



Syracuse City
Subdivision Sketch Plan
Application for Subdivision Development
Title 8 Syracuse City Ordinance

Date received Stamp

TO BE COMPLETED BY THE DEVELOPER:

Name of Proposed Subdivision: _____

Approximate Location of Subdivision: _____

Current land use zone: _____ Number of proposed lots: _____

Number of allowed lots: _____ Number of phases: _____ Acres: _____

Name, Address, and Phone Number of Applicant/Developer:

Tel #: _____

Fax #: _____

Name, Address and Phone Number of Development Engineer/Surveyor:

Tel #: _____

Fax #: _____

Total Plan review Fees: \$ _____	Date of Payment: _____
Sketch plan review Fees: \$100.00 Plus \$25.00 per lot	
	Revised drawing review fee: \$50.00 plus \$10.00 per lot
<i>Fees MUST be paid at time of application.</i>	
<i>Application and checklist MUST accompany each submittal; requested actions upon incomplete applications may be delayed.</i>	

Property owner Name: _____

Property Owner Mailing Address: _____

Property Owner Signature: _____

The names, addresses, and signatures of all owners of the property are required. Please attach additional sheets as needed. (If a legal representative signs for a property owner, attach an executed power of attorney.)

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Subdivision Name: _____

TO BE COMPLETED BY BOTH THE DEVELOPER AND THE CITY

Developer: Check each of the following items for compliance with adopted City standards, Titles, General Plan Zoning, and ordinances. In order to expedite the review of the Sketch Plan, please ensure all of the application requisites have been included on the plans. This form when properly completed, shall serve as the application for the Sketch Plan of the subdivision review and approval process. The proposed sketch plan, with the following information should be filed with Community Development Department at least fifteen (15) calendar days prior the Planning Commission Meeting at which sketch plan review is requested.

Community Development Staff: Check each of the following items 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, a completed copy of this document will be provided to the Developer and shall serve as notice to the Developer of Approval to proceed to Land Use Authority review. The Land Use authority shall recommend approval, approval with conditions or deny the sketch plan as submitted.

Sketch Plan Application Requisites

- ___ Dev ___ City 1. Payment of Sketch Plan Application Fees
- ___ Dev ___ City 2. Two (2) 22" X 34" plus (2) two reduced size 11" X 17" (1/2 scale copies of the sketch plan submitted).
- ___ Dev ___ City 3. Name of subdivision (confirm with County Recorders office if name is available).
- ___ Dev ___ City 4. Provide an inset vicinity map.
- ___ Dev ___ City 5. Sketch of the proposed subdivision and lot size, including proposed phases, drawn at a scale of not less than 1 inch equals 100 feet. Include acreage of the proposed development.
- ___ Dev ___ City 6. Boundaries of proposed subdivision and adjoining property ownership information.
- ___ Dev ___ City 7. Proposed transportation system and street layout.
- ___ Dev ___ City 8. Proposed storm drainage outlet and detention method.
- ___ Dev ___ City 9. Existing utilities adjoining the proposed development site.
- ___ Dev ___ City 10. Existing structures, noting those to be retained and those to be demolished.
- ___ Dev ___ City 11. Natural features, drainage channels, and overlay zone requirements (if applicable).

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- ___Dev ___ City 12. Date and north point, written and graphic scales.
- ___Dev ___ City 13. The name, address and phone number of the developer; the engineer and/or surveyor preparing the sketch.
- ___Dev ___ City 14. Provide a compact disk of the AutoCAD files in *.dwg file format. The Disk shall contain the sketch drawing only. The file can be submitted on a CD or emailed to: Troy@syracuseut.com .
- ___Dev ___ City 15. Feasibility Report:
- a. Proposed method of connecting to city utilities and proposed connection information in City Ordinance 8-2-10.
 - b. Irrigation water right to be conveyed to the City. City Ordinance 8-2-9.
 - c. Density calculations outlined in the City's zoning ordinance for where the subdivision is located.
 - d. Method of meeting the park land purchase impact fee requirements in City Ordinance 8-2-5.
 - e. Identification of potential wetland areas within the subdivision and proposed method of management. A wetland delineation study and report from the US Army Corp of Engineers may be required within the sensitive lands overlay zone.
 - f. Estimated number of phases and the number of lots in each phase of the development.
 - g. Method of meeting requirements for the secondary ingress/egress required by City Ordinance 8-2-11.

FILING

Subdivision applications are filed with Community Development Department at Syracuse City Office Building. 1787 South 2000 West, Syracuse, UT 84075, Telephone 801-825-1477. The applicant should discuss the proposed subdivision with department staff prior to submission to review related General Plan and other land use issues that may be involved with the proposed development.

APPLICATION REQUIREMENTS

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

DEADLINES

The Planning Commission considers tentative approval of subdivisions at its regular meeting on the first and third Tuesday of each month with only one meeting held on the first Tuesday in the month of December. The submission deadline is 15 days prior to the meeting. Incomplete submissions or major modifications to the plat or plans during the review process may cause the plat to be carried over to the next meeting.