



APPLICATION FOR FINAL SUBDIVISION WITH NO IMPROVEMENTS
 (Sections 11.120 – 11.190 Lehi City Development Code)

For Office Use Only

File #: _____ Application Date: _____ Receipt #: _____ Planner: _____

Fee: Residential or Commercial Lots - \$350 + \$100 per lot

Name of Proposed Subdivision: _____ Total # of Lots: _____

Address of Proposed Subdivision: _____

Name of Applicant or Authorized Agent(s): _____

Address: _____ City: _____ State: _____ Zip: _____
 Phone#: _____ Cell#: _____ Fax#: _____ Email: _____

Name of Owner(s) (if other than applicant): _____

(if more than one owner, attach additional information for each owner to this application)

Address: _____ City: _____ State: _____ Zip: _____
 Phone#: _____ Cell#: _____ Fax#: _____ Email: _____

Owner's Signature of Authorization to file: _____

(if more than one owner, attach the signature of each owner to this application)

Name of Licensed Engineer: _____

Address: _____ City: _____ State: _____ Zip: _____
 Phone#: _____ Cell#: _____ Fax#: _____ Email: _____

APPLICATION SUBMITTAL PROCEDURES

- (1) _____ The applicant shall contact a member of the Planning Staff before submitting plans electronically.
- (2) _____ The applicant shall create an account and submit all required information electronically through the following link <https://www.lehi-ut.gov/government/public-meetings/planning/applications/>, including:
 - (a) _____ the completed application including a narrative;
 - (b) _____ a copy of any restrictive covenants (CC&Rs), Bylaws, environmental studies (if applicable);
 - (c) _____ all other required information from the checklist below.
- (1) _____ **Staff will then review the submittal and send out an email with a link for the payment of fees.**

The deadline for submittal for the meeting of the Reviewing Departments is 5:00 pm on Tuesday for review the following week on Wednesday. All fees need to be paid by noon on Wednesday (a week before the meeting). ***It is the applicant's responsibility to call and confirm their scheduled DRC time.***

APPLICATION REQUIREMENTS

Please read the applicable sections of the Lehi City Development Code and Lehi City Design Standards and Public Improvements Specifications Manual in detail before submitting an application. A land surveyor licensed to practice in the State of Utah shall prepare the Final Plat. All engineering and/or survey documents submitted for City review shall be stamped by said engineer or land surveyor in accordance with the procedures of the Utah State Board for Professional Registration. The plat shall be of such size and material as is acceptable for filing in the office of the Utah County Recorder

but shall not be less than twenty-four by thirty-six (24 x 36) inches. If the plat contains more than one sheet, the sheets shall be numbered in sequence and clearly indicated on each sheet. The following information, at a minimum, shall be included with the application for Final Subdivision Plat Approval (*additional information may be required by the Staff, Planning Commission or City Council*). The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause of an incomplete application and disapproval of a Final Plat.

Follow carefully the Checklist below and **initial each item** as being completed, or put N/A if waived by staff or not applicable to approval process:

Items to be shown on the Final Plat

- (1) _____ A title block which contains the following:
 - (a) _____ Name of the subdivision.
 - (b) _____ Type of development (residential, commercial etc.).
 - (c) _____ Surveyor's certificate that has been signed and dated, showing the name and registration number of the surveyor responsible for making the survey.
 - (d) _____ A legal description of the subdivision boundaries that includes the quarter-quarter section, section, township, range, principal median and the County of its location.
 - (e) _____ The owner's dedication that includes the dedication of all public ways or spaces. The owners dedication shall be signed by every person having a security interest in the subdivision property, dated, and notarized and should include a reference to any covenants that may be declared and blanks where the County Recorder may enter the book and page number of their recording.
 - (f) _____ Signature blocks prepared for the dated signatures of the City Council, City Recorder, City Engineer, and Notary Public's acknowledgment.
- (2) _____ Written and graphic scale, not smaller than 1" to 100' or as recommended by the City Engineer.
- (3) _____ The basis of bearings used and a north point.
- (4) _____ A vicinity map locating the subdivision within the section identifying adjoining or nearby plats or certificates of survey and showing prominent landmarks.
- (5) _____ The exterior boundaries of the platted areas giving lengths and bearings of the boundary lines. If bounded by a water body or a curving boundary, please refer to Section 11-100B(2) of the Development Code. All subdivisions must have proper closure.
- (6) _____ Location of existing easements or right-of-way, including those contiguous to the platted area, their nature, width, and the book and page number of their recording in the County's records.
- (7) _____ Location of proposed easements including any required easements for water, sewer, drainage or irrigation, temporary turnaround easements and a ten (10) foot public utility easement shown on the front of each lot and any side or rear of a lot adjacent to a road right of way.
- (8) _____ All lots, blocks, rights-of-way and easements (including open space) created by the subdivision with their boundary, bearings, lengths, widths, name, number, or purpose. For curved boundaries the curve radius, central angle, and length of arc shall be given.
- (9) _____ Indication of lot areas (square feet).
- (10) _____ Lots consecutively numbered or lettered in alphabetical order.
- (11) _____ Proposed addresses shown on each lot (corner lots should include two addresses) as obtained from the Lehi City Building Official.
- (12) _____ Location and names of adjacent properties/property owners and platted subdivisions.
- (13) _____ Location of zoning boundary lines within and adjacent to the proposed subdivision.
- (14) _____ Location of all existing homes or buildings within the proposed subdivision that are to remain.
- (15) _____ All existing monuments found during the course of the survey (including a physical description such as "brass cap").
- (16) _____ All monuments erected, corners, and other points established in the field. The monuments shall be made of brass and the legend shall indicate the diameter, length, and weight of the monuments All exterior boundary angle points of the subdivision and lot corners shall be marked in accordance with the Lehi City Design Standards and Public Improvements Specifications including brass pins in the BOC for all front property lines.
- (17) _____ On each corner lot, add a label stating "front" to indicate which street frontage is considered the front of the lot (the front of the lot must be consistent with the location of the water and sewer service laterals).
- (18) _____ A detail diagram showing typical setbacks for a corner and interior lot and a typical 35' clear view area (sight triangle) on the corner lot.

Required Notes on the Final Plat

- (19) _____ A note stating that this is just a legal splitting or reconfiguration of lots and all improvements will come with a future site plan.

- (20) _____ A notation of the distance (shown as a dimension and note on the plat) from the centerline of each existing road right-of-way (centerline of existing asphalt) to the new property line of the subdivision.
- (21) _____ A summary of total project acreage, total acreage in lots, total number of units, total acreage of open space or other dedicated parcels, and total acreage in roads and lane miles of road.
- (22) _____ A notation of any limited access restrictions on the lots that are affected.
- (23) _____ If the proposed subdivision is adjacent to or in close proximity to an existing agricultural area or activity, the following note regarding the Right to Farm must be added to the Final Plat:
“This area is subject to the normal everyday sounds, odors, sights, equipment, facilities, and all other aspects associated with an agricultural lifestyle. Future residents should also recognize the risks inherent with livestock.”

Required Items Prior to Recording of Plat

- (24) _____ Evidence that all property taxes are current and that roll back taxes have been paid, and that no other debts or obligations are outstanding and no liens or encumbrances are placed on the property.
- (25) _____ If the property has been in greenbelt, verification from the title company that all roll-back taxes have been paid
- (26) _____ A copy of any necessary deeds or boundary line agreements necessary for recording of the Final Plat.

EFFECTIVE PERIOD OF FINAL SUBDIVISION PLAT APPROVAL

The approval of a final subdivision plat shall be effective for a period of two (2) years from the date the final plat is approved and signed by the City Council, at the end of which time such final subdivision plat shall have been recorded in the office of the Utah County Recorder. If the approved final subdivision plat is not recorded within the two (2) year period of date of approval, or as extended to the provisions of Section 10.120, the final subdivision plat approval shall be void, and the applicant shall be required to submit a new preliminary plat for review and approval subject to the then existing provisions of this Code and General Plan. After approval of a Final Plat, the applicant may apply for building permits consistent with the approved Final Subdivision Plat.

APPLICANT CERTIFICATION

I (we) certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I (we) understand that Lehi City may rescind any approval or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I (we) also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant’s Signature _____ Title _____ Date _____

PLEASE NOTE: Attendance at City Council meeting is required by the applicant or a representative. It is the applicant’s responsibility to call for meeting dates and times.