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# Final Plat Checklist

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20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • [www.alpinecity.org](http://www.alpinecity.org)

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Materials required for final plat approval must be submitted within 180 calendar days of the date a preliminary plat has been approved by the Planning Commission. Fees for final plat review shall be paid at the time of submittal of the final plat. Final plat submissions will not be accepted which has exceeded the time lapse period, unless approved by the Planning Commission.

Please follow this checklist to ensure a complete and proper final plan submittal. For more information, please refer to Section 4.6.3 of the Alpine City Development Code. **All items must be completed before the final plat will be submitted to the Planning Commission for review.**

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## Submission and Plat Requirements

Applicant Use	Office Use	
<input type="checkbox"/>	<input type="checkbox"/>	Submit all required documentation to the City Planner fourteen (14) days prior to the regularly scheduled Planning Commission meeting or ten (10) days prior to the meeting for a final plat revision or resubmission, including: <ul style="list-style-type: none"><li>• The Final Plat Checklist, Final Plat Application and required fees.</li><li>• An electronic copy of all required plans in a compatible format (AutoCAD);</li><li>• Two (2) D size (22"x 34") copies drawn to scale</li><li>• Three (3) 11"x 17" copies drawn to scale; and</li><li>• Other informational material (such as supporting documents) required in Section 4.6.3 of the Alpine City Development Code.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	The Final Plat submission conforms in all major respects to the Preliminary Plat as previously reviewed and approved by the Planning Commission, and incorporates all modifications required in its review. If a Final Plat has been modified to reflect improvements in design or changes which have occurred in its natural surroundings and environment since the time of the Preliminary Plat review and approval, the Plat will be returned to the Planning Commission for further review and approval. The Planning Commission may redline a revised plat.
<input type="checkbox"/>	<input type="checkbox"/>	The Final Plat shall be a phase of an approved Preliminary Design Plan, except as provided in Section 4.6.3.4
<input type="checkbox"/>	<input type="checkbox"/>	The Final Plat conforms to the Alpine City Standard Drawings and Specification.

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Submit a revised proposal summary statement to reflect any changes made from the summary statement of the approved Preliminary Design Plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The surveyor making a plat shall certify on the plat that it conforms to city survey regulations and to all applicable State laws and that the monuments described in it have been placed as described. He shall affix his name, seal and signature. |

## Drawing Requirements

Applicant  
Use

Office  
Use

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The Final Plat is prepared and certified as to its accuracy by a registered land surveyor licensed to do such work in the State of Utah.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The Plat is delineated in permanent ink on water-proof tracing cloth or mylar.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The bearings, distances, and curve data of all perimeter boundary lines are indicated outside the boundary line, not inside the lot dimensions.  |
| <input type="checkbox"/> | <input type="checkbox"/> | On curved boundaries and all curves in the plat, sufficient data is given to enable the re-establishment of the curves on the ground. This curve data must include the following for the circular curves: <ul style="list-style-type: none"> <li>• Radius of curve</li> <li>• Central angle</li> <li>• Tangent</li> <li>• Arc length</li> <li>• Chord length</li> <li>• Chord bearing</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | If the Plat is revised, a copy of the old plat has been provided for comparison purposes.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All lots are numbered consecutively.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Derelict parcels have not been created.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All streets and walkways are designated as such and streets are named; bearings and dimensions are given.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All easements are identified for their designated purpose. Sufficient bearings and distances shall given to locate the easements on each lot.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All lands within the boundaries of the plat are accounted for either as lots, walkways, streets, or ground in common ownership, public paths, open space, and excepted parcels.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All dimensions of irregularly-shaped lots are indicated in each lot.   |

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All bearings and lengths are given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Buildable areas, when required, are noted with all dimensions. The Designated Buildable Area is not less than five thousand (5,000) square feet except in the TR-10,000 zone. All dwellings and other habitable structures and accessory buildings are located within the Designated Buildable Area.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Parcels not contiguous are not included in one plat, nor is more than one plat made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat if all owners join in dedication and acknowledgement.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Lengths are shown to hundredths of a foot, and angles and bearings are shown to seconds of arc.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>The information on the plat shall include:</p> <ul style="list-style-type: none"> <li>• Name of subdivision, map north arrow, and date</li> <li>• Name and address of owner or owners of record</li> <li>• Total acreage of subdivision</li> <li>• Total number of lots</li> <li>• Township, range, section (and quarter section, if portion)</li> <li>• Public and private open space</li> <li>• Graphic scale</li> <li>• City engineer and County surveyor's certificate</li> <li>• City attorney's approval certificate</li> <li>• Planning Commission approval certificate</li> <li>• City Council approval certificate</li> <li>• Any additional information required by Alpine City ordinance or State law</li> <li>• An address block</li> <li>• Current zoning at time of final approval</li> <li>• Design criteria for elevation of 5,000 feet</li> <li>• Design criteria for snow load of 45 pounds per square foot</li> <li>• Show orientation of driveway in cases where lot fronts on arterial street</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all monuments must be shown on the plat.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Any other requirements, restrictions, and improvements approved by the Planning Commission and City Council.   |

## Other Requirements

Applicant	Office
Use	Use

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Supporting documents as outlined in Section 4.6.3.7 |
|--------------------------|--------------------------|---|

If the final plat and all supplementary data comply with the applicable requirements of these regulations and the requirements of the approved preliminary design plan, the Planning Commission shall recommend approval of the final plan to the City Council and certify approval on the space provided. After 180 calendar days, Any Planning Commission recommendation for final approval shall be null and void. The void/null plan may be resubmitted for reinstatement and a reinstatement fee will be charged in accordance with the current fee schedule.

The City Council shall review the final plat at a regularly scheduled public meeting. If the City Council determines that the final plat submission complies with the applicable requirements of these regulations, they shall certify approval of the final plat on the space provided. The City Recorder shall provide copies of the recorded plat together with the official notification of the action to be distributed as follows:

- Two copies for City files,
- One copy for each utility company serving the subdivision,
- One copy for the City Engineer,
- One electronic copy for the City Engineer.

Acceptance of dedication of proposed public lands or streets, or street right-of -way in an approved plat can be made only by the City Council. Final plat approval by the City Council will be deemed an acceptance of dedication, unless streets and other public spaces are shown as “not intended for dedication.”

The City Recorder shall record the Final Plat with the County Clerk and Recorder. Any expenses incurred by the developer shall be borne by the developer and paid prior to recording; i.e. impact, plan check, etc.

A preconstruction conference will be conducted prior to construction. A preconstruction meeting provides an opportunity to begin communication and problem solving between the City Staff and the subdivider prior to the start of a major construction project. Typically the City Engineer, City Administrator, City Planner, and City Public Works Director will meet with the subdivider prior to construction.



# Final Plat Application

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## Contact Information

**Applicant** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Engineer** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Representative** \_\_\_\_\_

(Person who will be at City meetings to represent the proposed plan. If it is someone other than the applicant/engineer, please indicate his/her relationship to the project.)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Send City Engineer's review comments to: ☐ Applicant ☐ Engineer ☐ Representative

## Project Information

Name of Subdivision \_\_\_\_\_

Project Address \_\_\_\_\_ Proposed Number of Lots \_\_\_\_\_

Project Size (in acres) \_\_\_\_\_ Current Zoning \_\_\_\_\_

## Source of Water Rights

Alpine Irrigation Shares: # of Primary Shares \_\_\_\_\_ # of Secondary Shares \_\_\_\_\_

Other Water Rights: Source \_\_\_\_\_ # of Acreage Feet \_\_\_\_\_

☐ Requesting Cash in lieu of Water Rights Option

**Final Plat Fee** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_ **Date Paid** \_\_\_\_\_

(Cost of Engineering Review + \$100.00 + \$90.00 per lot)

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## Utility Notification Form

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Development Name \_\_\_\_\_ ☐ Commercial ☐ Residential

Development Address \_\_\_\_\_

Developer Name \_\_\_\_\_ Developer Contact \_\_\_\_\_

Developer Business Address \_\_\_\_\_

Developer Phone # \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

The utility companies listed need to receive plans and necessary information for the above stated development to begin the process for providing their services to this project. Plans will not be approved by the City until this document is completed and returned.

### DOMINION GAS

Name \_\_\_\_\_ Title/Position \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Suggested Contacts: Customer Service (800-662-4111)  
Greg Nielson (801-789-1113)

### COMCAST CABLE TELEVISION

Name \_\_\_\_\_ Title/Position \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Suggested Contacts: Elysia Valdez (801-401-3017)

### CENTURY LINK

Name \_\_\_\_\_ Title/Position \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Suggested Contact: Ryan Allred (801-374-4107) - Cell (385-223-0084) [ryan.allred1@centurylink.com](mailto:ryan.allred1@centurylink.com)

### ROCKY MOUNTAIN POWER

Name \_\_\_\_\_ Title/Position \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Suggested Contact: Rocky Mountain Power (1-800-469-3981)