PRELIMINARY 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 Planning and Zoning Commission.

MEETING DATES: The Midvale City Planning and Zoning Commission meets on the second Wednesday of the month at 7pm. 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.
☐ Two (2) site plans at 24” x 36”, one (1) copy at 11” x 17”, and one (1) PDF version on a flash drive to include the following:
  o Accurate dimensions of subject property drawn to scale with north arrow;
  o Location of existing and proposed buildings, parking areas, landscape areas, sidewalk, curb and gutter, etc;
  o Location of existing property features such as streets, canals, hillsides, etc; and
  o If a new building or exterior remodel, please submit all building elevations.
☐ Two (2) plat maps at 24” x 36”, one (1) copy at 11” x 17”, and one (1) PDF version on a flash drive, to include the following:
  o Scale, not less than 1” = 50’;
  o Proposed streets, alleys, parks, open spaces, etc. which could be dedicated as public use areas. Show locations, widths and pertinent dimensions;
  o North arrow and date;
  o Topography of the area to be subdivided, including a 200-foot-wide area around the proposed subdivision site. Two (2) foot contours shall be shown except in areas where the ground slope is less than 5%, where five (5) foot contours will be acceptable;
  o Give sufficient information to locate the property accurately, including boundary dimensions and legal descriptions;
  o If the property of the proposed subdivision is a part of a larger tract owned by the same subdivider or adjacent to properties for which subdivisions are proposed, the sub-divider shall show on this preliminary plat the proposed street systems of the other properties;
  o The location, width, and other dimensions of all existing or platted streets and other important features, such as railroad lines, water courses, exceptional topography, and buildings within the tract and within a 200-foot-wide belt around the boundary of the tract;
  o Show size and location of existing sanitary sewers, storm drains, subsurface drains, culinary water supply mains and culverts within the tract or within 200 feet thereof, including a statement as to the proposed connection point to each of the above;
  o Proposed name of the subdivision; and
  o The names and addresses of the sub-divider, the engineer or surveyor of the subdivision, all the owners of the land and the owners of the land immediately adjoining the land to be subdivided.
Final Plat Approval: Approval of the preliminary plat by the City Council through recommendation by the Planning and Zoning Commission shall not constitute final acceptance of the subdivision. The approved or conditionally approved preliminary plat will be returned to the subdivider and shall constitute authorization for the subdivider to proceed with the preparation of the final plat, plans, and specifications; in accordance with those specifications and conditions stated on the approval of the preliminary plat. The subdivider shall submit any other data or drawings as requested by the City to facilitate any review. Approval or conditional approval of the preliminary plat does not constitute authorization to begin construction on any improvements to the site. Construction of improvements shall not commence until after the final plat has been approved and recorded.
PRELIMINARY SUBDIVISION APPLICATION

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

$570 for 2 lots $900 for 3 lots An additional $5 per lot (over 3) for more than 3 lots
More than one plat will result in an additional per plat charge of $250.00
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) 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.

<table>
<thead>
<tr>
<th>PROPERTY OWNER'S INFORMATION</th>
<th>CAPACITY CLAIMED BY SIGNER</th>
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<tbody>
<tr>
<td>OWNER(S) NAME(S)</td>
<td>□ INDIVIDUAL(S)</td>
</tr>
<tr>
<td>OWNER(S) SIGNATURE(S)</td>
<td>□ PARTNER(S)</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>□ TRUSTEE(S)</td>
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<tr>
<td>CITY, STATE, ZIP CODE</td>
<td>□ CORPORATE OFFICER(S)</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>□ ATTORNEY-IN-FACT</td>
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<td>□ OTHER</td>
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</tbody>
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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: _____________________