



Subdivision Final Plan Application

Syracuse City Community Development

1979 West 1900 South, Syracuse, UT 84075

Phone: (801) 614-9626; website: www.syracuseut.com

FAX: (801) 614-9626 or email jmerrill@syracuseut.com

Updated 12-28-10

Subdivision Property Information:			
Proposed subdivision name:		Current zone:	Total acreage:
Approximate address:		Number of lots:	
Applicant/Developer Contact Information:			
Name:			
Address:		City:	State: ZIP:
Office phone:	Cell phone:	Email:	
Engineering Firm Contact Information:			
Company name:		Engineer:	
Address:		City:	State: ZIP:
Office phone:	Engineer's cell phone:	Engineer's email:	

NOTE: Applicant shall furnish the information on this form for purposes of identification and expediting the request in full knowledge that it may become public record pursuant to provisions of the Utah State Government Records Access and Management Act (GRAMA). Use of this information will be only for necessary completion and execution of the requested transaction. If applicant so chooses not to supply any requested information, applicant accepts the additional time in processing or inability to process the application at all. If applicant is an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform a member of the Department staff upon submission of the application. Syracuse City does not currently share any private, controlled, or protected information with any other person or government entity.

I hereby certify that the requested Subdivision would comply with all required conditions and standards of the Syracuse City Land Use Ordinance, be harmonious with neighboring uses, fit the goals of the community's General Plan, and impose no insatiable demands for public services. I read the Syracuse Subdivision and Land Use Ordinances and understand that submitting this application does not guarantee approval and is subject to the discretion of the City Land Use Authority and compliance with all requirements of Syracuse City's Municipal Code. I hereby accept responsibility for meeting all requirements outlined herein, including payment of all fees and attending City Land Use Authority meetings as notified by the Community Development Department, and understand that failure to do so may result in postponement of action by said Authority. I also understand that approval shall not relieve me of the responsibility to comply with applicable local and State zoning, health, building, or fire regulations.

Applicant Signature: _____

Date _____

DEADLINES

The Planning Commission considers recommendations of subdivisions to City Council at its regularly-scheduled meetings on the first Tuesday of each month. Submission deadlines are 14 days prior to the meeting. Incomplete submissions or major modifications to the plat or plans during the review process may result in the Department Director moving the item for consideration to the following meeting or a third Tuesday of the month.

FOR OFFICE USE ONLY			
Date Received and Paid:	Received by:	Application fee	\$575.00
		\$75 per lot	_____ lots \$
Land Use Authority Decision and Date:		(fee includes initial City planning and engineering staff review and ONE set of initial plan corrections as identified by City planning and engineering staff. City review of corrected plans after required revisions shall be \$250 plus \$50 per lot.)	
Total Paid			\$



Subdivision Final Plan Application – Page 2 Guidelines and Checklist

DISCLAIMER: *The City is providing the following information as a service to those wishing to apply for Subdivision Final Plan approval for property within Syracuse City limits. No one shall consider this form as comprehensive in representing the obligations of the applicant. In the event of a conflict or discrepancy between this document and City Ordinances or State or Building Codes, the more strict rules shall apply.*

This form includes all necessary information for filing a complete application that will allow the City to process and review it in the timeliest manner possible. City staff will not process incomplete applications. Applicant, or qualified representative, shall attend all public meetings held by Planning Commission and City Council regarding the proposed Subdivision.

Applicant to read and check each box to acknowledge understanding of all requirements

Submit:

- Completed and signed Subdivision Final Plan application and payment of all applicable fees as outlined in the City fee schedule
- CD of AutoCAD files, in .dwg file format, or email instead, in .pdf format, to jmerrill@syracuseut.com
- Finalized set of certified, stamped construction drawings and specifications as prepared by a licensed-civil engineer
- Design data and final-drainage report with assumptions and computations for storm-water improvements (detention-basin design criteria as outlined in the City's Storm Water and Subdivision ordinances)
- Sanitary-sewer design assumptions and computations for improvements
- Current** land-title report
- Complete construction improvement cost estimates for review by City Engineer to calculate construction warranty and financing
- Subdivision signage plan if applicable
- Three 22" X 34" plats and plan & profile sheets plus two 11"x17" half-scale copies (Once City Council approves final plans, applicant shall provide two construction drawing sets and the final recordable Mylar). Plans should include:
 - Approved Subdivision name with the words "Syracuse City" shown at top center of first page
 - Name, address, and phone number of Subdivider
 - Inset vicinity map
 - Outside or trim-line dimension of 19"x30" with border line of 1½" on left margin and a ¼" minimum border on remaining sides
 - Plat drawn with top of sheet as either north or east with all lines, dimensions, and markings in waterproof black ink (no adhesives)
 - Plat at standard engineering scale and with date, north point, and a written or graphic scale
 - Legal description defining Subdivision boundaries that agrees with drawing shown accurately with bearings and dimensions
 - Survey, mathematical information, and plan data to locate and retrace all interior and exterior boundary lines
 - Location, names, and existing widths of adjacent streets
 - Identification of all adjoining subdivisions and land by lot, subdivision name, and land owner(s)
 - Names, widths, lengths, bearings, and curve data on centerlines of proposed streets, alleys, easements, etc.
 - Streets and lots numbered and consecutively addressed according to addressing provided by City staff
 - All lots, blocks, and parcels delineated and designed with a number, dimension, area, boundaries, and courses
 - Monuments and stakes at all key locations to establish lot corners, intersections, P.T., P.C., etc.
 - Rights-of-way lines shown for all streets, utilities, etc.
 - Sidelines of all easements, identified and checked for accuracy
 - Title of consistent subsequent sheets and arranged so that lots are not split between sheets
 - Wet stamp certification of survey by licensed, professional land surveyor
 - Owner's dedication signed and acknowledged
 - Notary Public acknowledgement
 - Planning Commission recommendation signature block
 - City Engineer's acceptance and approval signature block
 - City Council's acceptance and approval signature block
 - City Recorder's certificate of attest
 - Signed acceptance- and approval-signature blocks for Rocky Mountain Power, Qwest, and Questar Gas utility companies

Prior to recording of plat with the Davis County Recorder's Office, submit:

- A park-purchase impact fee according to zoning and gross acreage in development as outlined in City's fee schedule
- Irrigation water rights per Subdivision Ordinance Section 8-2-9
- An executed Escrow Agreement, provided by City staff, for improvement costs and bonding
- An executed Improvement Agreement with Syracuse City, as provided by City staff
- A sanitary sewer and land-drain video of installed lines
- As-built construction information from selected contractor
- An executed Streetlight Agreement, regarding installation of required lamps, as provided by City staff
- Payment of final off-site inspection fees as outlined in City's fee schedule
- Payment of County recording fees of \$37/page +\$1/lot and any common space as well as \$1/land-owner signatures over two