FINAL SUBDIVISION PROCEDURE

SUBMITTAL DEADLINE: All required submittals must be turned in to the Midvale City Planning Department at least three weeks prior to the public hearing before the City Council.

MEETING DATES: The Midvale City Council meets the first and third Tuesdays of the month at 7pm. Please contact the Midvale City Planning Department regarding date assignments.

ITEMS TO BE SUBMITTED: All required documents must be submitted with the application. Incomplete applications will not be accepted.

- Fee and application.
- Property owner’s affidavit or agent’s authorization.
- Property tax clearance verification. Available from the Salt Lake County Treasurer’s Office located at 2001 South State Street, Room N1200.
- Two (2) plat maps at 24” x 36”, one (1) 11” x 17”, and one (1) PDF version on a flash drive to include the following:
  - Scale, not less than 1” = 50’;
  - North arrow facing either to top or right of sheet;
  - Each sheet dated;
  - Plat in black ink on Mylar, outside dimensions 22” x 34”, with ½ inch boarder on all four sides;
  - Subdivision name in bold letters either at top or lower right-hand corner of drawing;
  - Outside boundary of subdivision in heavy lines with all lengths, dimensions, bearings and curve data shown;
  - Point of beginning of the subdivision clearly labeled;
  - Legend of symbols (fire hydrant, street lights, etc.);
  - All survey monuments and proposed fire hydrants;
  - All streets – show all numbers and names;
  - All lots numbered consecutively;
  - Dimensions, widths, bearings and curve data shall be given on all street center lines, including the delta angle, radius, length, tangent, and the long cord on curves;
  - All parcels for public use shall be heavy lined, show acreage and have the boundary line show bearings and dimensions;
  - All streets, lots and properties within 200 feet surrounding the subdivision shall be shown in ghost lines;
  - The delta angle, long cord and arc length shall be shown on all lots;
  - All points of intersection shall fall within roadways and shall be shown;
  - All subdivisions shall be tied to two monuments; either section corners, section quarter corners or existing county monuments;
  - All utility easements shall be shown giving bearings, lengths, widths and curve data, etc; and
  - The standard forms, as approved by the Midvale City Planning and Zoning Commission for approval and acceptance, shall be lettered for:
    - Surveyor’s certificate with subdivision boundary legal description;
    - Owner’s dedication signed by each owner;
    - Salt Lake County Health Department approval;
    - Midvale City Planning and Zoning Commission approval;
    - Midvale City Council approval and acceptance;
    - Midvale City Attorney approval as to form;
    - Midvale City Engineer approval; and
    - Salt Lake County Recorder’s Certificate.
  - A note indicating the existence of institutional controls or other environmental regulations in areas where such controls or regulations are in effect.
## Applicant Information

| Name: | |
| Mailing Address: | |
| City, State, Zip: | |
| Daytime Phone: | |
| Email: | |

## Property Owner Information

| Owner Name (if different): | Daytime Phone: |
| Mailing Address: | |
| City, State, Zip: | |

## Project Information

| Subdivision Name: | |
| Location or Address of Property: | Sidwell No.: |
| Number of Proposed Lots: | Zoning Classification: |

## Application Fees

- $600 for 2 lots
- $1,270 for 3 lots
- An additional $10 per lot (over 3) for more than 3 lots

Fees are in addition to Fire Department review fees (if applicable).

## Authorized Signature

I certify that the submitted information is true and correct to the best of my knowledge. I am aware that only complete applications will be accepted for processing. (Complete application requirements are attached.)

| Authorized Signature: | Date: |

## For Office Use Only

### Planning and Zoning Department:
- □ Approved  □ Not Approved
- Signed:     Date:  

### Engineering Department:
- □ Approved  □ Not Approved
- Signed:     Date:  

### Fire Department:
- □ Approved  □ Not Approved
- Signed:     Date:  

### Planning and Zoning Commission (if applicable):
- □ Approved  □ Not Approved
- □ Approved with Conditions (see attached)
- Signed:     Date:  
OWNER’S AFFIDAVIT

I, (We) ____________________________________________________________ hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

PROPERTΥ OWNER’S INFORMATION

OWNER(S) NAME(S)

OWNER(S) SIGNATURE(S)

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE

CAPACITY CLAIMED BY SIGNER

☐ INDIVIDUAL(S)

☐ PARTNER(S)

☐ TRUSTEE(S)

☐ CORPORATE OFFICER(S)

☐ ATTORNEY-IN-FACT

☐ OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES)

AGENT/TENANT AUTHORIZATION (if applicable)

I (we) hereby authorize ________________________________________________ (Applicant’s Name) to apply for ____________________________________________________ (application type: CUP, ACUP, MPD, etc.) requesting _______________________________________________________________ (Type of activity)

__________________________________________________________ (Property Owner)

__________________________________________________________ (Property Owner)

Dated this ____ day of ________________, ____, personally appear before me ___________________, the signer(s) of the above affidavit who duly acknowledged to me that they executed the same.

__________________________________________________________

(Notary)

Residing in ____________________________

My commission expires: ____________________________