



APPLICANT INFORMATION

Date:

Name:

Applicant Address:

City: State: Zip:

Phone: Fax:

Email:

Engineer / Surveyor Contact Information:

SUBDIVISION (FINAL) APPLICATION

Subdivision (Final) Application Fee Amount:

Name of Proposed Subdivision:

Location/Address of Proposed Subdivision:

Current Zoning District:

Total Acreage (square feet or acres) of Site:

Name of Property Owners: _____

Signature of Applicant(s): _____

Fairview City Office Use Only

Date Received:	Date Determined Complete:	Fees Paid:
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PROPERTY OWNER AFFIDAVIT

STATE OF UTAH }
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COUNTY OF SANPETE}

I (we), _____, 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 in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

(Property Owner)

(Property Owner)

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

(Notary)

My commission expires: _____

AGENT AUTHORIZATION AFFIDAVIT

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

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20 _____, personally appeared before me _____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)

My commission expires: _____

Preliminary Subdivision Application Instructions:

WHAT TO DO:

Submit this completed checklist and all supporting documents to City staff and pay the application fee outlined in the City's Fee Schedule. The City must first approve your related preliminary application before you may submit a final subdivision application.

WHAT TO EXPECT:

The City Attorney and City staff will review your application and determine whether it is complete. If your application is complete, the City Attorney and City staff will review and respond to your application within 30 business days. You may be required to revise your application to conform to City development standards or to better protect the health and safety of Fairview residents.

The subdivision application process is governed by Title 12, Chapter 12.01 of the City's ordinances.

Final Subdivision Application Checklist:

- 1 _____ **The Planning Commission's approval of the applicant's preliminary application**, given within the last 365 calendar days.
- 2 _____ The **approved land use application** that was accepted during the preliminary application review process.
- 3 _____ **A final plat** (or a survey map and legal description if a minor or agricultural subdivision; see City Code §12.01.08). The final plat should be the version of the preliminary plat approved by the Planning Commission during the preliminary application review process, plus any other immaterial changes (e.g., formatting) necessary to comply with the recording requirements of the County Recorder's Office.
- 4 _____ **A completion assurance** for all public improvements required by the improvement plan approved during the preliminary application review, or a statement that such improvements will be completed before development occurs on the proposed subdivision and before the applicant records the plat. (For completion assurance requirements, see City Code Chapter 12.03.)
- 5 _____ **Certifications**, including:
 - a _____ A Title Report or Title Insurance Policy for the land to be subdivided verifying property ownership.
 - b _____ A Tax Clearance Certificate from the state indicating that all taxes, interest, and penalties owing on the land have been paid.

- c _____ An affidavit from the applicant certifying that the submitted information is true and accurate [EXAMPLE ON PAGE 4].
- d _____ The signature of each owner of record of land described on the plat, signifying their consent to the final subdivision application and their dedication and approval of the final plat [EXAMPLE ON PAGE 5].
- e _____ Certification that the surveyor who prepared the plat:
 - i _____ Holds a license in accordance with Utah Code 58-22;
 - ii _____ Either
 - (1) _____ Has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or
 - (2) _____ Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and
 - iii _____ Has placed monuments as represented on the plat.

6 _____ **Binding dedication documents**, including:

- a _____ As applicable, formal, irrevocable offers for dedication to the public of streets, City uses, utilities, parks, easements, and other spaces.
- b _____ If the plat is to be part of a community association, signed and binding documents conveying to the association all common areas.

7 _____ **Copies, including:**

- a _____ One electronic copy of the final plat in AutoCAD format (DWG or DXF), with a projection assigned to the file(s) and with the proper metadata that describes what coordinate system/projection the data is assigned to.
- b _____ A PDF document of the final plat and all other plans and supporting documents required by this Chapter.
- c _____ A recording-ready copy of the plat drawn on Mylar or other tracing linen for City records.

8 _____ **Fees:** Payment of any final-application-processing fees required by the City (see the City's Fee Schedule), plus the cost of any engineering, legal, or consulting services reasonably incurred by the City in reviewing the application and not covered by the fee required by the City's Fee Schedule.