



APPLICANT INFORMATION

Date:

Name:

Applicant Address:

City: State: Zip:

Phone: Fax:

Email:

Engineer / Surveyor Contact Information:

SUBDIVISION (PRELIMINARY) APPLICATION

Subdivision (Preliminary) 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. Before applying, you may schedule a pre-application meeting with the Planning Commission to review a concept plan and/or other elements of your application.

WHAT TO EXPECT:

The Planning Commission and City staff will review your application and determine whether it is complete. If your application is complete, or if the Planning Commission decides to waive the incomplete requirements, the Planning Commission 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.

Preliminary Subdivision Application Checklist:

- 1 _____ **An approved land use application** that describes how the property will be used after it is subdivided.
 - a _____ If the intended use is permitted by right under City ordinances, the land use application must include citations to the specific ordinance(s) that the applicant believes authorizes the intended use.
 - b _____ If the intended use requires a conditional use permit or is otherwise conditioned on City approval, the land use application must include an approved, City-issued permit authorizing the intended use. Should an applicant seek a use permit concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the use permit is issued.
 - c _____ If the intended use is prohibited under City ordinances and requires a variance or rezone, the land use application must include an approved, City-issued variance or rezone authorizing the intended use. Should an applicant seek a variance or rezone concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the variance or rezone is issued.
- 2 _____ **A preliminary plat** (except for a minor or agricultural subdivision; see City Code §12.01.08). The preliminary plat must be drawn to scale, in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The preliminary plat must include:
 - a _____ The proposed subdivision name, which must be distinct from any subdivision name on a plat recorded in the County Recorder's office.
 - b _____ The boundaries, course, and dimensions of all proposed parcels. All parcels on the plat must comply with the lot size requirements of Section 12.03.02 and the City's Land Use Title.

- c _____ The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale.
 - d _____ Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.
 - e _____ Any known and unrecorded water conveyance facility located, entirely or partially, within the plat.
 - f _____ Whether any parcel is intended to be used as a street or for any other public use.
 - g _____ Whether any parcel is reserved or proposed for dedication for a public purpose.
 - h _____ If any portion of the proposed subdivision is within 300 feet of an Agriculture Protection Area, the notice language found in Utah Code §17-41-403(4).
 - i _____ If any portion of the proposed subdivision is within 1,000 feet of an Industrial Protection Area, the notice language found in Utah Code §17-41-403(4).
 - j _____ If any portion of the proposed subdivision is within 1,000 feet of a Critical Infrastructure Materials Protection Area, the notice language found in Utah Code §17-41-403(4).
 - k _____ If any portion of the proposed subdivision is within 1,000 feet of a Mining Protection Area, the notice language found in Utah Code §17-41-403(4).
 - l _____ If any portion of the proposed subdivision is within 1,000 feet of a Vested Critical Infrastructure Materials Operation (extracting, excavating, processing, or reprocessing sand, gravel, or rock aggregate where that use is not permitted by City ordinances), the notice language found in Utah Code §10-9a-904.
 - m _____ If the subdivision includes a condominium, the requirements found in Utah Code §57-8-13, as amended.
 - n _____ Signature blocks for the owners of the land proposed to be subdivided, a member of the Planning Commission, and the City Attorney.
- 3 _____ **A traffic study**, if one is required by an applicable UDOT Access Management Plan.
- 4 _____ **An improvement plan**, created in accordance with applicable portions of City Code Chapters 12.02 and 12.03 the City's Land Use Title, for all public improvements proposed by the applicant or required by City ordinances. The improvement plan must also contain an engineer's estimate of the cost of completing the required improvements.
- 5 _____ **Certifications:**
- a _____ An affidavit from the applicant certifying that the submitted information is true and accurate [EXAMPLE ON PAGE 5].
 - b _____ The signature of each owner of record of land described on the preliminary plat, signifying their consent to the preliminary subdivision application and their intent to dedicate portions of the preliminary plat to the public as described in the application [EXAMPLE ON PAGE 6].
 - c _____ 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 _____ **Copies:** An electronic and hard copy of all application materials. The electronic copy must be in PDF format. The hard copy must be printed on 17" x 24" paper.
- 7 _____ **Fees:** Payment of any preliminary-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.
- 8 _____ Any other information that the Planning Commission requires to ensure compliance with City ordinances and approved standards and specifications for construction of public improvements and to protect the health and safety of City residents.