



60 West Main Street
Hyrum, Utah 84319
Ph. (435) 245-6033
www.hyumcity.gov

Final Plat

Application and Required Checklist

Name of Applicant: _____ Date: _____

Mailing Address: _____

Telephone: _____ Email: _____

Name of Property Owner or Agent: _____

Mailing Address: _____

Telephone: _____ Email: _____

Project Title: _____

Project Address: _____

Phase(s): _____ Lots/Units: _____

Description of Request: _____

Certification: I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Hyrum City may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Hyrum City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant Signature: _____ Date: _____

Property Owner or Agent Signature: _____ Date: _____

FOR OFFICE USE ONLY		Fee	Deposit	Due	Total
Final Plat filing fee		\$200 + \$40 per lot	\$3000	Upon Submission	\$
Construction Drawings Review and Inspections fee. 2.5% of estimated cost of public improvements.	estimated cost of public improvements	0.5% review fee \$ _____	-	Upon Submission	\$
	\$ _____	2% inspections fee \$ _____	-	Upon Submission	\$
Final Plat review after the second review (if required)		\$20 per lot	-	Upon Submission (of third review)	
Administrative Land Use Authority (if applicable)		\$425 per hour (above the deposit)	-	When Billed	
Recording fee (Staff time)		\$50	-	Before Recording	
County recording fee		At cost	-	Before Recording	
Engineering signature if by mail		\$20	-	Before Mailed	
Receipt Number:		Date:	Submission Fee	\$	

The Applicant, Property Owner or Agent must review, check, sign and submit the information below to initiate the application review process. Any checklist items not marked may require a written explanation as for why the item is not applicable. **REFER TO SUBDIVISION INFORMATION FORM FOR APPLICATION PROCESS.**

Hyrum City Code and Construction Standards: The following information contained herein is not inclusive. For complete details and specifications, please refer to Hyrum City Code (HCC) and Hyrum City Construction Standards available online at: www.hyumcity.gov and the following references:

- HCC Title 13 Public Services
- HCC Title 16 Subdivisions
- HCC Title 17 Zoning
- Hyrum City Construction Standards Manual
- **Application Requirements for Planned Unit Developments:**
- HCC 17.60 Planned Unit Developments
- HCC 17.30.070 Duplexes, Triplexes, Fourplexes/All Multi-Family Housing (PUDs with Multi-Family)

Plat Format: The plat shall be prepared by a licensed engineer or land surveyor licensed to practice in the State of Utah. All engineering and/or surveying documents submitted for City review shall be stamped by said engineer or land surveyor in accordance with the procedures of the Utah State Board for Professional Registration. The plat shall be numbered in sequence if more than one (1) sheet is used and shall not be less than twenty-four by thirty-six (24 x 36) inches. It shall have a one and one-half inch border on the left and at least a one-half inch border on the three remaining sides; a workman-like execution of the plat shall be made in every detail. A digital submission of the preliminary plat is required in a portable digital file format (PDF) at full size. The PDF shall be configured to accept electronic markups and allow printing.

THE PLAT SHALL CONTAIN THE FOLLOWING INFORMATION:

- ☐ The name of the subdivision, which name must be approved by the Planning Commission;
- ☐ A legal description of the subdivision boundaries that includes the quarter-quarter section, section, township, range, principal median and the County of its location;
- ☐ Written and graphic scale, not smaller than 1" to 100' or as recommended by the City Engineer;
- ☐ The basis of bearings used and a north point;
- ☐ A vicinity map locating the subdivision within the section identifying adjoining or nearby plats or certificates of survey and showing prominent landmarks;
- ☐ A notation of any adjoining plats or certificates of survey and titles thereto.
- ☐ The exterior boundaries of the platted area giving lengths and bearings of the boundary lines. If the subdivision is bounded by a water body or watercourse, a closing meander traverse of that boundary shall be made and shown on the plat. Where curving boundaries are used sufficient data to establish the boundary on angle, and arc length. It is necessary that all dimensions and calculations made by the Engineer shall show proper closures in all boundaries of the subdivision, and no final plat will be approved that shows a plus or minus distance for closure. All subdivisions must have proper closure;
- ☐ Accurate angular and lineal dimensions for all lines, angles and curves used to describe boundaries, streets, alleys, rights-of-way or easements including those contiguous to the platted area, their nature, width, and the book and page number of their recording in the County's records, and areas to be reserved for public use and other important features;
- ☐ The final plat shall show the full boundary of the development for all future phases as a remainder parcel. The full boundary shall be used to determine the limits of improvements and overall impact to the community.
- ☐ Location of proposed easements including any required easements for water, sewer, drainage or irrigation, temporary turnaround easements and a ten (10) foot public utility easement shown along front lot lines and any rear lot lines adjacent to a public right of way or as otherwise required by the City in order to accommodate necessary public utilities;
- ☐ An identification system for all lots, blocks, and numbers of streets. Lot lines shall show dimensions in feet and hundredths;
- ☐ The street address for each lot. Each street address shall be assigned by the developer to be consistent with the current numbering scheme;
- ☐ Location of all existing homes or buildings within the proposed subdivision that are to remain;

- ☐ True angles and distances to the nearest established street lines or official monuments which shall be accurately described in the plat and shown by appropriate symbol. If there is not a true centerline of the road, distances must be shown to the centerline of survey;
- ☐ Radii, internal angles, points and curvatures, tangent bearings, and length of all arcs. In the case of non-tangent curves, a radial bearing from the center to the point on curve shall be shown;
- ☐ The accurate location of all monuments to be installed shown by the appropriate symbol. All United States, State, County or other official benchmarks, monuments, or triangulation stations in or adjacent to the property shall be preserved in precise position. Monuments shall be set at street intersections, and points of curvature, but not where a tract boundary intersects a street centerline;
- ☐ The dedication to the City of all easements, rights, streets and highways included in the proposed subdivision shall be included in the owner's statement/declaration;
- ☐ Street monuments shall be installed by the subdivider's engineer or land surveyor at such points designated on the final plat as are approved by the City Engineer. Standard precast monuments will be furnished by the subdivider and placed as approved;
- ☐ T-posts with rebar and surveyor cap markers shall be shown on the plat and placed at each lot corner in the field;
- ☐ Accurate outlines and dimensions to 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 use of all property owners;
- ☐ All boundaries, lot and other geometries (bearings, distances, curved data, etc.) on the Final Plat shall pose to an accuracy of not less than one part in five thousand;
- ☐ Location, type, and height of any new fencing, berming, or other buffering to be installed as part of the development (indicate new fencing on the Final Plat and new and existing fencing on the construction drawings);
- ☐ A notation of the distance from the new property line of the subdivision to existing street monuments. Widths of all new and existing road rights of way shall be shown in their relation to the subdivision and shall include dimensions of any new dedications;
- ☐ A detail diagram showing typical setbacks for corner and interior lots.
- ☐ A summary of total project acreage, total acreage in lots, total number of units, total acreage of open space or other dedicated parcels, and total acreage in roads and lane miles of road;
- ☐ A notation of any limited access restrictions on the lots that are affected.
- ☐ If surface drainage is to be directed onto a privately owned area for detention or retention as part of the storm drainage system, show an easement around the detention/retention area with metes & bounds on the final plat.
- ☐ The following note must be added to the Final Plat: "This area is subject to the normal everyday sounds, odors, sights, equipment, facilities, and all other aspects associated with an agricultural lifestyle. Future residents should also recognize the risks inherent with livestock."
- ☐ Animal rights approved for specific lots, as per requirements of Title 17, Section 17.85, indicated on final plat and noted subject to future changes of City Code. Lots with animal rights shall also be identified in the Covenants, Conditions, and Restrictions.
- ☐ A notation on the final plat that states the developer is responsible to provide trees according to the development standards. A note on the final plat shall read: Two (2) trees, having a minimum diameter of one and one half (1 ½) inches, for each approved subdivision lot shall be planted in the park strip. Four (4) trees will be planted on corner lots. If developer is not building the homes, they shall provide a deposit with the City to be refunded to the builder upon completion of this requirement.
- ☐ Reference to any recorded documents affecting the rights of the subdivision including easements, covenants, etc. If documents such as covenants are to record concurrently with the plat, a statement on the plat shall include space to write in the recording information such as instrument number, recording date, and book and page as appropriate.

Approval blocks for:

- ☐ (1) A registered surveyor's certificate of survey as applicable under state law;

- ☐ (2) The owner's certificate of dedication. The owners dedication shall be signed by every person having a security interest in the subdivision property, dated, and notarized and should include a reference to any covenants that may be declared and blanks where the County Recorder may enter the book and page number of their recording;
- ☐ (3) A notary public's acknowledgment for each signature of the owners in the dedication certificate;
- ☐ A block for the Administrative Land Use Authority to indicate their approval by signature. This will include only one (1) signature.
- ☐ A block for Hyrum City Culinary Water, Hyrum City Power, and Hyrum City Sanitary Sewer authorities to indicate their approval by signature;
- ☐ A block for all other utility companies servicing the development to indicate their approval by signature;
- ☐ A block for the County Recorder to insert any applicable recording information including any necessary stamps or seals.
- ☐ It shall be the responsibility of the developer to obtain signatures for blocks 1, 2, and 3.

Construction Drawings. Final construction/plan & profile drawings of all required public improvements consistent with Hyrum City Design Standards and Construction Specifications for Public Works Construction shall be provided with the final plat application. Construction drawings must be stamped by an engineer in accordance with the procedures of the Utah State Board for Professional Registration. Revision clouds shall be used where possible to show the extent of the changes to the drawings. If any revision is included on the Final Plat application, which was not present on the Preliminary Plat or a requirement of its approval by approving body, it is the applicant's responsibility to inform the City of the changes. Failure to inform the City of revisions not present on the Preliminary Plat or a requirement of its approval may result in revocation of any or all approvals and may be remanded back to the Planning Commission for Preliminary Plat review and approval. Construction drawings shall be submitted with the final plat and shall include:

- ☐ An overall public improvement plan or index sheet that includes a summary of all improvement and utility information (this sheet is used by City Staff to prepare the bond for public improvements). The index sheet shall also contain notes pertinent to the construction of the project and a list of all city department, emergency, and developer contacts. Sheets shall include a numbering system and sheets for individual sections shall be sequential.
- ☐ Location of water and sewer service laterals for each lot including the location of the laterals in relation to each other. Water laterals must be located at the center of the lot to avoid conflict with driveways. Irrigation services shall not be located closer than 5 feet from the water lateral. Irrigation and sewer laterals shall be located in an area outside of possible driveways. Sewer laterals shall be at least 10 feet from the water laterals on the downstream side of the lot.;
- ☐ Location, depth, pipe type (pipe type may be noted in a legend), and slope of all drainage, and sewer lines including the location and proper spacing of all boxes, manholes and other improvements and details of any detention basins and related piping and orifices;
- ☐ If the placement of irrigation system improvements is required, provide a separate sheet within the construction drawings showing the irrigation improvements including all piping, head gates, boxes, grates, etc. (in conformance with letter issued by the irrigation company). This sheet must be stamped and signed by the irrigation company;
- ☐ Location, pipe type, and size of existing and proposed culinary and pressurized irrigation lines and associated fire hydrants, valves, and blow-offs (note where bends are required on water lines). All valves will be clustered. Concrete collars will be round for culinary lines and square for irrigation lines;
- ☐ Cross sections of all roads including the location of underground utilities, pavement design, base and subbase amounts (indicate the C.B.R. value used to determine the amount of subbase required on the cross section);
- ☐ Location of power line extensions, streetlights, domes, transformers, and other appurtenances. Layout shall be coordinated prior to submission of the final plat and construction drawings;
- ☐ Landscaping plan for all park, open space, and common ownership areas including:
 - ☐ Planting areas with a list of the name, number and size of plants designated for each area;
 - ☐ Location, name and size of all existing and proposed trees and shrubs, with notes for removal or protection;

- ☐ Location and sizes of proposed irrigation facilities adequate to maintain the planting areas;
- ☐ Indication of proposed seed mix for grass areas and rate of application;
- ☐ Street signs and traffic control signs;
- ☐ A note stating that one mylar and pdf set of record drawings shall be submitted to the City upon completion of the public improvements;
- ☐ All other specifications, details, and references required by the Design Standards and Construction Specifications for Public Works Construction.
- ☐ A revision block with dates and a brief description of the changes. This block is to be used for any changes made and approved after the initial acceptance of the final plans have been made.

Additional Information Required. In addition to the final plat and construction drawings, the applicant shall provide the following information:

- ☐ Executed or signed easements for any necessary offsite easements across privately owned land;
- ☐ Any necessary deeds or boundary line agreements necessary for recording of the Final Plat;
- ☐ Any required UDOT approvals for access;
- ☐ An updated engineer's estimate of costs for construction of all required public improvements shall be provided before final approval;
- ☐ Three (3) copies of the California Bearing Ratio (C.B.R.) test results, if required by the City Engineer;
- ☐ Evidence that all property taxes are current and that roll back taxes have been paid, and that no other debts or obligations are outstanding, and no liens or encumbrances are placed on the property;
- ☐ A preliminary title report covering all the property located within the subdivision. The report shall be prepared or updated within thirty (30) days of the date of recording of the Final Plat;
- ☐ A final copy of any restrictive covenants (CC&Rs), reservations, or private easements;
- ☐ Letter from the Cache County Health Department regarding any proposed septic tanks or leach fields;
- ☐ Prior to recording the final plat, the new property line adjacent to existing roads must be staked.

Submission Requirements:

- ☐ Complete and signed application with all upon submission fees paid.
- ☐ PDF of drawings and all supporting documents with eligible text not less than 10-point font.
- ☐ Supplementary information as deemed necessary by Zoning Administrator or City Engineer.

Required Checklist Acknowledgement:

I do hereby say that I am the Applicant, Property Owner or Agent of this application, and I have read the Hyrum City Code and Construction Standards Information and completed the Requirement Checklist. The statements, information, exhibits and any and all submitted documents attached or submitted represent the intentions of the applicant are in all respects true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____