

FINAL SUBDIVISION PLAT

APPLICATION CHECKLIST

2222 West 14400 South, Bluffdale, UT 84065
801.254.2200 – www.bluffdale.gov

BLUFFDALE
EST. 1848

This application must first be reviewed by the Development Review Committee (DRC), consisting of Bluffdale City staff. Following review by the DRC, the Administrative Land Use Authority will approve or deny the request.

Please review Title 12 of the Bluffdale City Code available at www.bluffdale.gov for subdivision information to help in completing this application. Below is a list of information that is required to be submitted with the application. **If any of the required information is not submitted, the application will be considered incomplete and cannot be accepted.**

Planning Application Fees: \$280 + \$170 per lot

*NOTE: Additional fees may be assessed separately by other reviewing departments in accordance with the City's adopted Consolidated Fee Schedule.

Staff will review the application and check for completeness before accepting any application. As part of the application, please provide the following:

- ☐ **Application Form and Fees.**
- ☐ **Legal Description.**
- ☐ **Final Subdivision Plat.** A Final Subdivision Plat shall be prepared by a licensed land surveyor, or engineer and drawn at a scale of not less than one inch equals one-hundred feet (1" = 100'), or as recommended by the City Engineer and in a form acceptable to the Salt Lake County Recorder for recordation. The Final Subdivision Plat all sheets shall be numbered.
 - ☐ Digital (PDF) of the Final Subdivision Plat, in a format acceptable to the City's Geographic Information System standards is required.
- ☐ **Required Subject Property Information.** Other required property information shall be provided on separate sheets at the same scale as the Final Subdivision Plat.
- ☐ **Final Construction Drawings.** All construction drawings shall be in compliance with the Bluffdale City Development Standards and Design Specifications. To ensure compliance, the attached Engineering Review Checklist shall be completed.
- ☐ **Street Tree Plan.** Provide street tree plan/landscaping plans as per Bluffdale City standards. See BCC 12.80.060(B).
- ☐ **Improvement Construction Costs.** Estimated construction costs of all proposed, or required public improvements, prepared by a licensed civil engineer, and as required by the Bluffdale City Development Standards and Design Specifications and the City Engineer.
- ☐ **Title Report.** A Title Report for the Subject Property, provided by a Title Company and no older than thirty (30) calendar days from the date of the filing of the Final Subdivision Application.

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PLEASE NOTE: This application has an accompanying checklist which specifies the information required in order for your application to be processed. Before submitting the application, please review the checklist and have all the required information.

Incomplete applications will not be accepted.

The following must be submitted with this application:

☐ All information indicated in the attached checklist.

☐ Planning Application Fee: \$280 + \$170 per lot

*NOTE: Additional fees may be assessed separately in accordance with the City's adopted Consolidated Fee Schedule.

Date of Application:		Zone:		Parcel #(s):			
Proposed Subdivision Name:							
Subdivision Location/Address:							
Number of Proposed Lots:				Total Acreage:			
Project Description (use additional pages if needed):							
Applicant(s):				Contact Person:			
Address:				Address:			
City:		State:	Zip:	City:		State:	Zip:
Phone Number:				Phone Number:			
Email:				Email:			
Property Owner(s):							
Address:				City:		State:	Zip:
Phone Number:				Email:			

FOR OFFICE USE ONLY			
Planning Application fee: \$280 + \$170 per lot _____ (Engineering fees assessed separately)		Received date:	Received by:
Noticing: # of notices _____ Postage _____ Envelopes _____		Amount received:	Receipt #:
TOTAL: _____		File #:	
		Assigned to:	

NOTICE: Governmental entities must obtain and process only the minimum amount of personal data reasonably necessary to efficiently achieve a specified purpose, retained for required period. Utah Code § 63A-19-401(2)(c)

AFFIDAVIT
PROPERTY OWNER

STATE OF UTAH)
) ss
COUNTY OF SALT LAKE)

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statement therein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge I have received written instructions regarding the process for which I am applying.

_____ (Property Owner)

_____ (Property Owner)

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)
Residing in Salt Lake County, Utah

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s) _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application, and to act in all respects as our agent in matters pertaining to the attached application.

_____ (Property Owner)

_____ (Property Owner)

Dated this _____ day of _____, 20_____, personally appeared before me

_____, the signer(s) of the above agent authorization who duly acknowledge to me that they executed the same.

(Notary)
Residing in Salt Lake County, Utah

Example Subdivision/Development Timeline

1. Pre-Application Inquiry
 - a. Meet with City Staff to present the project and what the intended development is.
 - b. Staff will provide as much feedback as possible to ensure a complete application.
2. Application
 - a. Submit the correct application for your project (Site Plan, Subdivision, Plat Amendment, etc)
 - b. Ensure that **ALL** required items on the application are submitted. Incomplete submittals cannot be accepted.
 - c. Staff will review the submittal and approve if the submittal meets city standards. If not, review comments will be provided to update the submittal. Staff will meet with owner and designer to go over the subsequent reviews together so both sides understand the requirements.
3. Planning Commission Approval
 - a. Some projects require approval from Planning Commission based on size. The Planning Department will describe this requirement during the pre-application meeting.
4. Land Use Authority Decision
 - a. Final Approval will be awarded once all review comments have been satisfactorily addressed and Planning Commission approval has been received (if applicable).
5. Construction
 - a. Schedule a pre-construction meeting with the Engineering Dept.
 - i. Submit SWPPP for the project, Land Disturbance Permit, Project Schedule and submittals.
 - ii. If all requirements are met, a Notice to Proceed and stamped construction plans are issued.
6. Plat Recording (if applicable)
 - a. Plat can be recorded any time after the Land Use Authority Approval and a bond is always required. The two bond options are:
 - i. Construct all improvements prior to plat recordation and bond for 10% of all public improvements as a Warranty Bond.
 - ii. Bond for 100% of all public improvements not yet completed.
7. Building Permits
 - a. A building permit may be issued if all the requirements of the International Building Code and International Fire Code are met.
8. Preliminary Acceptance
 - a. Complete all improvements in the city stamped plan set, including all punch list work as identified by the City Engineer.
 - b. Provide a 1-year warrant bond if applicable.
9. Certificate of Occupancy
 - a. If a Building Permit is eligible for the Certificate of Occupancy, but the infrastructure is incomplete, a bond is required for the incomplete items.
10. End of Warranty Inspection
 - a. City inspects the subdivision one year after the date of Preliminary Acceptance.
 - b. Defects in construction and workmanship must be repaired/replaced.
11. Final Acceptance
 - a. Final Walkthrough is completed 1-year after Preliminary Acceptance.
 - b. Repair any defects identified in Final Walkthrough Punchlist.
 - c. Warranty Bond is released when all defects are resolved.