



WEST BOUNTIFUL CITY

550 NORTH 800 WEST
801-292-4486
WBCITYUT.GOV

Final Subdivision Application Checklist

Plat Sheet & Drafting Standards

- ☐ Final plat is a sheet of approved mylar or comparable material, with outside/trim line dimensions of 19" x 30".
- ☐ Border line drawn in heavy lines, leaving at least a 1½" margin on the left side and at least a ½" margin on the other sides.
- ☐ Top of the drawing faces either north or west, whichever accommodates the drawing best.
- ☐ All lines, dimensions, and markings made with approved waterproof black ink.
- ☐ Scale large enough to clearly show all details, and in any case not smaller than 100 feet to the inch; workmanship is neat, clean-cut, and readable.
- ☐ Subdivision name and general location shown in bold letters at the top of the sheet; name is distinct from any subdivision name on a plat recorded in the county recorder's office.
- ☐ North arrow, scale of the drawing, and date are shown.

Survey Requirements

- ☐ Accurate and complete survey to second order accuracy of the land to be subdivided; traverse of exterior boundaries and each block closes within a tolerance of 1 foot in 20,000 feet.
- ☐ Boundaries accurately drawn, with proper bearings and dimensions of all boundary lines noted, tied to public survey monuments, and drawn slightly heavier than street and lot lines.
- ☐ Survey and mathematical data shown to locate all monuments and retrace all interior/exterior boundary lines: bearing and distance of straight lines; central angle, radius, and arc length of curves; and beginning/ending points of curves. All property corners and monuments show calculated Davis County coordinates. Lot and boundary closure calculated to the nearest 0.01 foot.

Lots, Blocks & Rights-of-Way

- ☐ All lots, blocks, and parcels offered for dedication are delineated with dimensions, boundaries, and courses clearly shown; square footage of each lot shown; dedicated parcels (other than streets/easements) clearly designated; sufficient linear/angular/curved data shown to determine bearing and length of every boundary line. No ditto marks used for lot dimensions.
- ☐ Right-of-way lines of each street shown, with dedication widths and existing dedication widths; adjacent streets/public properties within 50 feet shown with dotted lines; conformity or nonconformity with any continuing existing street accurately shown.
- ☐ All lots and blocks numbered consecutively under a system approved by the planning commission, with no omissions or

duplications.

- ☐ All streets numbered per the city's adopted street numbering system; each lot shows assigned street address per city standard addressing methods; corner lots receive an address for each street-frontage portion.
- ☐ Easement side lines shown by fine dashed lines, with easement widths and ties shown sufficient to locate them relative to the subdivision; all easements clearly labeled and identified.

Monuments

☐ Plat fully and clearly shows all stakes, monuments, and other evidence of subdivision boundaries found on site. Any monument/benchmark disturbed or destroyed before acceptance of improvements will be replaced by the subdivider under the city engineer's direction. Required monuments shown include:

- Location of all monuments placed in making the survey, including a statement of any points reset by ties.
- All right-of-way monuments at angle points and intersections, as approved by the city engineer.

Title Sheet Content

- ☐ Plat contains the surveyor's name, date of survey, scale of the map, and notation of the number of sheets comprising the plat.
- ☐ The following certificates, acknowledgements, and descriptions appear on the title sheet (may be combined when appropriate):
 - A registered land surveyor's certificate of survey.
 - An owner's dedication certificate.
 - Certification that the surveyor: holds a license under Utah Code 58-22; and has either completed a survey of the property per state requirements and verified all measurements, or referenced a record of survey map of the existing boundaries and verified their locations; and has placed monuments as represented on the plat.
 - A notary public's acknowledgement for each signature on the plat.
 - A tie by metes and bounds description — in both the written boundary description and the graphic (drawn) portion of the plat — to a section or quarter-section monument of the Salt Lake Base and Meridian.
 - Signature blocks for the planning commission, city engineer, city attorney, and city council (a signature line for the mayor plus attestation by the city recorder); a block for the Davis County recorder in the lower right corner.
 - Any other affidavits, certificates, acknowledgements, endorsements, and notarial seals required by law, by this title, or by the city attorney.

Additional Submittals

- ☐ Current title report submitted to the city attorney for review before recording (correctly discloses all recorded matters of title and is dated no more than 30 days before the proposed recordation of the final plat).
- ☐ Owner's dedication certificate, registered land surveyor's certificate of survey, and any other certificates are in the form prescribed by the city's subdivision standards and specifications (available for reference at the city offices).
- ☐ If the subdivision contains land reserved in private ownership for community use (including common areas): final copies of the proposed articles of incorporation, homeowner's agreements, and bylaws of the owner(s)/organization empowered to own, maintain, and pay taxes on such lands, plus documentation conveying ownership of all common areas to that owner/organization.

☐ Construction plans prepared and submitted in accordance with the requirements and standards set forth under public improvements in this title.



FINAL PLAT SUBDIVISION APPLICATION

West Bountiful City

550 N 800 W
West Bountiful, UT 84087
(801) 292-4486
www.wbcityut.gov

DATE: _____

SUBDIVISION NAME: _____

SUBDIVISION LOCATION: _____

PARCEL NUMBER(S): _____ ZONE: _____ TOTAL SIZE: _____

Property Owner(s): _____

Developer: _____

Address: _____ City: _____

Primary phone: _____ Cell phone: _____

E-mail address(es): _____

Property Owner's Statement:

The final plat application is considered complete when the application complies with the requirements of WBMC 16.16.030 and any additional conditions of preliminary plat approval by the Planning Commission. The application will not be considered complete until the construction drawings have been reviewed and approved, or conditionally approved, by the city engineer.

Property Owner Signature

Property Owner Signature

FOR OFFICIAL USE ONLY

Final Plat Review fees: Fee pd: \$ _____ Date pd: _____ Received by: _____

(\$200/lot) = _____ plus (\$100/acre or part) = _____

Application Complete: _____ Date: _____

City Engineer

Planning Commission Approval: _____ City Council Approval: _____