 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.

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

_____a. A completed form from the Washington County Treasurer's office (see attached copy of form) for property located within the subdivision verifying that all taxes or special assessments payable on all property within the limits of the subdivision are paid in full

_____b. An original copy for Staff review of the proposed deed restrictions or CC&Rs 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.

_____c. Title report for the property being subdivided.

_____d. A disk of the final plat prepared in 'Auto-Cad 2004' (or newer format)

Application Process: The following steps occur:

- Once construction drawings are approved, a completed application for final plat approval and the required fee of $160 per lot plus $200 is then submitted to the Planning Department by no later than 12:00 noon on Wednesday one week before a Planning Commission meeting. A paper copy of the plat will be submitted to the City Engineer for review. The City 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 City Engineers 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 Department. 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. Payment of HCP impact fee - $250 per acre

4. 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.

5. A title report prepared and submitted to the Town Attorney.

6. Satisfaction for water impact fee to Washington County Water Conservancy District in one of the following ways:
   A. payment of impact fee for all lots
   B. signature of promissory note payable within three years of recordation
   C. agreement to pay impact fee upon sale of any lot

7. All signatures must be on the mylar, including property owners of record according to the title report, Town officials and Big Plains Water and Sewer Special Service District ..... The Town Attorney is the last signer of the mylar just prior to recordation.

8. 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 Department 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. Planning Commission meetings are held on the second Thursday and fourth Wednesday of each month at 6:00 p.m. Contact the Planning Department for the deadline date for submissions. Once your application is deemed complete, it will be put on the agenda for the next Planning Commission meeting. A deadline missed or an incomplete application could result in a month's delay.

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(Office Use Only)

Date Received: _____ Application Complete: ☐ YES ☐ NO

Date application deemed to be complete:_____ Completion determination made by:_____

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH)
:ss

COUNTY OF)

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 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: _____

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: _____