



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

Mini-Subdivision 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
Mini-Subdivision filing fee	\$200	\$200	Upon Submission	\$400
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	\$400

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.

The provisions of this article shall apply only to mini-subdivisions which involves dividing a parcel of land into three (3) or less lots, including the parent property, in which the subdivided lots are on a paved, dedicated City street. All other provisions of this title, including specifically the requirements for preparing and drawing the final plat, shall apply to mini-subdivisions.

1. The subdivider shall first meet with the Zoning Administrator to determine if the proposal meets the requirements of a "mini-subdivision".
2. The subdivision is not traversed by the mapped lines of a proposed street as shown in the general plan and does not require the dedication of any land for streets(except for correcting property lines fronting City streets) or other public purposes.
3. Each lot in the mini-subdivision shall meet the frontage and area requirements of the zoning ordinance or has been granted a variance from those requirements by the Administrative Appeals Hearing Officer.
4. No residential building permit will be issued unless each lot has frontage on a paved, city-owned street.
5. The parcel being divided has not had other lots separated from it within the past five years. If another lot or lots have been separated within that time, it or they will be counted as part of the current request.

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.hyrumcity.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)

Submission Requirements: The subdivider shall submit two (2) 11 inch X 17 inch plats, one (1) 24 X 36 inch plats and a PDF at 24 x 36 inches similar to a final plat drawing, drawn to scale to the Zoning Administrator. After review and any necessary corrections, the Zoning Administrator shall schedule the subdivision for approval at least two weeks prior to a regularly scheduled meeting of the Planning Commission and the subdivider shall pay any associated mini-subdivision plan review fees. Copies of the plat will be distributed to the Planning Commission, and other City agencies as appropriate. The Zoning Administrator shall advise the developer of the date of the Planning Commission meeting for which he should seek an agenda appointment. The subdivider shall submit a final plat prepared by a registered land surveyor and/or certified engineer (See 16.16) and shall include the following:

- The property boundaries of the proposed subdivision including any boundary line agreements;
- The name and address of the owner of the property to be divided, and proof of ownership (preliminary title report, recorded deed) or authority to act for the owner of the property to be divided (notarized letter from owner);
- The number of lots proposed and location of lots in relation to existing streets, sidewalks, and curb and gutter, addresses as obtained from Hyrum City;
- The approximate total acreage of development as well as size of individual lots. The metes and bounds description of each lot.
- The location of all utilities in relation to the individual lots and the necessity to provide utilities to each lot to meet development standards. Sewer and water lines are required to have a right-angle hookup between the house and the City system. If city utilities are not available to each proposed lot, the subdivider will develop plans and be responsible to extend the deficient utilities to the end of the lots as needed for future connection.
- The location of any unusual topographic features which may limit the way a lot can be used such as natural drainages, canals, rivers, abrupt changes in elevation, etc.
- Curbs, gutters, and sidewalks may be required in all subdivisions. Planning Commission shall compare neighboring properties, existing improvements nearby, and the potential runoff if gutter is installed.
- Two (2) street trees, having a minimum diameter of one and one half (1 ½) inches, are required per lot. (Four (4) on corner lots).

- The location of the front property line showing that it is in correlation with the City's street right of way. If there is a discrepancy, the developer must dedicate the appropriate footage for compliance to the City.
- Location and name of adjacent property owners.
- The approved final plat shall be drawn to scale on a 24 inch by 36 inch reproducible mylar with signature blocks for:
 - The owner's signature,
 - A notary public's acknowledgment,
 - The City Planning Commission's certificate of approval,
 - The City Council's certificate of approval,
 - The County Recorder's stamp of approval,
 - The Hyrum City Culinary Water Authority,
 - The Hyrum City Sanitary Sewer Authority.
 - The Hyrum City Power Authority
 - The Hyrum City Engineer.

Submission To Planning Commission: The subdivider shall present the mini-subdivision plat to the Planning Commission. After reviewing the plat for compliance with zoning and all other city ordinances and receiving the recommendations from all city agencies, the Planning Commission will make a recommendation for approval, approval with conditions, or denial, and will provide its recommendations to the subdivider and to the City Council, or other officers that the City Council has designated, within thirty days after the date of the meeting at which the mini-subdivision plat is first considered by the Planning Commission, unless for good cause stated in the minutes of the Planning Commission meeting a longer time is necessary.

Submission To City Council: Upon receiving the recommendations from the Planning Commission, the subdivider shall submit the plat plan to the Administrative Land Use Authority for action. The Administrative Land Use Authority may approve the plat, approve the plat with conditions, or deny the plat and require the subdivider to comply with all of the non-mini-subdivision requirements of this chapter. However, the Hyrum City Council has designated the Zoning Administrator to grant approval, after Planning Commission approval.

Recording Of Plat: After approval by the City Council or designees, all signatures have been obtained, and fees paid, the City Recorder will record the plat.

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: _____