

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 applicable documents listed below have been submitted in **PDF file format**, along with **four hard copies**, to the Utah County Community Development Office.

DISCLAIMER: All planned 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 Office 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.

Preliminary 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](#).

Applicant	County	
<input type="checkbox"/>		A Developmental Impact Statement that is dated, stamped and signed by an engineer licensed in Utah, See 14.28 for requirements.(14.12.C.2)
<input type="checkbox"/>		A layout map (not required if subdivision has 5 or fewer lots and all lots are over five acres and will utilize individual wells and septic tanks.) (14.12.C.3)
<input type="checkbox"/>		Engineering Drawings (14.12.C.6)
<input type="checkbox"/>		Water Source (14.12.C.7.d) <input type="checkbox"/> Public Water System: <input type="checkbox"/> Commitment Letter for Culinary, Landscape and Irrigation Water from (Use form provided by the County), OR <input type="checkbox"/> Not Existing Public Water System: Documentation from the Utah Division of Drinking Water approving the proposed public water system. <input type="checkbox"/> Not Public Water System; Individual wells. Each lot shall have a separate water right. <input type="checkbox"/> State water right requirements: <input type="checkbox"/> Copies of State Water rights Documentation: Water Rights Application/Claim

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		<input type="checkbox"/> Copies of State Water rights Documentation: Change Details <input type="checkbox"/> Copies of State Water rights Documentation: Memorandum Decisions <input type="checkbox"/> Irrigation Water company water right requirements: <input type="checkbox"/> Irrigation water company statement (Use form provided by the County) <input type="checkbox"/> Copies of the share certificates. Water share certificates shall be separated and allocated to each Lot. <input type="checkbox"/> An overlay on a copy of the plat showing the area covered by the irrigation water from irrigation company with a letter from the water company assigning a separate water right or serial number to each lot and identifying the ownership and acre feet of water provided to each lot. <input type="checkbox"/> Not Public Water System but a shared well: <input type="checkbox"/> Proof of shared ownership <input type="checkbox"/> Documentation that each lot qualifies independently for a well on site. <input type="checkbox"/> Record a document on the lot without a well, on a form acceptable to the Utah County Attorney's Office, apprising future owners of the requirement for separate well should shared ownership of the lots terminate, and that future development or well placement might be impacted by the location of wastewater systems <input type="checkbox"/> A site plan for any building permit using a shared well, showing the well's facilities and buildable area limitations on the Lot without a well due to the need to preserve a location for any future required well site.
<input type="checkbox"/>		A Drainage and Flood Plan dated, signed, and stamped by an engineer licensed in Utah (14.12.C.7.g)
<input type="checkbox"/>		An Itemized Estimate dated, signed, and stamped by an engineer licensed in Utah (14.12.C.7.h)
<input type="checkbox"/>		A statement for proposed bonding method or the applicant will construct all improvements prior to plat recordation (14.12.C.7.i)
<input type="checkbox"/>		Statement from Utah County Health Department (14.12.C.7.j)

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<input type="checkbox"/>		Statement from Utah County Fire Marshal (if applicable) (14.12.C.7.I)
<input type="checkbox"/>		Noxious Weed Certification (use form provided by County) (14.12.C.9)
<input type="checkbox"/>		<p>Paved Road Access (14.12.D.4)</p> <p><input type="checkbox"/> Each lot within a subdivision, must abut on and have access to a hard-surfaced public street that connects to and is part of the paved county, state, or city road system that contains no unpaved section.</p>
<input type="checkbox"/>		<p>Street System (14.12.D.5) (Transportation Element Map)</p> <p><input type="checkbox"/> No road for vehicles can exceed an 8% grade. (If a grade of 10% may be approved by County Engineer)</p> <p><input type="checkbox"/> Meet the minimum requirements of the Utah County Public Works Department (Road Standards)</p> <p><input type="checkbox"/> Existing streets which border the Subdivision shall be improved to Public Works Standards</p> <p><input type="checkbox"/> The subdivision's road network must include through roads with two connections to the existing county, state, or municipal road. Cul-de-sacs or bulb roads are not allowed.</p> <p><input type="checkbox"/> Road dedication required on the portion of the required ROW which the applicant owns and roads shall be paved to the full standard width.</p> <p><input type="checkbox"/> Each Intersection shall bear permanent signs in design for easy identification of street names.</p> <p><input type="checkbox"/> Subdivisions can border an existing dead-end paved county road, but the subdivision's road network must include through roads with two connections to the existing county, state, or municipal road. Cul-de-sacs or bulb roads are not allowed.</p> <p><input type="checkbox"/> Any development that abuts on public land which has an existing access to the public land shall maintain the access by providing a public access road through the development to the public land.</p> <p><input type="checkbox"/> A letter provided from UDOT granting the access on to the state highway (If access for individual lots is on a state highway) (UDOT Access Permit Application)</p> <p><input type="checkbox"/> Stub Roads are allowed only if they meet all requirements in 14.12.D.5.J.</p>
<input type="checkbox"/>		Curb, Gutter and Sidewalks (applicable if one or more lots have less than 150 feet of frontage) (14.12.D.6 & 7)
<input type="checkbox"/>		Water Rights (14.12.D.8)

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		<p>(Culinary: a quantity of at least 0.45 acre-feet per year per lot and per dwelling unit; Landscape and fuel-breaks: at least 1 acre-foot per year per lot; Irrigation: at least 1.5 acre-foot per acre per year for the entire area of each lot, minus 10,000 square feet)</p> <p><input type="checkbox"/> Irrigation Water Reduction (If Applicable)</p>
<input type="checkbox"/>		<p>Engineering Study and Water Supply, Water Source and Water System (14.12.C.7.e & 14.12.D.8, 9, 10)</p> <p><input type="checkbox"/> A engineering study signed, dated, and stamped by an engineer licensed in Utah demonstrate that the applicable standards for water supply, water source, and water system will be met, based on the requirements in Utah Code and Utah County Land Use Ordinance 14.12.D.8, 9, 10</p> <p><input type="checkbox"/> Statement from the irrigation water delivery entity, on county approved form, stating the irrigation system can connect to the delivery system and approved irrigation plan.</p>
<input type="checkbox"/>		<p>If one or more lots are under 5 acres a fire hydrants shall be installed as required by the County Fire Marshal (14.12.D.12)</p>
<input type="checkbox"/>		<p>Utility Easements (14.12.D.13)</p> <p><input type="checkbox"/> New utilities must be installed underground. Existing above-ground electrical utilities needing relocation aren't mandated to be underground unless specified in writing by the utility provider.</p> <p><input type="checkbox"/> At least 10 feet in width shall be required for all utility lines</p> <p><input type="checkbox"/> At least 10 feet in width shall be required for all irrigation channels and ditches, pressurized irrigation lines, and drains</p> <p><input type="checkbox"/> Only utility structures, irrigation and drainage facilities, pump and well houses, or other approved structures or facilities may be placed within the required easements</p>
<input type="checkbox"/>		<p><input type="checkbox"/> A service letter from each utility provider, including all costs associated with installing or upgrading the utility. (14.12.D.13.e)</p> <p><input type="checkbox"/> Electricity Company</p> <p><input type="checkbox"/> Natural Gas Company (if applicable)</p>
<input type="checkbox"/>		<p>Common Area Requirements (14.12.D.15)</p>
<input type="checkbox"/>		<p>Required Improvements (14.12.E)</p>
<input type="checkbox"/>		<p>Geotechnical Report, Fault Hazard Report, or Geologic Study (If applicable 12.44.C)</p>

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Preliminary Subdivision Plat

Applicant	County	
<input type="checkbox"/>		Plat Name <input type="checkbox"/> Along with the official plat name, location by 1/4 Section, Section, Township and Range, and the name of the governing agency. Subdivision name is to be distinct from any name on a plat recorded in the county recorder's office
<input type="checkbox"/>		Plat to be signed, sealed, and certified by a Professional Land Survey <input type="checkbox"/> Plat formatted to fit on a 24"x 36" sheet(s) with a north arrow, and both written & graphic not less than 1" = 100' scales or as directed by the zoning administrator. <input type="checkbox"/> Legend required for all symbols and line types depicted.
<input type="checkbox"/>		Exterior boundary to agree with existing or proposed division lines as depicted on filed or approved Record of Survey ROS Map(s): <input type="checkbox"/> Exterior boundary clearly defined (heavy line) with POB, lines, and curves labeled. <input type="checkbox"/> Boundary tied spatially to at least two existing (found) clearly described (with date stampings) PLSS monuments. Basis of bearings (B of B) identified between two PLSS monuments. <input type="checkbox"/> Written legal description to agree with exterior boundary labels, ties to monuments, and Basis of Bear. <input type="checkbox"/> Show recording information for adjoining plats of record and to vesting documents for adjoining parcels. <input type="checkbox"/> Plat boundary checked spatially for harmony with legal descriptions for adjoining parcels and plats. <input type="checkbox"/> Exterior boundary angle points on existing division lines shall be recovered or set.
<input type="checkbox"/>		Connecting or abutting streets to agree with streets as depicted on recorded subdivision or road dedication plats: <input type="checkbox"/> Centerlines and widths of all existing streets (within 200 feet of exterior boundary) clearly defined.
<input type="checkbox"/>		All public utility and irrigation easement, survey monuments, and street dedication areas.
<input type="checkbox"/>		Interior streets, lots, and easements to be adequately labeled with necessary line, curve, and offset dimensions.

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		<input type="checkbox"/> Boundary, street, lot or unit figures need to close. <input type="checkbox"/> Check that the total area of the exterior boundary is equal to the sum of the interior streets and lots areas. <input type="checkbox"/> Lot reference, block or building reference, street or site address, street name and coordinate address, acreage or square footage for all parcels or lots, and length and width of lots. Names required for non-linear streets (may not duplicate existing street names within the County).
<input type="checkbox"/>		Add as a note the requirements listed in the County Health Department conformance letter.
<input type="checkbox"/>		Tabulations (14.12.C.5) <input type="checkbox"/> Total number of acres (including any road dedication area) <input type="checkbox"/> Total number of lots or building sites <input type="checkbox"/> The percentage of area and acres to be devoted to roadways. <input type="checkbox"/> Percentage of area and acres to common area.
<input type="checkbox"/>		All easements and other title restrictions shall be located on the plat and identified on the plat, including the recording information (entry number) (14.12.C.7.c) <input type="checkbox"/> Existing easements are to be depicted graphically on the plat along with references to their instrument(s) of record or to ROS map(s) asserting any observed evidence of possible unrecorded, statutory, or prescriptive easements, said easements are to be clearly defined with line and curve labels, centerline offsets, and dimensions to future ownership interest lines (with some exception). <input type="checkbox"/> Public utility easements to be shown along with any other easements as may be required. Public utility easements shall only be shown along the road unless directed otherwise by the County Engineer.
<input type="checkbox"/>		The Note for the drainage and flood plan (14.12.C.7.g)
<input type="checkbox"/>		If septic systems are proposed , add the note required in 14.12.C.7.j
<input type="checkbox"/>		If individual wells are proposed but not yet drilled, add the note required in 14.12.C.7.j.
<input type="checkbox"/>		The note for dedication language (14.12.C.7.k)
<input type="checkbox"/>		The location and extent of all parcels within the development which are subject to deed restrictions, or any other limitations, or which are subject to conditions of approval (14.12.C.8.e)

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<input type="checkbox"/>	<input type="checkbox"/>	Statements of limitations or conditions of approval required to be written on the plat by the Zoning Administrator, and other statements or information required by this land use ordinance, or other applicable law (14.12.C.8.f(10))
<input type="checkbox"/>	<input type="checkbox"/>	The following certifications (14.12.C.8.f) <input type="checkbox"/> The Licensed Land Surveyor of the Subdivision shown. <input type="checkbox"/> The owner's dedication of land for public use, the owner's conveyance of easements, or other specific use <input type="checkbox"/> The Acknowledgment of the Owner's Dedication <input type="checkbox"/> The County Commission Chair acceptance of dedicated roads and Clerk <input type="checkbox"/> Approval by the County Engineer <input type="checkbox"/> Approval by the Culinary Water Authority <input type="checkbox"/> Approval by the Sanitary Sewer Authority <input type="checkbox"/> Approval by Utilities Facilities <input type="checkbox"/> Approval by Administrative Land Use Authority
<input type="checkbox"/>		The Note regarding the transportation element map of the Utah County General Plan. (if applicable) (14.12.D.5.e)
<input type="checkbox"/>		Water Rights Note (14.12.C.7.f) <input type="checkbox"/> Required water quantity and flow rate for culinary water, landscaping and fuel-break water, and irrigation water. <input type="checkbox"/> Note about no water transfers on lots without written consent not allowed.
<input type="checkbox"/>		The note for setback distance (14.12.D.14)