



Date received
Stamp

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: _____ Proposed Phase No: _____ Number of lots: _____

Number of phases: _____ 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: \$250.00 Plus \$50.00 per lot
Revised drawing review fee: \$50.00 plus \$10.00 per lot
***Fees MUST be paid at time of application and checklist MUST accompany each submittal;
requested reviews with incomplete applications may be delayed.***

Planning Dept. Review: _____ Date: _____

Corrections required: Yes No

City Engineer Review: _____ Date: _____

Corrections required: Yes No

FINAL PLAN CHECK LIST
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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 included 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

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|---------|----------|-----|--|
| ___ Dev | ___ City | 1. | Payment of Final Plan Review Fee |
| ___ Dev | ___ City | 2. | Three 22"x34" plats and plan & profile sheets plus one 11"x17" half-scaled copies (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: tmoyes@syracuseut.com) |
| ___ 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:
a. Parkland purchase impact fee – 6.6% of the appraised land value
b. Irrigation water rights per Ordinance 8-2-9
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 | 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 1787 South 2000 West, Syracuse, UT 84075, Telephone 801-825-1477.

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.