

# Community Development

51 South University Avenue  
Suite 117 Provo, Utah 84601  
General Phone Number - 801-851-8343



**Required Items:** Only complete submissions will be accepted. An application will not be considered complete unless all the required documents listed below have been submitted in **PDF file format**, along with **one hard copy**, to the Utah County Community Development Office.

**DISCLAIMER: All subdivisions must comply with the applicable zoning ordinance found in Utah County**

**Land Use Ordinance Chapter 14.** The information provided in this subdivision application checklist is only intended to be general summary information for the public. It is not intended to take the place of either the written law or regulations of subdivisions. The Utah County Community Development does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information disclosed on the subdivision application checklist.

## Final Subdivision Submittals

Please read the applicable sections of Chapter [14.12](#), entitled Planned Subdivisions of the Utah County Land Use Ordinance and Chapter [14.04](#), entitled General Provisions. Additionally, consider reading the supplementary reference: [Utah Code 17-79-7](#). Once all items are finalized. Staff will send recording instructions that will go over what needs to be done to record the plat and applicable documents.

Applicant	County	
<input type="checkbox"/>		All corrected documents required for the preliminary submittal which have been reviewed and approved by the county
<input type="checkbox"/>		<a href="#">Application</a> completed and signed by all property owners and water owners. (14.12.C.1)
<input type="checkbox"/>		Application Fee (14.12.C.1) (See <a href="#">Utah County Code Fee Schedule</a> )
<input type="checkbox"/>		Title Report. The legal description of the property shall match exactly the legal description as contained on the plat (14.12.C.7.c) If the property is owned in trust, a copy of the trust document shall be provided to the County. (14.12.C.7.c)
<input type="checkbox"/>		Lien Holder Consent (If applicable) (14.12.C.7.c)
<input type="checkbox"/>	<input type="checkbox"/>	Declaration and Dedication of Water (The applicant will obtain the form from the staff, have it notarized, and then submit it back to the staff) (14.12.C.7.f)
<input type="checkbox"/>	<input type="checkbox"/>	Conformance Letter from Utah County Public Works (14.12.C.7.k)
<input type="checkbox"/>		Executed articles of incorporation and bylaws of the property owners' association (If there is an HOA) (14.12.C.7.a)

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<input type="checkbox"/>		Agricultural land exemption (If the subdivision results in any remainder parcel, an agricultural land exemption with a legal description must be recorded for the remainder parcel at the time of plat recordation.) <a href="#">Document Template (14.12.C.4)</a>
<input type="checkbox"/>		An executed open space preservation and maintenance agreement (If there is common space) (14.12.C.7.b)
<input type="checkbox"/>		Tax Clearance from Utah County Treasurer. (14.12.C.7.m)

## Final Subdivision Plat

Applicant	County	
<input type="checkbox"/>		Type names of all owners as exactly shown on the title report underneath each signature line on the plat. (14.12.C.7.c)
<input type="checkbox"/>		Updating the notes for all easements, other title restrictions, and blanket easements. Include the recording information (entry number). Review title report to see if any easements need to be added to the plat. (14.12.C.7.c)
<input type="checkbox"/>		All previous redlines for the preliminary review shall be addressed.