



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

## Preliminary 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: \_\_\_\_\_

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**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
Preliminary Plat filing fee	\$200 + \$30 per lot	-	Upon Submission	\$
All professional fees deposit	-	\$2000	Upon Submission	\$2000
Any professional fees above the deposit	At cost	-	When Billed	
Preliminary Plat review after the second review (if required)	\$10 per lot	-	Upon Submission (of third review)	
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.hyrumcity.gov](http://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)

**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:**

- ☐ Documents included in the preliminary plat submission not of a final nature shall be prominently marked with **“PRELIMINARY NOT FOR CONSTRUCTION, RECORDING PURPOSES, OR IMPLEMENTATION.”**
- ☐ If the Applicant desires to surpass the Concept Plan Stage the Preliminary Plat Application submission must include the following items:
  - ☐ A current plat map highlighted to show the location of the property (Based upon deeds and plats available from the Cache County Recorder and title research);
  - ☐ A map showing soil types. Requests for these maps can be made through the Soil Conservation Service (SCS);
  - ☐ A written statement from the subdivider as to his/her intent in the development and provide a brief summary regarding the feasibility, design criteria and overall impact.

**In a title block located in the lower right-hand corner of the plat shall appear the following:**

- ☐ Proposed name of the subdivision;
- ☐ Type of development;
- ☐ The location of the subdivision, including the address of the section, township and range;
- ☐ The names and addresses of the owner, subdivider if other than the owner, and surveyor or designer of the subdivision;
- ☐ Tabulation of acres, lots, open space and units per acre; and
- ☐ Date of preparation.
- ☐ Zoning Designation.

**Existing Conditions. On its own sheet or set of sheets the plat shall also show:**

- ☐ A copy of the surveyor's plat showing existing fence lines, existing deed lines, existing road right of ways and their dimensions, and proposed subdivision boundary lines and the following items:
  - ☐ The location of the nearest benchmark and monuments;
  - ☐ The legal boundary of the proposed subdivision and the acreage included
  - ☐ All contiguous property under the control of the subdivider even though only a portion is being subdivided. Contiguous property under common ownership shall be considered in the evaluation of the proportionality of exactions. Land of contiguous property subdivided within five (5) years of the recording of the current

plat will be counted as part of the current request. The names of all adjoining property owners of record, or the names of adjoining developments and platted subdivisions.

- ☐ This information shall provide sufficient data, acceptable to the City Engineer, to determine readily the location, bearing, and length of all lines, and to reproduce such lines upon the ground; and the location of all proposed monuments.
- ☐ A vicinity map of the location of the subdivision showing prominent and adjacent streets.
- ☐ Location of zoning boundary lines within and adjacent to the proposed subdivision.
- ☐ Location, height and type of existing fence lines within and contiguous to the subdivision;
- ☐ Location, width and name (number) of existing streets within one hundred feet of the subdivision and of all prior platted streets or other public ways, bridges, railroad and utility rights-of-way, parks and other public open spaces, permanent buildings and structures, houses or permanent easements, and section and corporate lines within and adjacent to the tract;
- ☐ A separate sheet showing the location of all wells, proposed, active and abandoned, and of all springs or reservoirs within the tract and to a distance of at least one thousand (1,000) feet beyond the tract boundaries;
- ☐ Existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of at least one hundred feet beyond the tract boundaries, indicating pipe size, grades, manholes and other significant utility features;
- ☐ Existing ditches, canals, natural drainage channels, open waterways, and ownership of the facilities within the tract and to a distance of at least one hundred feet beyond the tract boundaries;
- ☐ Equestrian, pedestrian and bicycle trails;
- ☐ Boundary lines of adjacent tracts of un-subdivided land showing ownership;
- ☐ Contour at vertical intervals of not more than two feet, one foot on predominately level land. High water levels of all watercourses, if any, shall be indicated on the same datum or contour elevation.

**Proposed Plan. The subdivision plat on its own sheet or sheets shall also show:**

- ☐ The layout of the streets showing location, widths and other dimensions of proposed streets (designated by actual or proposed numbers), crosswalks, alleys and easements:
  - ☐ All streets shall be numbered;
  - ☐ Name streets will not be permitted;
- ☐ Location of all existing and proposed curb, gutter and sidewalk within the subdivision including:
  - ☐ An indication of the grades, and
  - ☐ Flow arrows showing direction of storm water surface flows.
- ☐ Typical street cross-section between curb and gutter and sidewalk and street grades.
- ☐ Location of any necessary temporary turnaround easements with any required paving.
- ☐ If adjacent to a state road specify UDOT access size and location (UDOT approval will be required with this submission).
- ☐ Location and size of existing and proposed culinary and pressure irrigation water lines (including existing lines adjacent to and/or affected by the proposed subdivision). Vertical tolerance is +/-0.1 foot.
- ☐ Location of existing and proposed sewer mains including size, depth, and slope (including existing lines adjacent to and/or affected by the proposed subdivision). Vertical tolerance is +/-0.1 foot.
- ☐ Existing and proposed storm drainage improvements including:
  - ☐ Major drainage facilities, outfalls, and discharge.
  - ☐ Drainage pipe locations, sizes and depths.
  - ☐ Receiving bodies of water in the case that failure occurs or excessive flows are encountered.
- ☐ Location of detention/retention basins with an indication that the basin(s) will include the following:
  - ☐ Minimum 1-foot freeboard.
  - ☐ 3:1 slopes or flatter.

- ☐ Grass covering and underground sprinkler system.
- ☐ Designation of the purpose and conditions, if any, of the dedication or reservation.
- ☐ The location, size and grade of any required piping for irrigation ditches as per the irrigation company letter. This letter must be provided as part of this submission.
- ☐ The layout, numbers, frontage, square footage, and actual dimensions of lots;
- ☐ Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in a subdivision including, but not limited to, sites to be reserved or dedicated for parks, playgrounds, schools or other public uses;
- ☐ Building setback lines, including showing dimensions where required by the Planning Commission; setbacks may be addressed in the notes.
- ☐ Easements for water, sewer, drainage, utility lines and other purposes as required for public improvements. The City reserves the right to require easements on behalf of any affected entities at their request.
- ☐ Sites, if any, for multifamily dwellings, shopping centers, community facilities, industry or other uses exclusive of the single-family dwelling;
- ☐ Location, function, ownership and manner of maintenance of common open space not otherwise reserved or dedicated for public use;
- ☐ Identification of natural features or sensitive lands including, but not limited to:
  - ☐ Wetlands.
  - ☐ Floodplains, floodways and areas, which would be covered in water in a 100-year storm event.
  - ☐ Areas where ground water rises periodically to within two (2) feet of the surface of the ground.
  - ☐ Slopes exceeding thirty (30) percent.
  - ☐ Vegetation areas (including name and size of all existing trees and shrubs which could be incorporated into the subdivision).
  - ☐ Threatened or endangered species habitat areas.
- ☐ Location and extent of all cuts and fills exceeding three (3) feet anywhere on the project site and any associated retaining walls.
- ☐ The proposed treatment of the perimeter of the development, including materials and techniques used such as:
  - ☐ Fences.
  - ☐ Berms.
  - ☐ Walls.

**Additional Information Required. In addition to the Preliminary Plat, the applicant shall provide the following information:**

- ☐ Environmental impact statement including: A statement regarding potential impacts to the surrounding neighborhood, traffic, environment, and any other significant impact.
- ☐ A development phasing schedule (if applicable) including the sequence for each phase, approximate size in area of each phase, and proposed phasing of construction of public improvements, recreation and common open space areas.
- ☐ An explanation of any proposed restrictive covenants (CC&Rs), reservations, or private easements.
- ☐ If the subdivision is proposed as a PUD, the applicant must follow the requirements of Title 17, Section 17.60.
- ☐ Drainage system report including calculations and an explanatory narrative stamped and signed by a licensed engineer. (for detention/retention basins, submit calculations to justify sizing based on 100-year design storm)
- ☐ A statement from the appropriate agency accepting responsibility for all surface and subsurface drainage that is directed into channels owned by the agency (such as irrigation companies, private landowners, etc.)
- ☐ A written statement from the appropriate agency (such as irrigation companies, private land owners, etc.) regarding the effect of the proposed subdivision on any irrigation channels or ditches and any piping or other mitigation required.

- ☐ Letter(s) of intent for any necessary offsite utility easements across privately owned land.
- ☐ A letter from the Army Corp of Engineers regarding any wetland areas within boundaries of the proposed plat.
- ☐ Landscaping plan for all park, open space, and common ownership areas including:
  - ☐ Location, name and size of all proposed trees, shrubs, and plants.
  - ☐ Indication of proposed grass, mulched, or xeriscaped areas.
  - ☐ Indication of proposed irrigation facilities and their source.
- ☐ A listing of the changes made to the plan since the Concept plan was approved.
- ☐ The subdivider's detailed plan for protecting future residents of his/her development from such hazards as open ditches, canals or waterways, non-access streets, open reservoirs or bodies of water, railroad rights-of-way and other such features of a potentially hazardous nature located on, crossing, contiguous or near to the property being subdivided. The subdivider's plan needs not cover those features which the Planning Commission determine would not be a hazard to life and/or where the conforming structure designed to protect the future residents would itself create a hazard to safety of the public. The foregoing doesn't relieve the subdivider of the duty to investigate all possible means of protecting future residents from a potential hazard before a determination is made that the only conceivable means of protection is potentially more hazardous than the hazard itself.
- ☐ Copies of any agreements with adjacent property owners, restrictive covenants, homeowners' association agreements, storm water management plans, etc., relevant to the proposed subdivision shall be submitted with the plat to the Planning Commission, as well as any needed approvals from Utah Department of Transportation, (for development bordering State Highways), U.S. Army Corp of Engineers (wetlands issues), irrigation companies or other agencies;
- ☐ Request for approval of animal rights for specific lots as per requirements of Title 17, Section 17.85. If a request is not made to abandon animal rights it shall be construed as a desired continuation. This shall be an affirmed abandonment of rights and shall be included in the owner's dedication. These rights are subject to any regulations defined in the zoning ordinance.
- ☐ An estimate of the required infrastructure improvements as determined by the development code. This estimate will be used to provide construction drawing review fees according to this code.

#### **Certification and Approvals:**

- ☐ An affidavit or certification of clear title to the effect the applicant is the owner of, or that he/she is authorized by the owner in writing to make application for, the land proposed to be subdivided. The affidavit or certificate shall state clearly in which status the applicant makes his/her application and if in the latter status a copy of the written authorization from the owner shall be submitted with the preliminary plat. In either case, an updated abstract of title or a preliminary title report shall also be submitted, which indicates in whom the fee simple title to such property is vested.
- ☐ A statement from each of the utility companies involved stating that they have reviewed the plan, that they approve the same as it relates to their particular company, that they are in agreement with placing all their utilities underground within the right-of-way or easements as shown on the plans, and are willing to provide the needed service for the development
- ☐ An estimate of all expenses involving the necessary improvements or extensions for a sanitary sewer system, gas service, electrical service, grading and landscaping, street trees, storm drain systems, curbs and gutters, and fire hydrants, pavement, chip and seal, sidewalks, street lighting and signing, and all other improvements that shall be financed by the subdivider.
- ☐ A statement identifying the developer's proposed method of satisfying the security of performance requirement
- ☐ A block for the City Engineer to sign stating his approval.
- ☐ A block for the Planning Commission to indicate their approval by the signature of the chairman of the Commission.
- ☐ A block for the City Council to indicate it's approval by the signature of the Mayor.
- ☐ A block for Hyrum City Culinary Water and Hyrum City Sanitary Sewer authorities to indicate their approval by signature.

**Submission Requirements:**

- ☐ Complete application signed by applicant and property owner and all submission fees.
- ☐ 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: \_\_\_\_\_