

NOTICE AND AGENDA -AMENDED
Apple Valley Utah
Planning Commission

Notice is given that a meeting with Public Hearing of the Town of Apple Valley Planning Commission will be held on **Wednesday, October 7th 2020**, commencing at 6:00 PM, or shortly thereafter at 1777 N Meadowlark Dr, Apple Valley, UT.

Pursuant to the Executive Order issued by Governor Gary Herbert on March 18, 2020 regarding Electronic Public Meetings, please be advised that the meeting will be held electronically and will be broadcast via Zoom. Persons allowed to comment during the meeting may do so via Zoom. Login to the meeting by visiting <https://us02web.zoom.us/j/82511925770>

To call into meeting, dial (253) 215-8782 and use Meeting ID 825 1192 5770

The Agenda for the meeting is as follows:

**Call to Order/ Pledge of Allegiance/ Roll Call
Declaration of Conflicts of Interest**

PUBLIC HEARINGS

- 1. Public Hearing for ZONE CHANGE of parcel AV-1313-D-1 from Agriculture to a mixed use of Single Family .50, Single family 1.0, and C-3. Zoning division is by legal description. Current General Plan designation is Medium density and Commercial. Applicant 2000 Main LLC.**
- 2. Public Hearing for General Plan Amendment of parcel AV-1338-H-3 to Planned Development. Applicant Robert and Maria Campbell.**
- 3. Public Hearing for Zone Change of parcel AV-1338-H-3 from OST to Planned Development. Applicant/Owners Robert and Maria Campbell.**

DISCUSSION AND ACTION

- 4. Discussion and action on zone change for parcel AV-1313-D-1 from Agriculture to a mixed use of Single Family .50, Single Family 1.0, and C-3. Current General Plan Designation is Medium density and Commercial. Applicant 2000 Main LLC.**
- 5. Discussion and Action for General Plan Amendment of parcel AV-1338-H-3 to Planned Development. Applicant/Owners Robert and Maria Campbell.**
- 6. Discussion and Action for Zone Change of parcel AV-1338-H-3 from OST to Planned Development. Applicant/Owners Robert and Maria Campbell.**
- 7. Review of internal procedures for plat exemptions.**

ADJOURNMENT

CERTIFICATE OF POSTING: I, Michelle Kinney, as duly appointed Clerk for the Town of Apple Valley, hereby certify that this notice was posted on the Utah Public Meeting Notice website <http://pmn.utah.gov>, and the Town Website www.applevalleyut.gov on the **6st day of October, 2020**.

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL COMMUNITY EVENTS and MEETINGS

In compliance with the American with Disabilities Act, individuals needing special accommodations (Including auxiliary communicative aids and services) during this meeting should call 435-877-1190.



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

Fee: \$500.00 + Acreage Fee	
1 – 100 Acres:	\$25.00/Acre
101 – 500 Acres:	\$15.00/Acre
501 + Acres:	\$10/Acre

Zone Change Application

Applications Must Be Submitted A Minimum of 21 Days in Advance of The Planning Commission Meeting

Name: <u>2000 Main, LLC</u>		Phone: <u>702-701-1443</u>	
Address: <u>4785 Demille Turn Rd #60, P.O. Box 13</u>		Email: <u>travishhg@gmail.com</u>	
City: <u>Apple Valley</u>	State: <u>UT</u>	Zip: <u>84737</u>	
Agent: (If Applicable) <u>Travis Holm</u>		Phone: <u>702-701-1443</u>	
Address/Location of Property: <u>Apple Valley, UT</u>		Parcel ID: <u>AV-1313-P-1</u>	
Existing Zone: <u>AG</u>		Proposed Zone: <u>SF-50, SF-1.0, C-3</u>	
Reason for the request <u>For residential & commercial lots.</u>			

Submittal Requirements: The zone change application shall provide the following:

- A. The name and address of every person or company the applicant represents
- B. An accurate property map showing the existing and proposed zoning classifications
- C. All abutting properties showing present zoning classifications
- D. An accurate legal description of the property to be rezoned
- E. Stamped envelopes with the names and address of all property owners within 500' of the boundaries of the property proposed for rezoning. Including owners along the arterial roads that may be impacted
- F. Warranty deed or preliminary title report or other document (see attached Affidavit) showing evidence the applicant has control of the property

Note: To avoid delays in processing your Zone Change request, 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 the Planning Commission. Planning Commission meetings are held on the second and fourth Wednesday of each month at 6:00 pm. Submission of a completed application does not guarantee your application will be placed on the next PC meeting agenda. It may be placed on the next available PC meeting agenda.

Official Use Only	
Date Received:	By:
Date Application Deemed Complete:	By:

Warranty Deed Page 1 of 7
Russell Shirts Washington County Recorder
06/14/2018 03:16:27 PM Fee \$41.00 By
SOUTHERN UTAH TITLE COMPANY

When recorded mail deed and tax notice to:
2000 Main, LLC
4785 Demille Turf Rd, #60
Apple Valley, Utah 84737-3830



SOUTHERN UTAH TITLE
www.sutc.com
Doing Good Deeds for Over 60 Years

Order No. 197670 - EFP
Tax I.D. No. AV-1313-D-1, AV-1319-A, AV-1319-E, AV-1326, AV-1327, AV-1345, AV-1346, AV-1348-A, AV-1348-B, AV-1349, and AV-1359

Space Above This Line for Recorder's Use

WARRANTY DEED

Little Creek Development Company, L.L.C., a Utah limited liability company, grantor(s), of Las Vegas, County of Clark, State of Nevada, hereby CONVEY and WARRANT to

2000 Main, LLC, a Utah limited liability company, Cannonville, grantee(s) of Cannonville, County of Garfield, State of Utah, for the sum of TEN DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATION the following described tract of land in Washington County, State of Utah:

See Attached Exhibit "A"

See Water Rights Addendum to Land Deeds attached hereto and made a part hereof

TOGETHER WITH all improvements and appurtenances there unto belonging, and being SUBJECT TO easements, rights of way, restrictions, and reservations of record and those enforceable in law and equity.

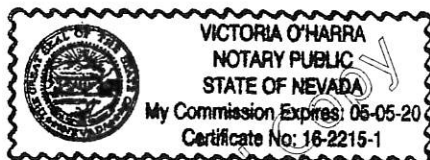
WITNESS the hand(s) of said grantor(s), this ^{1st} ~~31~~ day of ^{June} ~~May~~, 2018

Little Creek Development Company, L.L.C., a Utah limited liability company

By: James Shoughro
James Shoughro, Manager

STATE OF Nevada)
) :ss.
COUNTY OF Clark)

On the ^{31st} ~~31st~~ day of ^{June} ~~May~~, 2018, personally appeared before me, James Shoughro, who being by me duly sworn, did say that he/she is the Manager of Little Creek Development Company, L.L.C., a Utah limited liability company, and that said instrument was signed by him/her in behalf of said limited liability company by authority of statute, its articles of organization or its operating agreement, for the uses and purposes herein mentioned, and said James Shoughro acknowledged to me that said limited liability company executed the same.



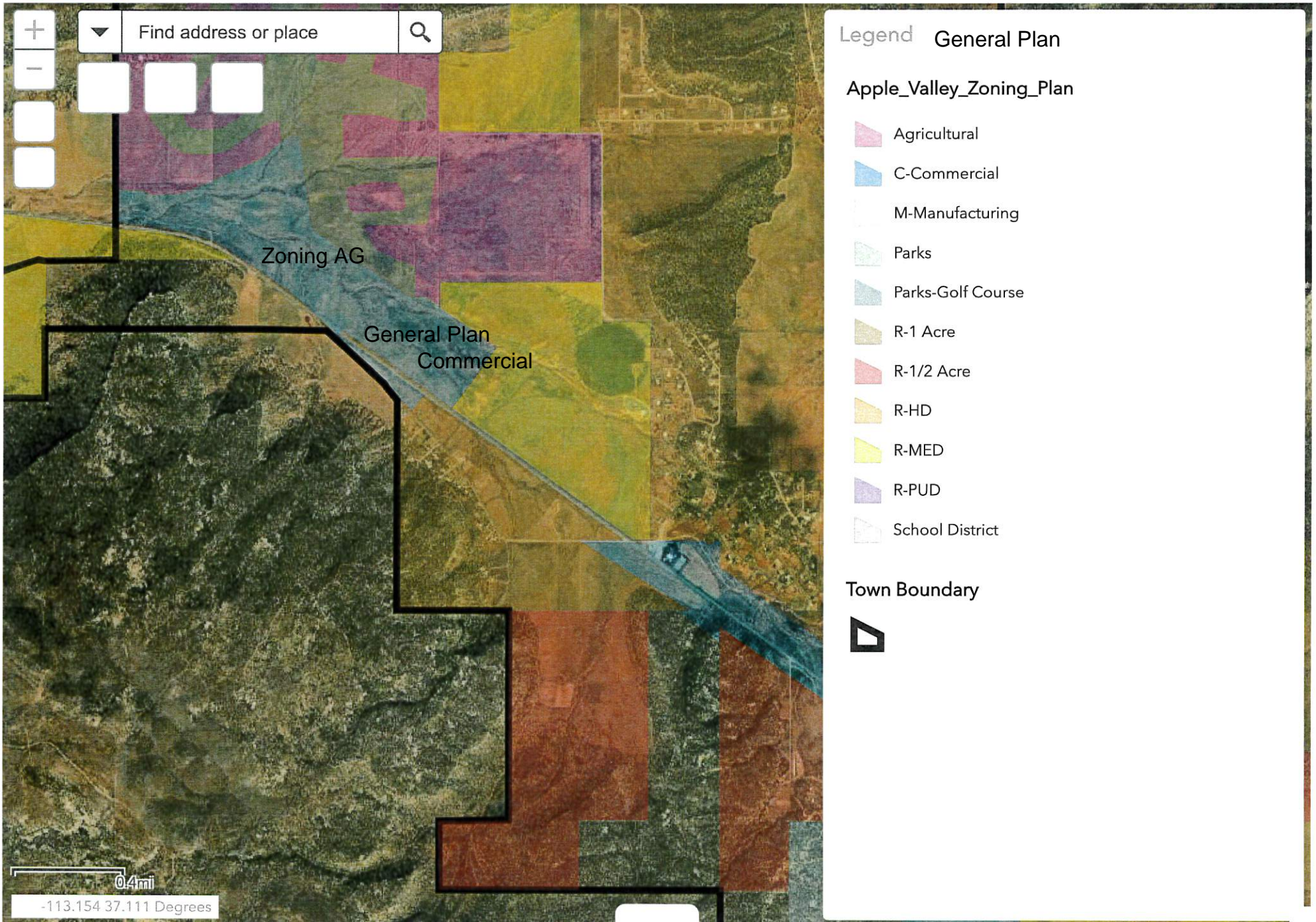
Victoria O'Harra
NOTARY PUBLIC

My Commission Expires: 5-5-2020



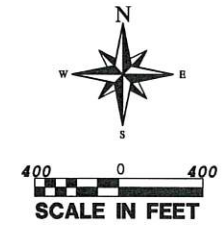
Apple Valley Zoning Public

Apple Valley, Utah



ZONE CHANGE PLAN FOR: WEST TEMPLE VILLAGE

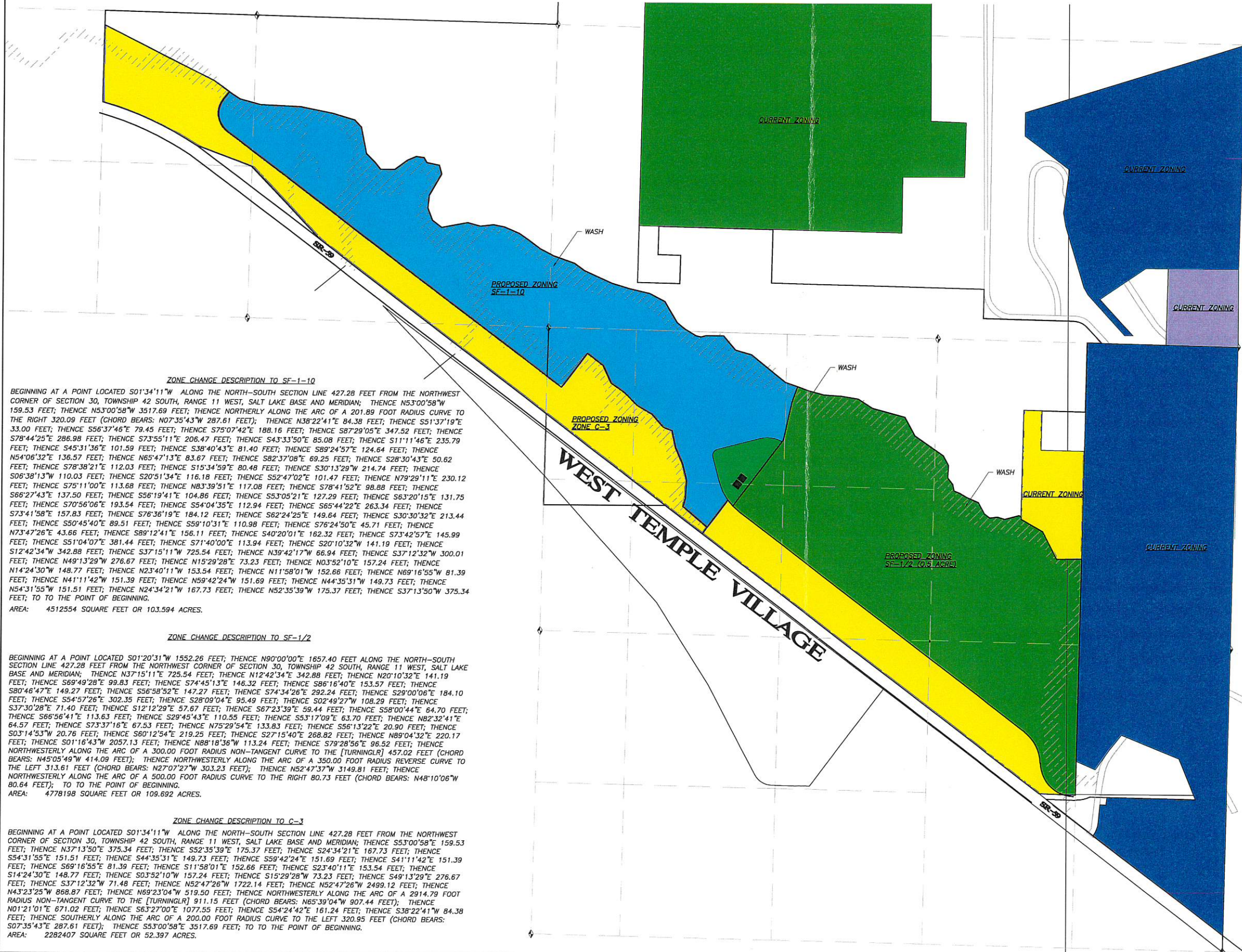
LOCATED IN APPLE VALLEY,
WASHINGTON COUNTY, UTAH



LEGEND

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- PROPOSED TRAIL
- SECTION LINE
- SECTION CORNER AS DESCRIBED
- 0.5 ACRE LOTS (SF-1/2)
- > 1 ACRE LOTS (SF-1-10)
- RURAL ESTATES 10 AC (RE-10)
- GENERAL COMERCIAL (C-3)
- RURAL ESTATES 1 AC (RE-1)
- PROPOSED PARK
- EXISTING WASH

NOTE: ALL OTHER ABUTTING AREAS
ARE ZONED AS OPEN SPACE



ZONE CHANGE DESCRIPTION TO SF-1-10

BEGINNING AT A POINT LOCATED S01°34'11"W ALONG THE NORTH-SOUTH SECTION LINE 427.28 FEET FROM THE NORTHWEST CORNER OF SECTION 30, TOWNSHIP 42 SOUTH, RANGE 11 WEST, SALT LAKE BASE AND MERIDIAN; THENCE N53°00'58"W 159.53 FEET; THENCE N53°00'58"W 3517.69 FEET; THENCE NORTHERLY ALONG THE ARC OF A 201.89 FOOT RADIUS CURVE TO THE RIGHT 320.09 FEET (CHORD BEARS: N07°35'43"W 287.61 FEET); THENCE N38°22'41"E 84.38 FEET; THENCE S51°37'19"E 33.00 FEET; THENCE S56°37'46"E 78.45 FEET; THENCE S75°07'42"E 188.16 FEET; THENCE S87°29'05"E 347.52 FEET; THENCE S78°44'25"E 286.98 FEET; THENCE S73°55'11"E 206.47 FEET; THENCE S43°33'50"E 85.08 FEET; THENCE S11°11'46"E 235.79 FEET; THENCE S45°31'36"E 101.59 FEET; THENCE S38°40'43"E 81.40 FEET; THENCE S89°24'57"E 124.64 FEET; THENCE N54°06'32"E 136.57 FEET; THENCE N85°47'13"E 83.07 FEET; THENCE S82°37'08"E 89.25 FEET; THENCE S28°30'43"E 50.62 FEET; THENCE S78°38'21"E 112.03 FEET; THENCE S15°34'59"E 80.48 FEET; THENCE S30°13'29"W 214.74 FEET; THENCE S06°38'13"W 110.03 FEET; THENCE S20°51'34"E 116.18 FEET; THENCE S52°47'02"E 101.47 FEET; THENCE N79°29'11"E 230.12 FEET; THENCE S75°11'00"E 113.68 FEET; THENCE N83°39'51"E 117.08 FEET; THENCE S78°41'52"E 98.88 FEET; THENCE S66°27'43"E 137.50 FEET; THENCE S56°19'41"E 104.86 FEET; THENCE S53°05'21"E 127.29 FEET; THENCE S63°20'15"E 131.75 FEET; THENCE S70°56'06"E 193.54 FEET; THENCE S54°04'35"E 112.94 FEET; THENCE S65°44'22"E 263.34 FEET; THENCE S73°41'58"E 157.83 FEET; THENCE S76°36'19"E 184.12 FEET; THENCE S62°24'25"E 149.64 FEET; THENCE S30°30'32"E 213.44 FEET; THENCE S50°45'40"E 89.51 FEET; THENCE S59°10'31"E 110.98 FEET; THENCE S76°24'50"E 45.71 FEET; THENCE N73°47'26"E 43.66 FEET; THENCE S89°12'41"E 156.11 FEET; THENCE S40°20'01"E 162.32 FEET; THENCE S73°42'57"E 145.99 FEET; THENCE S51°04'07"E 381.44 FEET; THENCE S71°40'00"E 113.94 FEET; THENCE S20°10'32"W 141.19 FEET; THENCE S12°42'34"W 342.88 FEET; THENCE S37°15'11"W 725.54 FEET; THENCE N39°42'17"W 66.94 FEET; THENCE S37°12'32"W 300.01 FEET; THENCE N49°13'29"W 276.67 FEET; THENCE N15°29'28"E 73.23 FEET; THENCE N03°52'10"E 157.24 FEET; THENCE N14°24'30"W 148.77 FEET; THENCE N23°40'11"W 153.54 FEET; THENCE N11°58'01"W 152.66 FEET; THENCE N69°16'55"W 81.39 FEET; THENCE N41°11'42"W 151.39 FEET; THENCE N59°42'24"W 151.69 FEET; THENCE N44°35'31"W 149.73 FEET; THENCE N54°31'55"W 151.51 FEET; THENCE N24°34'21"W 167.73 FEET; THENCE N52°35'39"W 175.37 FEET; THENCE S37°13'50"W 375.34 FEET; TO TO THE POINT OF BEGINNING.

AREA: 4512554 SQUARE FEET OR 103.594 ACRES.

ZONE CHANGE DESCRIPTION TO SF-1/2

BEGINNING AT A POINT LOCATED S01°20'31"W 1552.26 FEET; THENCE N90°00'00"E 1657.40 FEET ALONG THE NORTH-SOUTH SECTION LINE 427.28 FEET FROM THE NORTHWEST CORNER OF SECTION 30, TOWNSHIP 42 SOUTH, RANGE 11 WEST, SALT LAKE BASE AND MERIDIAN; THENCE N37°15'11"E 725.54 FEET; THENCE N12°42'34"E 342.88 FEET; THENCE N20°10'32"E 141.19 FEET; THENCE S69°49'28"E 99.83 FEET; THENCE S74°45'13"E 146.32 FEET; THENCE S86°16'40"E 153.57 FEET; THENCE S80°46'47"E 149.27 FEET; THENCE S56°58'52"E 147.27 FEET; THENCE S74°34'28"E 292.24 FEET; THENCE S29°00'06"E 184.10 FEET; THENCE S54°57'26"E 302.35 FEET; THENCE S28°09'04"E 95.49 FEET; THENCE S02°49'27"W 108.29 FEET; THENCE S37°30'28"E 71.40 FEET; THENCE S12°12'29"E 57.67 FEET; THENCE S67°23'39"E 59.44 FEET; THENCE S58°00'44"E 64.70 FEET; THENCE S66°56'41"E 113.63 FEET; THENCE S29°45'43"E 110.55 FEET; THENCE S53°17'09"E 63.70 FEET; THENCE N82°32'41"E 64.57 FEET; THENCE S73°37'16"E 67.53 FEET; THENCE N75°29'54"E 133.83 FEET; THENCE S56°13'22"E 20.90 FEET; THENCE S03°14'53"W 20.76 FEET; THENCE S60°12'54"E 219.25 FEET; THENCE S27°15'40"E 268.82 FEET; THENCE N89°04'32"E 220.17 FEET; THENCE S01°16'43"W 2057.13 FEET; THENCE N88°18'36"W 113.24 FEET; THENCE S79°28'56"E 96.52 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF A 300.00 FOOT RADIUS NON-TANGENT CURVE TO THE [TURNING] 457.02 FEET (CHORD BEARS: N45°05'49"W 414.09 FEET); THENCE NORTHWESTERLY ALONG THE ARC OF A 350.00 FOOT RADIUS REVERSE CURVE TO THE LEFT 313.61 FEET (CHORD BEARS: N27°07'27"W 303.23 FEET); THENCE N52°47'37"W 3149.81 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF A 500.00 FOOT RADIUS CURVE TO THE RIGHT 80.73 FEET (CHORD BEARS: N48°10'06"W 80.64 FEET); TO TO THE POINT OF BEGINNING.

AREA: 4778198 SQUARE FEET OR 109.692 ACRES.

ZONE CHANGE DESCRIPTION TO C-3

BEGINNING AT A POINT LOCATED S01°34'11"W ALONG THE NORTH-SOUTH SECTION LINE 427.28 FEET FROM THE NORTHWEST CORNER OF SECTION 30, TOWNSHIP 42 SOUTH, RANGE 11 WEST, SALT LAKE BASE AND MERIDIAN; THENCE S53°00'58"E 159.53 FEET; THENCE N37°13'50"E 375.34 FEET; THENCE S52°35'39"E 175.37 FEET; THENCE S24°34'21"E 167.73 FEET; THENCE S54°31'55"E 151.51 FEET; THENCE S44°35'31"E 149.73 FEET; THENCE S59°42'24"E 151.69 FEET; THENCE S41°11'42"E 151.39 FEET; THENCE S69°16'55"E 81.39 FEET; THENCE S11°58'01"E 152.66 FEET; THENCE S23°40'11"E 153.54 FEET; THENCE S14°24'30"E 148.77 FEET; THENCE S03°52'10"W 157.24 FEET; THENCE S15°29'28"W 73.23 FEET; THENCE S49°13'29"E 276.67 FEET; THENCE S37°12'32"W 71.48 FEET; THENCE N52°47'26"W 1722.14 FEET; THENCE N52°47'26"W 2499.12 FEET; THENCE N43°23'25"W 868.87 FEET; THENCE N69°23'04"W 519.50 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF A 2914.79 FOOT RADIUS NON-TANGENT CURVE TO THE [TURNING] 911.15 FEET (CHORD BEARS: N65°39'04"W 907.44 FEET); THENCE N01°21'01"E 871.02 FEET; THENCE S83°27'00"E 1077.55 FEET; THENCE S54°24'42"E 161.24 FEET; THENCE S38°22'41"W 84.38 FEET; THENCE SOUTHERLY ALONG THE ARC OF A 200.00 FOOT RADIUS CURVE TO THE LEFT 320.95 FEET (CHORD BEARS: S07°35'43"E 287.61 FEET); THENCE S53°00'58"E 3517.69 FEET; TO TO THE POINT OF BEGINNING.

AREA: 2282407 SQUARE FEET OR 52.397 ACRES.

NO.	REVISIONS	DATE	BY

PROVALUE ENGINEERING, INC.
 Engineers, Land Surveyors - Utah Permit
 22 South 800 West, Suite 100
 American Fork, Utah 84003
 Phone: (435) 466-8387, Kari Ramussen
 Phone: (435) 590-3971, Chad Hill



**MASTER PLAN FOR:
WEST TEMPLE VILLAGE**

LOCATED IN APPLE VALLEY, UTAH
WASHINGTON COUNTY, UTAH

DATE: 9-10-2020
 SCALE: 1"=400'
 JOB NO.
 276-013
 SHEET NO.
1 OF 1



Town of Apple Valley
1777 N. Meadowlark Drive, Apple Valley, Utah 84737
Phone: (435) 877-1190 Fax: (435) 877-1192
www.applevalleyut.gov

APPLICATION TO APPEAR BEFORE THE PLANNING COMMISSION

Date of Planning Commission meeting for this agenda item to appear July 8 or 22nd 2020

Paperwork returned by _____ (Date) Jun 17 2020


Name of Applicant: Robert and Maria Campbell

Site Location: AV-1338-H-3

Mailing Address: 1297 North Apple Valley Drive Apple Valley Utah

Phone: 435-251-7622

Purpose of Request: General Plan Amendment to Cabin/Tiny Home or PD

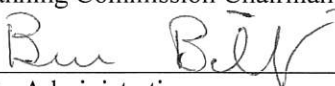


Applicant Signature

- 1. Annexations: \$1500.00 filing fee
- 2. Conditional Use Permit: \$300.00 filing fee
- 3. Zone Changes: \$500.00 + Acreage Fee filing fee
- 4. Subdivisions: \$1500.00 filing fee
- 5. Lot Line Adjustment: \$200.00 filing fee
- 6. Lot Split (2 Lots): \$250.00 filing fee
- 7. General Plan Amendment: \$500.00 + Acreage Fee filing fee

RECEIVED JUN 17 2020

Note: Final approval of this application is subject to all necessary paperwork being submitted. Applications requiring a public hearing may have other requirements which must be completed prior to placement on an agenda. When those applications have been approved for the agenda, they must be submitted no later than 4:00 p.m. the Wednesday three weeks prior to the expected commission meeting. All other applications must be submitted no later than 5:00 p.m. on Thursday, one week prior to the regularly scheduled Commission meeting. All plats, drawings, or other visual material must be submitted in a format viewable by public attending the meeting, as well as an email in PDF format for reproduction to meet notice requirements.

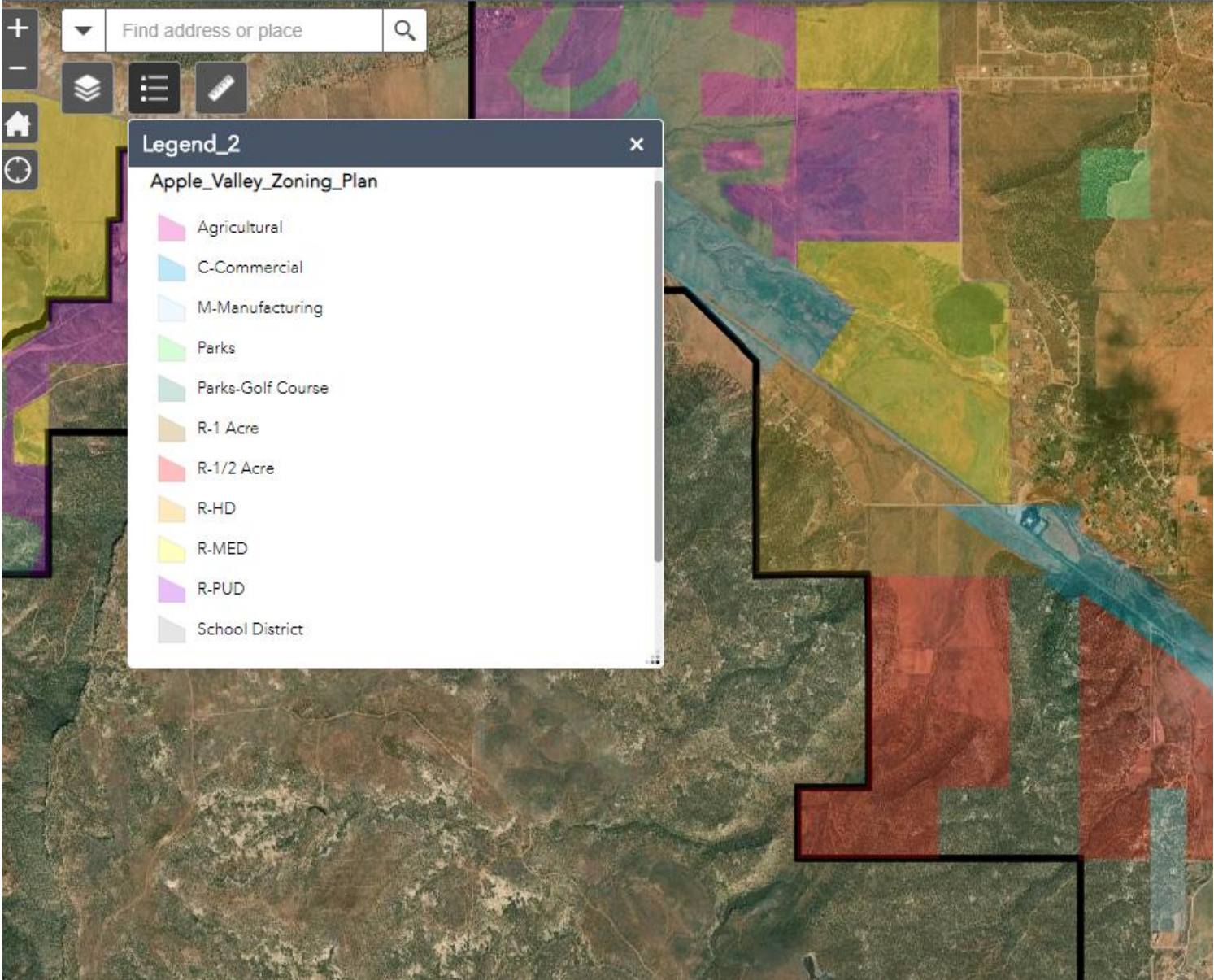
_____ / _____	_____
Planning Commission Chairman	Date
	<u>6/17/20</u>
City Administration	Date

Map navigation controls including zoom in (+), zoom out (-), home, and refresh icons. A search bar contains the text "Find address or place" with a search icon.

Legend_2

Apple_Valley_Zoning_Plan

- Agricultural
- C-Commercial
- M-Manufacturing
- Parks
- Parks-Golf Course
- R-1 Acre
- R-1/2 Acre
- R-HD
- R-MED
- R-PUD
- School District



Town of Apple Valley
1777 N. Meadowlark Dr.
Apple Valley UT 84737
435-877-1190

*General Plan Amendment to Cabin/Trailer
or PD*

Receipt No: 29732

Receipt Date: 06/17/2020

Time of Receipt: 06/17/2020 03:36 PM

AV-1338-H-3	<u>785.00</u>
	\$785.00

Check: 1048	<u>785.00</u>
	\$785.00



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

Fee: \$500.00 + Acreage Fee
1 – 100 Acres: \$50.00/Acre
101 – 500 Acres: \$25.00/Acre
501 + Acres: \$10/Acre

Zone Change Application

Applications Must Be Submitted A Minimum of 21 Days In Advance of The Planning Commission Meeting			
Name: Robert & Maria Campbell		Phone: 435-922-6901	
Address: 1297 N. Apple Valley Drive		Email: maria08311976@gmail.com	
City: Apple Valley	State: UT	Zip: 84737	
Agent: (If Applicable) Maria Campbell		Phone: 435922-6901	
Address/Location of Property: Same above		Parcel ID: AV-1338-H-3	
Existing Zone: Residential		Proposed Zone: 10.10.110 Cabins or Tiny Home Parks Zone ↗	
Reason for the request: We'd like to rent the existing cabins that are in property.			

Change to PD Zone

*See Mtg. Minutes
10.6.20
mek*

*MOVED TO MEETING
ON 10/7/20*

Submittal Requirements: The zone change application shall provide the following:

- A. The name and address of every person or company the applicant represents
- B. An accurate property map showing the existing and proposed zoning classifications
- C. All abutting properties showing present zoning classifications
- D. An accurate legal description of the property to be rezoned
- E. Stamped envelopes with the names and address's of all property owners within 500' of the boundaries of the property proposed for rezoning. Including owners along the arterial roads that may be impacted
- F. Warranty deed or preliminary title report or other document (see attached Affidavit) showing evidence the applicant has control of the property

Note: To avoid delays in processing your Zone Change request, 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 the Planning Commission. Planning Commission meetings are held on the second and fourth Wednesday of each month at 6:00 pm. Submission of a completed application does not guarantee your application will be placed on the next PC meeting agenda. It may be placed on the next available PC meeting agenda.

Official Use Only	
Date Received: 5/11/20	By: <i>Ben Belf</i>
Date Application Deemed Complete: 5/14/20	By: <i>Ben Belf</i>

5/11/20 Pd 785.00

AFFIDAVIT
PROPERTY OWNER

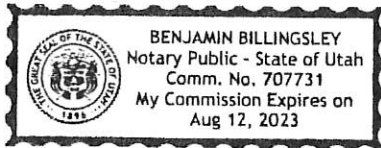
STATE OF UTAH)
)S
COUNTY OF WASHINGTON)

I (We) María Campbell, 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 (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.

[Signature]
Property Owner

Property Owner

Subscribed and sworn to me this 11th day of May, 2020.



[Signature]
Notary Public
Residing in: Washington
My Commission Expires: 8/12/2023

AGENT AUTHORIZATION

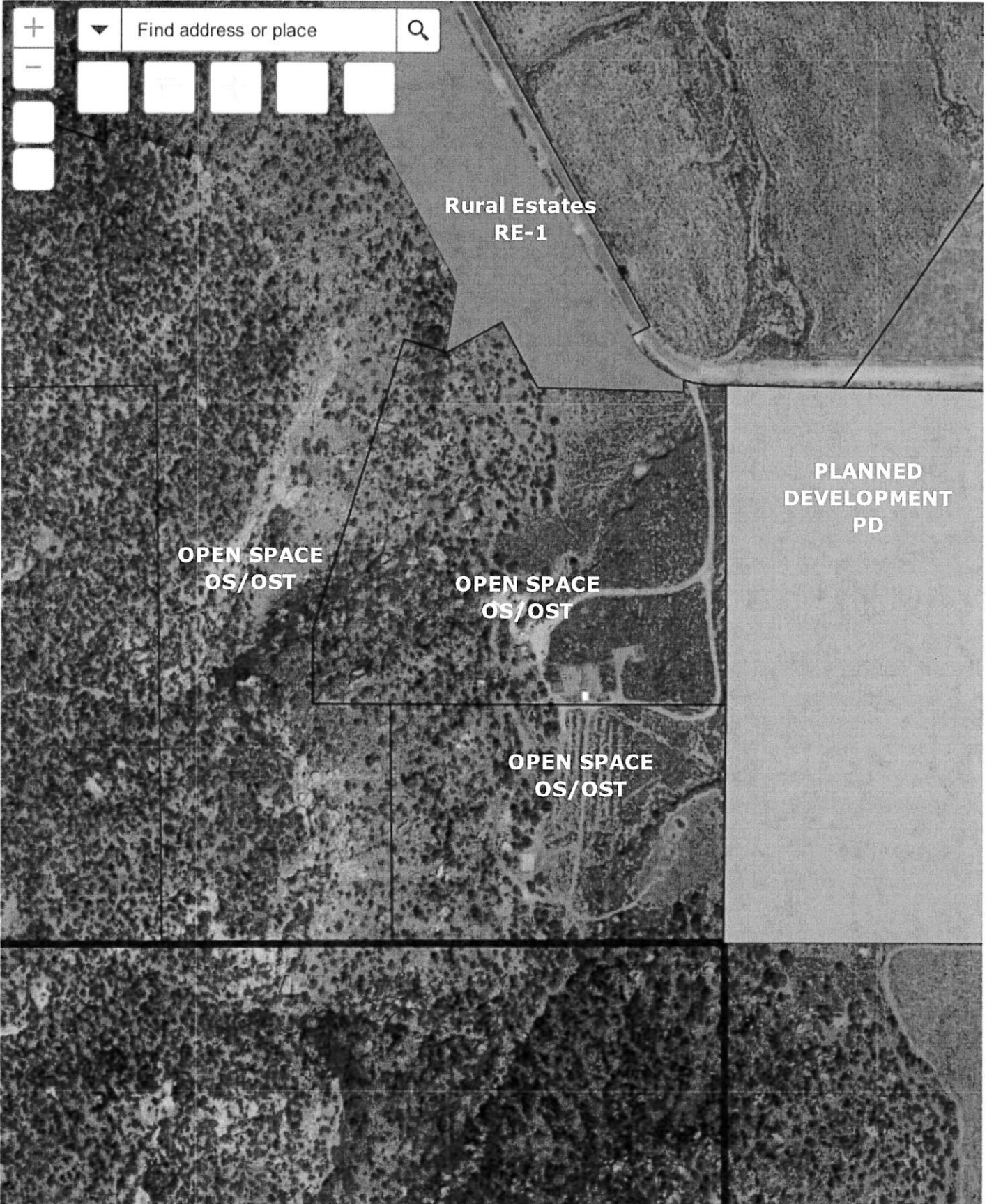
I (We), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative body in the Town of Apple Valley considering this application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

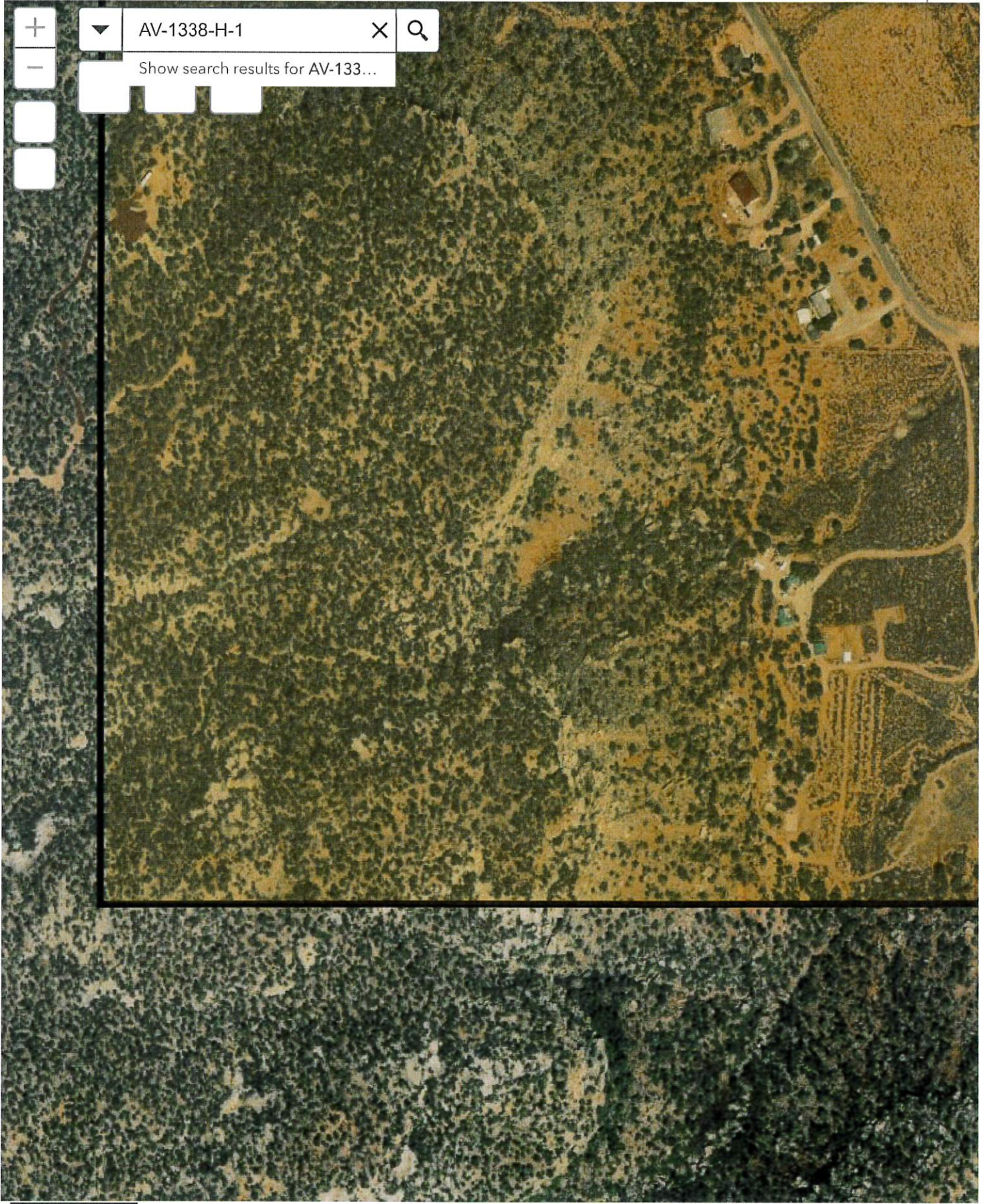
Property Owner

Property Owner

Subscribed and sworn to me this _____ day of _____, 20____.

Notary Public
Residing in: _____
My Commission Expires: _____





300ft

-113.137 37.099 Degrees

Suggest Plat Exemption Form - Mary Cannady



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

Date Received _____
Filing Fee \$250.00
Receipt Number _____

APPLICATION for a LOT SPLIT (Subdivision of Three Lots or Less without a PLAT)

The process for approving a 'Subdivision of Three Lots or less without a Plat' involves working with Town officials. This application is intended to assist property owners who are not professional developers and is a more streamlined subdivision process as allowed in Utah Code 10-9a-605. This process applies to all Zones equally; including Agricultural/OS/OST.

To Qualify for this streamlined process; as a minimum, the proposed subdivision:

- is not traversed by the mapped lines of a proposed street as shown in the Town's General Plan unless the Town has approved the location and dedication of any public street, Town utility easement, any other easement, or any land for public purposes the Town's ordinance requires.
- has been approved by Big Plains WSSSD and the Fire Chief.
- is located in a zoned area and conforms to the land use ordinances or has properly received a variance from the requirements of an otherwise conflicting and applicable land use ordinance.

The process starts by contacting the Town's Planning Commission (PC) chairperson who will assign a PC member to be your primary advisor. Your PC advisor will discuss your goals and all the work needed to achieve them (easements for access and utilities, Zone/GP changes, building permits, etc).

Once feasibility is decided, the tasks the property owner needs to do will be assigned and a visit to the subject property by your PC advisor and other Town officials will be scheduled as needed. After all tasks/visits are completed, your nearest neighbors will be notified by mail and allowed 14 days to respond. That mailing will include application packet information so that legitimate objections can be identified and resolved. Once notice and all tasks are completed; your PC advisor will sign off on any viable, complete application to be submitted to the Town's Land Use Authority for approval.

The undersigned applicants are the owners of the following legally described property

Property Address or Tax ID# _____

Owner Name (one): _____ Owner name (two): _____

Contact Address: _____

Phone: _____ Email: _____

Applicant's Signature/Date (owner one)

Applicant's Signature/Date (owner two)

Lot Split Application for Property Address or Tax ID# _____

Assigned to Planning Commission Advisor: Name & Date _____

Project Description:

Tasks to be completed with this application:

1. A Record of Survey (ROS) map prepared by a Professional Land Surveyor. The ROS map will graphically illustrate the boundaries of each proposed lot or parcel, ingress/egress and utility easements for each parcel and parcel numbers for all abutting properties displayed with existing and any proposed zones. Easements that run along existing lot lines must be abandoned and new easements must be created along the new lot lines and approved. The ROS map must include signature lines for Planning and Land Use Authority approvals.
2. Stamped envelopes with the name and address of all property owners within 500' of the property. Any necessary easement displayed on the ROS that is located on an adjacent property must be signed off by that property owner.
3. Two 24x36 copies of the proposed subdivision ROS map (one each for the county and town).
4. One identical digital .pdf of the proposed subdivision ROS map (item 2) emailed to the town.
5. Title Report (TR) or other proof of ownership including an attachment of any applicable CC&Rs. (an update is required after 90 days) .
6. Will Serve Letters by Big Plains Water SSSD; Fire Chief; and Rocky Mountain Power that confirm the easements/access proposed on the ROS can be serviced.
7. A description from the Town of any Exaction required to approve the lot split application along with an explanation of why it's needed and how it is proportionate.

Lot Split Reviewed and Recommended by PC advisor: Name and Date ROS map is signed

Approved by Land Use Authority: Name/Date/Ordinance#, whatever is decided about TC vs ?

Subdivision Name/Parcel Numbers: describe what we ended up with, ie AV-xxxx-A,B,C?

AFTER APPROVAL: FILING/RECORDING with WASHINGTON COUNTY

After the above PC advisor approval, signed and notarized documents that propose to exchange property will need to be filed in the County Recorder's Office after the Land Use Authority reviews them and the Record of Survey at the same time. These exchange documents will need to show the Land Use Authority's certificate of written approval given after review. Prior to filing the exchange documents at the Recorder, the Record of Survey will need to be filed with the County Surveyor.

This section needs work. It's intended to describe how/what/when documents should be filed and recorded with the county and the town. It's just to be helpful, not to prove that it was done correctly.