

Subdivision Application

(Instructions)



WHAT TO DO:

Submit this completed checklist and all supporting documents to the City Manager, Michael Davis (mcdavis@naples.utah.gov). Pay the application fee (\$50 + \$50 per lot) on the City website. Before applying, you may schedule a pre-application meeting with City staff to review a concept plan and/or other elements of your application and/or attend the next Planning Commission public meeting to receive this feedback.

WHAT TO EXPECT:

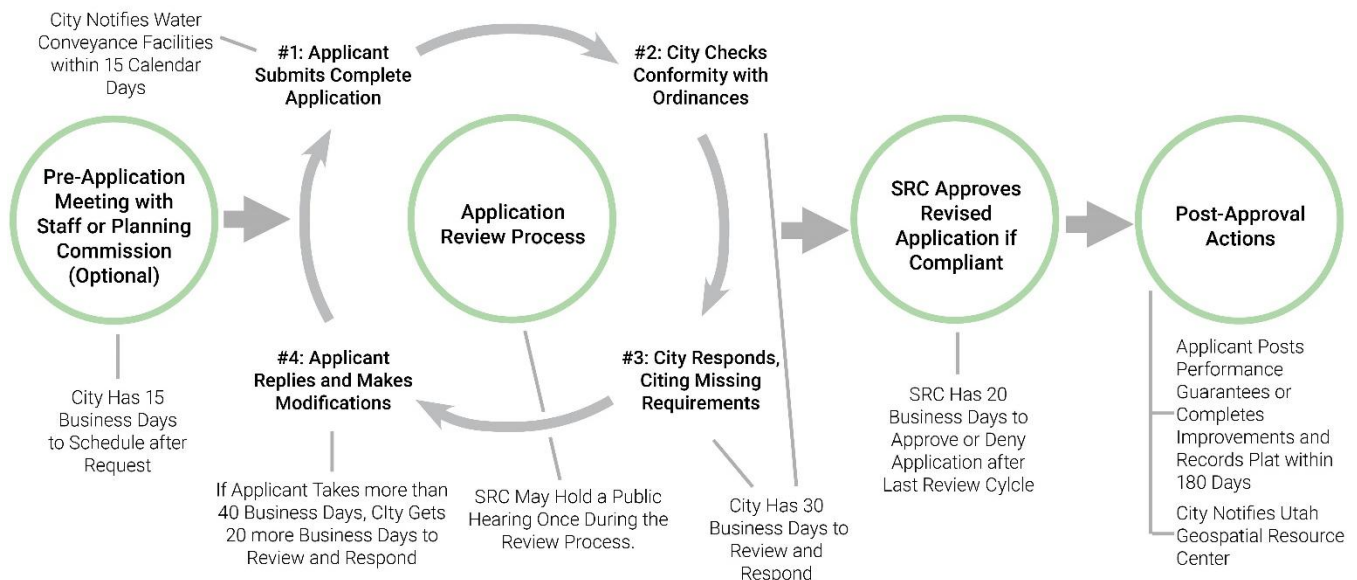
City staff will review your application and determine whether it is complete. If your application is complete, or if the City decides to waive the incomplete requirements, the Subdivision Review Committee (SRC) and City staff will review and respond to your application within 30 business days. You may be required to revise your application to conform to City development standards or to better protect the health and safety of City residents.

The subdivision application process is governed by Chapter 02-31 of the City's municipal ordinances. The flowchart below summarizes this process.



SUBDIVISION APPLICATION TIMELINE + PROCESS

CITY OF NAPLES



Subdivision Application



Name of Proposed Subdivision: _____

County Tax Parcel Number: _____

Current Zoning of Property: _____

THIS BOX IS FOR OFFICIAL CITY USE ONLY:

Date Received: _____

Receipt #: _____

Amount Paid: _____

----- CONTACT INFORMATION -----

<p style="text-align: center;">Applicant Information</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p style="text-align: center;">Property Owner #1 Information</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<p style="text-align: center;">Property Owner #2 Information (If Applicable)</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p style="text-align: center;">Property Owner #3 Information (If Applicable)</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<p style="text-align: center;">Engineer's Information (If Applicable)</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p style="text-align: center;">Surveyor's Information (If Applicable)</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>

If the property to be subdivided has more than three owners, attach supplemental information for remaining owners.

----- DOCUMENT CHECKLIST -----

- 1 _____ **An approved land use application** that describes how the property will be used after it is subdivided. This land use application must include an approved conditional use permit, an approved variance, or citations to specific municipal ordinances that permit the intended use.
- 2 _____ **A plat**, drawn to scale, in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The plat must include:
 - a _____ The proposed name of the subdivision.
 - b _____ The sheet number and North arrow on each sheet of the plat.
 - c _____ Sufficient information to locate the property accurately.
 - d _____ The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale.
 - e _____ Where the plat submitted covers only a part of the applicant's tract, or is part of a larger vacant area, a separate lot line adjustment plat or minor subdivision plat depicting the remainder parcel(s) shall be submitted for approval to ensure that the remainder parcel(s) conform to the required zoning standards of the applicable zone.
 - f _____ Parcel information for both new and remaining parcels including, but not limited to the following: distances, bearings, legal description, closure of parcels, the square footage of each parcel, the frontage length of each lot along a dedicated City street, parcel numbers, parcel addresses, or other similar information related to the subdivision of the parcel.
 - g _____ The names and addresses of the applicant, the engineer or surveyor of the subdivision, and the owners of the land immediately adjoining the land to be subdivided as shown in the records of the county recorder.
 - h _____ A contour map at appropriate intervals.
 - i _____ The boundary lines of the tract to be subdivided, showing all fences, ditches, canals, and existing structures within 100 feet of the boundary line.
 - j _____ The location, widths and other dimensions of proposed streets, alleys, easements, parks, and other open spaces and lots, with proper labeling of spaces to be dedicated to the City or held in common.
 - k _____ The location, dimensions, and names of all existing or recorded streets, alleys, and easements within the proposed subdivision or 600 feet of the boundary line, whether recorded or claimed by usage.
 - l _____ The location and dimensions of all water courses, public utilities, and other important features and existing structures within the land adjacent to the tract to be subdivided, including exceptional topography, airports, and air approaches to the airport.
 - m _____ The location of existing bridges, culverts, surface or subsurface drainage ways, irrigation lines, ditches, utilities, public buildings, and pumping stations within the subdivision or within 300 feet of it.

- n _____ Proposed offsite and onsite water facilities, sanitary sewers, storm drainage facilities, and fire hydrants.
 - o _____ Boundary lines of adjacent tracts of land, showing fences, ownership and property monuments.
 - p _____ All underground utilities or other utility facilities.
 - q _____ Notice language required by state law if the proposed subdivision is within 1,000 feet of a protected area.
 - r _____ A rendered elevation showing the façade, if the new construction is in the C, C-1, I-1, or I-2 zone.
 - s _____ Signature blocks for all persons required to sign the plat in the approved form. Signature blocks must be in the language provided by or approved by the City [EXAMPLES ON PAGE 8].
- 3 _____ **An improvement plan**, created in accordance with applicable portions of City municipal code Sections 02-31-11, 02-31-12, 02-31-13, 02-31-18, and 02-31-19, for all public improvements proposed by the applicant or required by City ordinances. In addition, the improvement plan must contain:
- a _____ An engineer’s estimate of the cost of completing the required improvements.
 - b _____ A tentative plan by which the Applicant proposes to handle a 125% of a 2 hour, 100-year storm water drainage for the subdivision.
 - c _____ Information showing availability or plans for providing utilities.
 - d _____ A soil report, if required.
 - e _____ A traffic study, if required (especially if the subdivision touches a road built or maintained by UDOT).
 - f _____ A plan to comply with the City’s Master Street Plan, the General Plan, and Master Park Plan.
 - g _____ Any other study or report requested by the SRC.
- 4 _____ **Letters of approval** from the culinary water authority, the sanitary sewer authority, the local health department, the relevant gas and electric companies, the local fire department, and the local public safety answering point.
- 5 _____ As applicable, **formal, irrevocable offers for dedication to the public of streets, City uses, utilities, parks, easements, or other spaces.**
- 6 _____ If the plat is to be part of a community association, **signed and binding documents conveying to the association all common areas.**
- 7 _____ **Certifications**, including:
- a _____ An affidavit from the applicant certifying that the submitted information is true and accurate (EXAMPLE ON PAGE 6).
 - b _____ The signature of each owner of record of land described on the plat, signifying their dedication and approval of the plat (EXAMPLE ON PAGE 7).
 - c _____ A Title Report or Title Insurance Policy for the land to be subdivided verifying property ownership.
 - d _____ A Tax Clearance Certificate from the state indicating all taxes, interest, and penalties owing on the land have been paid.
 - e _____ A Certificate of Survey from the surveyor who prepared the plat attesting that the surveyor is licensed in Utah and performed the survey in accordance with Utah law.
- 8 _____ **Copies**, including:
- a _____ An Adobe PDF document of the complete application.
 - b _____ Five 8.5” x 11” printed copies of the complete application, delivered to the City Office.

- c _____ 3 copies of the plat drawn on Paper for signing and recording at the City Office.
- d _____ A copy of the plat drawn on Mylar for signing and recording (you may wait to submit this until after the SRC has reviewed and responded to your application).
- 9 _____ **Payment of nonrefundable fees** as required by the Naples City General Provision Fee Resolution for each step of the development process. Note that you may also be required to pay for the cost of the City's use of legal, engineering, or consulting services to review your application.

[See following pages.]

APPLICANT’S AFFIDAVIT – SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

I, _____ (applicant/agent name), certify under penalty of perjury that this application and all information submitted as a part of this application are 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 Naples City may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed Chapter 02-31 of the Naples City Code and understand that the items and checklists contained in this application are basic and to the minimum requirements only and that other requirements may be imposed to ensure compliance with City ordinances and approved standards and specifications. Additionally, I agree to pay all fees associated with this application.

Signed:

Applicant/Agent

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal:

PROPERTY OWNER'S CONSENT & DEDICATION – SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

We certify under penalty of perjury that we are the sole owners of the property proposed to be subdivided and that we have thoroughly reviewed the final subdivision application. We hereby consent to this subdivision application and, contingent on City approval of the application, we irrevocably dedicate all portions of the property to the public that are so indicated in this application (including streets, City uses, utilities, parks, easements, or other spaces). We further consent to agents of the City entering onto the subject property for the purpose of making any inspections required by this application or related improvements.

Signed:

Property Owner #1

Date

Property Owner #2 (if applicable)

Date

Property Owner #3 (if applicable)

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal:

SIGNATURE BLOCKS

The following are the officially recognized signature blocks required on each plat (where applicable):

Owner's Dedication:

The undersigned owner(s) do hereby certify that they are all of the owners of the foregoing, described tracts of land, and do hereby set apart and subdivide the same into lots, blocks, and utility easements as shown on this plat, which is hereby made a part hereof, and assign to the lands included in said plat the name of _____ subdivision.

The undersigned owner(s) further hereby dedicate, grant, and convey to Naples City all those parts or portions of said tracks of land designated on this plat as rights-of-way and/or streets, the same to be used as public thoroughfares, forever, and grand and dedicate a perpetual right and easement over and under the land designated on the plat as public utility easements, the same to be used for the installation, maintenance, and operation of public utility service lines as may be authorized by Naples City.

DATED this _____ day of _____, 20____

Signature(s): _____

Property Owner(s):

Notary Public:

All owners of interests in the land must sign and the signatures must be acknowledged. Use one of the following signature blocks for the Notary Public, based on the type of owner: A. = Individual(s); B. = Corporation; C. = Partnership; D. = LLC; E. = Family Trust. The Notary Public's Acknowledgment should immediately follow the Owner's Dedication signature block.

A. Notary Public's Acknowledgement

State of Utah, County of Uintah:

On this _____ day of _____, 20____, _____ personally appeared before me _____ and _____, Signer(s) of the above instrument, who duly acknowledged to me that they executed the same.

Notary Public

My commission expires: _____. Residing at: _____.

B. Notary Public's Acknowledgment

State of Utah, County of Uintah,

On this _____ day of _____, 20____, _____ personally appeared before me, _____, who being by me duly sworn did say that he/she is the _____ of _____ Corporation, and that the foregoing

instrument was signed on behalf of said corporation by the authority of its Board of Directors/Bylaws, and he/she acknowledged to me that said corporation executed the same.

Notary Public.
My commission expires: _____. Residing at: _____.

C. Notary Public's Acknowledgment

State of Utah, County of Uintah,
On this _____ day of _____, 20____, _____ personally appeared before me, _____, the signer(s) of the foregoing instrument, on behalf of _____ partnership, and declared that the foregoing instrument was duly authorized by the partnership at a lawful meeting held or by authority of its partnership agreement and signed on behalf of said partnership.

Notary Public.
My commission expires: _____. Residing at: _____.

D. Notary Public's Acknowledgment

State of Utah, County of Uintah,
On this _____ day of _____, 20____, _____ personally appeared before me, _____, who being by me duly sworn did say that he/she is/are the managing member of _____ LLC and that the foregoing instrument was duly authorized by the LLC at a lawful meeting held or by authority of its operating agreement and signed on behalf of said LLC.

Notary Public.
My commission expires: _____. Residing at: _____.

E. Notary Public's Acknowledgment:

State of Utah, County of Uintah,
On this _____ day of _____, 20____, _____ personally appeared before me, _____, who being by me duly sworn did say that he/she is the Trustee of _____ Trust, and that the foregoing instrument was signed on behalf of said Trust by authority of its Trust Agreement and executed the same.

Notary Public.
My commission expires: _____. Residing at: _____.

Certificate of Survey of the Registered Professional Land Surveyor that creates the approved plat:

I, _____, a registered professional land surveyor in the State of Utah, do hereby certify that the above described plat has been correctly drawn to the designated scale and is a true and correct representation of the foregoing description of lands included in said subdivision, based on data compiled from the records of the Uintah County Recorder’s Office and of a survey made on the ground. I have read the current zone requirements. The lots described hereon comply with the current zone, and all information required by ordinance or State law to be included on the plat is duly and accurately shown thereon and that all measurements have been verified and monuments placed as shown thereon.

DATED this _____ day of _____, 20_____

Surveyor
State License Number: _____

Lien Holders’ Dedication:

The undersigned holders of a lien, easement or other non-possessory interest in the above and foregoing described tracts of land, hereby consent to and join in the foregoing plat and dedication thereof by the legal owners thereof and hereby release and quitclaim to Naples City all of the right, title and interest of the undersigned in the rights in said lands dedicated, granted and conveyed to said City by the owner’s dedication aforesaid.

DATED the _____ day of _____, 20_____

Signature: _____

Naples City Land Use Authority Certificate of Approval:

This is to certify that this plan and dedication of the _____ Subdivision in Naples City were duly approved and accepted by Naples City on this ____ day of _____, 20_____.

Attested: _____

[Land Use Authority Representative]: _____

City Recorder: _____

Ashley Valley Water & Sewer Certificate of Approval:

I have examined the proposed plat and, in my opinion, they conform with Ashley Valley Water & Sewer standards applicable thereto and now in force and effect. Sewer & Water will be made

available once conditions are met.

DATED this _____ day of _____, 20_____.

On behalf of Ashley Valley Water & Sewer