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**Syracuse City**  
**Final Subdivision Plan**  
**Application for Subdivision Development**  
*Title 8 Syracuse City Ordinance*

**TO BE COMPLETED BY DEVELOPER:**

Name of Proposed Subdivision: \_\_\_\_\_

Approximate Location of Subdivision: \_\_\_\_\_

Current land use zone: \_\_\_\_\_ Number of lots: \_\_\_\_\_ Acres: \_\_\_\_\_

**Company Name, Contact Name, and  
Address of Applicant/Developer:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

**Name, Engineer/Surveyor Name, and Address  
of Development Engineer Company:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Total Plan review Fees: \$ \_\_\_\_\_ Date of Payment: \_\_\_\_\_  
**Final plan review Fees: \$575.00 Plus \$75.00 per lot**  
Revised drawing review fee: \$250.00 plus \$25.00 per lot  
***Applicant(s) MUST pay fee at time of application submittal and include the following checklist with initials by each requirement verifying they included it with the plan. City staff may delay a requested review and subsequent approval process if application is incomplete.***

Planning Dept. Review: \_\_\_\_\_ Date: \_\_\_\_\_

Corrections required: Yes No

City Engineer Review: \_\_\_\_\_ Date: \_\_\_\_\_

Corrections required: Yes No

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Subdivision Name: \_\_\_\_\_

**TO BE COMPLETED BY BOTH DEVELOPER AND CITY**

Developer: Check each following item for compliance with adopted City standards, Titles, General Plan Zoning, and Ordinances. In order to expedite Final review, please ensure all application requisites are on plans. This form, when properly completed, shall serve as application for review of Final Plans and the approval process. Submit this application, with the following information, to the Community Development Department, twenty-one (21) calendar days prior to the desired Planning Commission meeting.

Community

Dev Staff: Check each item for compliance with adopted City Standards, Titles, General Plan Zoning, and Ordinances. Note deficiencies by reference number on a separate sheet and attach to this document. Upon completion of review, provide a completed copy of this document to Developer, which shall serve as notice of approval to proceed to Land Use Authority's review. The Land Use authority shall recommend approval, approval with conditions, or denial of the final plans as submitted and forward their recommendation to City Council.

**Final Plan Application Requisites**

- |         |          |     |  |
|---------|----------|-----|--|
| ___ Dev | ___ City | 1.  | Payment of Final Plan Review Fee   |
| ___ Dev | ___ City | 2.  | Three 22"x34" plats and plan & profile sheets plus two 11"x17" half-scale copy (Once City Council approves final plans, developer shall provide two construction set drawings and the final recordable Mylar document)   |
| ___ Dev | ___ City | 3.  | CD of AutoCAD files, in *.dwg file format, containing plat and development/ construction plans to be used in staff presentation and the report to City Council (may submit on CD or via Email to: <a href="mailto:tmoyes@syracuseut.com">tmoyes@syracuseut.com</a> )                                   |
| ___ Dev | ___ City | 4.  | Payment of County Recording fees: \$37.00 dollars base fee plus \$1.00 per building lot or other miscellaneous parcels (i.e. common area, parkland, detention parcels, etc.) plus \$1.00 per landowner signatures over two   |
| ___ Dev | ___ City | 5.  | Finalized set of certified, stamped construction drawings and specifications as prepared by a licensed civil engineer  |
| ___ Dev | ___ City | 6.  | Design data and final drainage report with assumptions and computations for storm water improvements (Detention basin design criteria as outlined in City's Storm Water Ordinance and Title VIII Subdivision Ordinance)  |
| ___ Dev | ___ City | 7.  | Sanitary sewer design assumptions and computations for improvements  |
| ___ Dev | ___ City | 8.  | <u>Current</u> land title report   |
| ___ Dev | ___ City | 9.  | Construction improvement cost estimates for review by City Engineer for use in construction warranty and financing of Subdivision  |
| ___ Dev | ___ City | 10. | Subdivision signage plan and permit (if needed)  |
| ___ Dev | ___ City | 11. | Submit the following items to Syracuse City prior to recording plat with the Davis County Recorder's Office:<br>a. Parkland purchase impact fee – 6.6% of the appraised land value<br>b. Irrigation water rights per Ordinance 8-2-9<br>c. Executed Escrow Agreement for improvement costs and bonding |

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- d. Executed Improvement Agreement with Syracuse City
- e. Sanitary sewer and land drain video inspections
- f. As built construction information from selected contractor
- g. Street lamp installation agreement
- h. Payment of final offsite inspection fee

### FORMAT OF FINAL PLAN/PROFILE AND PLAT:

- \_\_\_ Dev \_\_\_ City 12. Inset vicinity map.
- \_\_\_ Dev \_\_\_ City 13. Outside or trim line dimension at 19" X 30"
- \_\_\_ Dev \_\_\_ City 14. Border line 1½ inch on left margin, ¼ inch minimum border on remaining sides
- \_\_\_ Dev \_\_\_ City 15. Plat drawn with top of sheet being either north or east
- \_\_\_ Dev \_\_\_ City 16. All lines, dimensions, and markings in waterproof black ink (No adhesive labels)
- \_\_\_ Dev \_\_\_ City 17. Plat scale at standard engineering scale
- \_\_\_ Dev \_\_\_ City 18. Name, address, and phone number of Subdivider
- \_\_\_ Dev \_\_\_ City 19. Date, north point, and written/graphic scale
- \_\_\_ Dev \_\_\_ City 20. Legal description that agrees with drawing to define boundaries of Subdivision
- \_\_\_ Dev \_\_\_ City 21. Location, names, and existing widths of adjacent streets
- \_\_\_ Dev \_\_\_ City 22. Identification of all adjoining subdivisions and land by lot, subdivision name, and landowner
- \_\_\_ Dev \_\_\_ City 23. Approved Subdivision name with the words "Syracuse City" shown at top center of first page
- \_\_\_ Dev \_\_\_ City 24. Title of consistent subsequent sheets
- \_\_\_ Dev \_\_\_ City 25. Boundaries of proposed Subdivision accurately shown with bearing and dimensions
- \_\_\_ Dev \_\_\_ City 26. Names, widths, lengths, bearings, and curve data on centerlines of proposed streets, alleys, easements, etc.
- \_\_\_ Dev \_\_\_ City 27. Streets and lots numbered and consecutively addressed (Applicant shall obtain project addressing from City Community Development Department)
- \_\_\_ Dev \_\_\_ City 28. Survey, mathematical information, and plan data to locate and retrace all interior and exterior boundary lines
- \_\_\_ Dev \_\_\_ City 29. All lots, blocks, and parcels delineated and designed with a number, dimension, area, boundaries, and courses
- \_\_\_ Dev \_\_\_ City 30. Monuments and stakes at all key locations to establish lot corners, intersections, P.T., P.C, etc.
- \_\_\_ Dev \_\_\_ City 31. Sheets arranged so that lots are not split between sheets

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- \_\_\_ Dev \_\_\_ City 32. Rights-of-way lines shown for all streets, utilities, etc.
  - \_\_\_ Dev \_\_\_ City 33. Sidelines of all easements identified and checked for accuracy
  - \_\_\_ Dev \_\_\_ City 33. Traffic signs and locations, including street identification signage
  - \_\_\_ Dev \_\_\_ City 34. Wet stamp certification of survey by licensed, professional land surveyor
  - \_\_\_ Dev \_\_\_ City 35. Owner's dedication signed and acknowledged
  - \_\_\_ Dev \_\_\_ City 36. Notary Public acknowledgement
  - \_\_\_ Dev \_\_\_ City 37. Planning Commission recommendation signature block
  - \_\_\_ Dev \_\_\_ City 38. City Engineer's acceptance and approval signature block
  - \_\_\_ Dev \_\_\_ City 39. City Council's acceptance and approval signature block
  - \_\_\_ Dev \_\_\_ City 40. City Recorder's certificate of attest
  - \_\_\_ Dev \_\_\_ City 41. Rocky Mountain Power, Qwest, and Questar Gas utilities' acceptance and approval signature blocks signed
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**FILING**

File Final Plan Subdivision applications with the Syracuse City Community Development Department, at 1979 West 1900 South, Syracuse, UT 84075, telephone 801-614-9626.

**APPLICATION REQUIREMENTS**

Application for subdivision must include: 1) Application form including review plan checklist, 2) plans or plats, and 3) application review fees.

**DEADLINES**

The Planning Commission considers tentative approval of subdivisions at its regularly scheduled meetings the first and third Tuesdays of each month with only one meeting held the first Tuesday in December. Submission deadlines for Final plan reviews are 21 days prior to the desired meeting. Incomplete submissions, incomplete design elements, 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.