



APPLICANT INFORMATION		
Date:		
Name:		
Applicant Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
Contact Person:		
SUBDIVISION (MINOR) APPLICATION		
<input type="checkbox"/> Minor Subdivision	Fee Amount: \$	
Name of Proposed Subdivision:		
Location/Address of Proposed Subdivision:		
Current Zoning District:		
Name of Property Owners:	_____	

Signature of Applicant(s):	_____	

Fairview City Office Use Only		
Date Received:	Date Determined Complete:	Fees Paid:

Note-1: §12.03.03 prohibits re-subdivision of any parcel involved in a minor subdivision for two years.

Note-2: §12.01.08(B)(3) requires the applicant to record the approved map and metes-and-bounds description with the County Recorder after City approval.

PROPERTY OWNER AFFIDAVIT

STATE OF UTAH }
 }ss
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 authorize 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: _____

Minor Subdivision Application Requirements:

Please include with the application:

1. An information packet that addresses all provisions of Title 12 of the Fairview City Land Use Ordinance have been met, including:
 - a. **Record of survey map:** Under §12.01.08(B)(2)(a), this is the document that replaces the plat for minor subdivisions.
 - b. **Legal metes-and-bounds description:** Under §12.01.08(B)(2)(b), this must accompany the record of survey map.
 - c. **Number of resulting parcels:** The minor subdivision eligibility threshold under §12.01.08(B)(1)(a) is no more than three parcels; this should be acknowledged in writing and shown on the map.
 - d. **Eligibility confirmation checklist:** Written confirmation that the subdivision meets all four criteria of §12.01.08(B)(1): (a) results in no more than three parcels; (b) is not traversed by a mapped street, City easement, or land required for public purposes; (c) has been approved by the culinary water authority and the sanitary sewer authority; and (d) is located in a zoned area.
 - e. **Water and sewer authority approvals:** The approvals referenced in §12.01.08(B)(1)(c) must be documented; written confirmation from both authorities should accompany the application.
 - f. **Approved land use application:** Per §12.01.07(B)(1). The applicant must show either that the intended use is permitted by right (with code citations) or provide an approved conditional use permit, variance, or rezone if the use requires one.
 - g. **Applicant affidavit:** Per §12.01.07(B)(5)(a). The applicant must certify that submitted information is true and accurate.
 - h. **Surveyor certification:** Per §12.01.07(B)(5)(c). The certification must confirm that the surveyor holds a license under Utah Code §58-22, has completed or referenced a survey in accordance with state requirements, and has placed monuments as represented on the map.
 - i. **Electronic and hard copy paper submittal:** Per §12.01.07(B)(6), hard copies must be printed on 17"x24" paper, and the applicant must submit the same material in a PDF format.
2. Pay all fees at the time of application. No exceptions.

FIGURE 2-1
Procedures for Determination of Application Completeness

