

Toquerville City  
FINAL PLAT APPLICATION  
FEE: \$250.00



Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax No. \_\_\_\_\_

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

Agent (If Applicable): \_\_\_\_\_ Telephone: \_\_\_\_\_

Address/Location of Subject Property: \_\_\_\_\_

Subdivision Name & Phase: \_\_\_\_\_

Tax ID of Subject Property: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

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**Submittal Requirements: 1 Engineer's paper copy, and 1 disk in the latest Auto-Cad format.**

**1. The final plat shall show:**

- \_\_\_\_\_ a. The name or designation of the subdivision that is distinct from any plat already recorded in the County Recorder's office, as approved by the Planning Commission.
- \_\_\_\_\_ b. The boundaries, course, and dimensions of all of the parcels of ground divided, by their boundaries, course, and extent, whether the owner proposes that any parcel of ground is intended to be used as a street or for another public use, and whether any such area is reserved or proposed for dedication for a public purpose.
- \_\_\_\_\_ c. The lot or unit reference, block or building reference, street or site address, street name or coordinate address, acreage or square footage of all parcels, units, lots, and the length and width of the blocks and lots intended for sale.
- \_\_\_\_\_ d. Every existing right-of-way and easement grant of record for communications infrastructure, for underground facilities as defined in Section 54-8a-2 of the Utah Code and for other utility facilities. Where the same is granted to a specific entity, that entity must be clearly identified.
- \_\_\_\_\_ e. True angles and distances to the nearest established street lines or official monument, which shall be accurately described on the plat and shown by appropriate symbols.
- \_\_\_\_\_ f. All street center line data must be shown, together with its relationship to the property lines, corners, etc.
- \_\_\_\_\_ g. The accurate location of all monuments shall be shown on the plat, and shall be identified, including all United States, State, County or other official monuments.
- \_\_\_\_\_ h. The dedication to the public of all streets and highways included in the proposed subdivision (except approved private streets).
- \_\_\_\_\_ i. Street monuments shall be installed by the subdivider in accordance with the requirements of City Standards. Locations of said monuments shall be approved by the City Engineer and indicated on the subdivider's plat by the appropriate symbols.

- \_\_\_\_\_j. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for common uses by all property owners.
- \_\_\_\_\_k. Where it is proposed that streets be constructed on property controlled by a public agency or utility company, approval for the location, improvement and maintenance of such streets shall be obtained from the public agency or utility company and entered on the final plat in a form approved by the City Attorney.

2. **Required Forms & Certificates:** In addition the final plat shall contain the standard forms for the following:

- \_\_\_\_\_a. A registered professional land surveyor's certificate of survey, together with a statement that: (a) the surveyor holds a license in accordance with the Utah Code Professional Engineers and Professional Land Surveyor's Licensing Act; (b) the surveyor has completed a survey of the property described on the plat in accordance with Section 17-23-17 of the Utah Code and has verified all measurements; (c) has placed monuments as represented on the plat. **Plat must signed and stamped by the licensed surveyor prior to final plat submittal.**
- \_\_\_\_\_b. The owner's certificate of dedication of all streets, roads, rights-of-way or other parcels intended for the use and benefit of the general public.
- \_\_\_\_\_c. Mortgagee or other lien holder's Consent to Record, if applicable.
- \_\_\_\_\_d. A notary public's acknowledgement of the signature of the mortgagee or each owner signing the plat.
- \_\_\_\_\_e. Certificate of approval of Ash Creek Special Service District.
- \_\_\_\_\_f. Certificate of approval of the Planning Commission, as evidenced by the signature of the Planning Commission chairperson.
- \_\_\_\_\_g. Certificate of approval of the City Engineer.
- \_\_\_\_\_h. Certificate of approval of the City Council, as evidenced by the signature of the Mayor attested by the City Recorder.
- \_\_\_\_\_i. Certificate of approval as to form executed by the City Attorney.
- \_\_\_\_\_j. A one and one-half inch by five inch (1 1/2" x 5") space in the lower right-hand corner of the drawing for the use of the County Recorder.
- \_\_\_\_\_k. Certificate of approval of the County Treasurer.

3. **Other Information Required:** The following information or documentation shall be submitted:

- \_\_\_\_\_a. An original copy for Staff review of the proposed deed restrictions or CC&Rs in proposed final form with signature lines for all owners of any interest in the subdivision who would sign the final subdivision plat must be submitted with final plat application. After being approved by staff this document shall be signed, acknowledged by a notary public, and recorded in the office of the County Recorder along with the final plat.
- \_\_\_\_\_b. Title report for the property being subdivided.
- \_\_\_\_\_c. A disk of the final plat prepared in the latest Auto-Cad Format.

**Application Process:**

- Once construction drawings are approved, a completed application for final plat approval and the required fee of \$250.00 is then submitted to the Planning Department by no later than 12:00 noon on Wednesday two weeks before a Planning Commission meeting. A paper copy of the plat will be submitted to the City Engineer for review. The City Engineer will red line the plat and email the subdivision engineer of required changes that need to be made. If a plat is still not ready for the City Engineer's signature after the second submittal, an additional fee must be paid before the Engineer performs another review.
- Once the City engineer has signed off on the plat, approval of the plat will be placed on the next Planning Commission agenda.
- A recommendation from the Planning Commission is then passed on to City Council. The City Council then considers the plat for final approval at the next regular City Council meeting.
- Once the City Council has given approval of a final plat and adequate financial security is in place, the developer may schedule a pre- construction meeting with the City Public Works Department. Construction of the subdivision may then proceed.
- Once the subdivision infrastructure is built and preliminarily accepted, the subdivision may be recorded.

**Recording Requirements:**

1. Final plat approval.
2. Financial security in place.
3. Payment of HCP impact fee as required by Washington County Habitat Conservation.
4. Three disks of the final plat prepared in the latest Auto-Cad format or as required by each entity – one for the City, one for the County Recorder, and one for the Washington County Conservancy District.
5. A title report prepared and submitted to the City Attorney.
6. Satisfaction for water impact fee to Washington County Water Conservancy District.
7. All signatures must be on the mylar, including property owners of record according to the title report, City officials and Ash Creek Special Service District Superintendent. The City Attorney is the last signer of the Mylar just prior to recordation.
8. Someone from the City Attorney's office will accompany the developer's representative to the County Recorder's office for recordation. The developer pays recording fees.

**Miscellaneous information:**

A development with CC&R's should submit a copy of the CC&R's to the Planning Staff and one to the City Attorney for review at the time the final plat is submitted.

Any special easements, pump stations, transformers, etc. can delay approvals.

Building permits are not issued within a subdivision until the plat has been recorded and the Public Works Department has signed off on all the improvements required for the subdivision, whether on or off site, signifying their completion and initial acceptance.

**Note: It is important that all applicable information noted above along with the fee is submitted with the application. An incomplete application will not be scheduled for Planning Commission consideration. Planning Commission meetings are held on the third Wednesday of each month at 6:00 p.m. Contact the Planning Department for the deadline date for submissions. Once your application is deemed complete, it will be put on the agenda for the next Planning Commission meeting. A deadline missed or an incomplete application could result in a month's delay.**

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(Office Use Only)

DATE RECEIVED: \_\_\_\_\_ COMPLETE: YES \_\_\_\_\_ NO \_\_\_\_\_

DATE APPLICATION DEEMED TO BE COMPLETE: \_\_\_\_\_

COMPLETION DETERMINATION MADE BY: \_\_\_\_\_

Signature