



Minor Subdivision Application

Syracuse City Community & Economic Development

1979 West 1900 South, Syracuse, UT 84075

801-825-1477 opt.4 • www.syracuseut.com • planning@syracuseut.com

Subdivision Property Information:			updated 10-3-2018		
Proposed Subdivision Name:		Current Zone:	Total Acreage:		
Approximate Address:		Number of Lots: <i>(less than 10)</i>	Concept Review Date:		
Applicant/Developer Contact Information:					
Name:					
Address:		City:	State:	ZIP:	
Office phone:	Cell phone:	Email:			
Engineering Firm Contact Information:					
Company name:		Engineer:			
Address:		City:	State:	ZIP:	
Office phone:	Engineer's cell phone:	Engineer's email:			

NOTE: Applicant shall furnish the information on this form for purposes of identification and expediting the request in full knowledge that it may become public record pursuant to provisions of the Utah State Government Records Access and Management Act (GRAMA). Use of this information will be only for necessary completion and execution of the requested transaction. If applicant so chooses not to supply any requested information, applicant accepts the additional time in processing or inability to process the application at all. If applicant is an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform a member of the Department staff upon submission of the application. Syracuse City does not currently share any private, controlled, or protected information with any other person or government entity.

Small Subdivision Guidelines and Checklist

Concept Review: Concept review must be completed no more than 6 months preceding subdivision application.

Meeting Schedules

Planning Commission- 1st and 3rd Tuesday of each month

City Council- 2nd Tuesday business meeting, 4th Tuesday work session meeting

The Community Development Department shall schedule a public hearing within a reasonable time in light of the complexity of the application, the number of other applications received available staff resources, and applicable public notice requirements. Such notice shall be given in accordance with SCC 10.20.050. The Community Development Director shall, if a complete application is not so submitted in a timely manner, postpone scheduling a public hearing for consideration thereof until complete. Applicant, or qualified representative, shall attend all public meetings held by Planning Commission and City Council regarding the proposed Subdivision.

Public Notice Mailing List

The applicant must obtain a notification list of all owners of real property located within 300 feet of the subject property boundary from the Davis County Recorder's office located at 61 S Main Street, Farmington 84025. Please have the Excel file format list emailed directly to planning@syracuseut.com.

Preliminary Plan Requirements

- 3 sets @ 22"x34" and 1 set @ 11"x17",
- PDF copy emailed or submitted on CD

All drawings shall be prepared by a civil engineer licensed to practice in the state of Utah and comply with the requirements of the Syracuse City Municipal Code Title VIII and X. Please visit www.syracuseut.com to view the municipal code.

Required General Information

- The proposed name of the subdivision.
- The location of the subdivision, including the address of the section, township and range.
- Date of preparation.
- The location of the nearest bench mark and monument.
- The boundary of the proposed subdivision.
- Legal description of the subdivision and acreage included.
- Location, width and name of existing streets within 200 feet of the subdivision and of all prior platted streets and other public

ways, railroad and utilities 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.

- Easements for water, sewer, drainage, utility lines, fencing, and other appropriate purposes.
- The layout, number, area, and typical dimensions of lots, streets, and utilities.
- 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.
- Current inset City map showing location of subdivision.
- Boundary lines of adjacent tracts of undivided land showing ownership.
- Location of all wells, proposed, active and abandoned, and of all reservoirs within the tract and to a distance of at least 100 feet beyond the tract boundaries.
- Existing sewers, field drains, water mains, culverts or other underground facilities within the tract and to a distance of at least 100 feet beyond the tract boundaries, indicating pipe size, grades, manholes and exact location.
- Existing ditches, canals, natural drainage channels, open waterways, and proposed alignments within the tract and to a distance of at least 100 feet beyond the tract boundaries.
- Contours at two-foot intervals for predominate ground slopes within the subdivision between level and ten percent, and five-foot contours for predominate ground slopes within the subdivision greater than 10 percent.
- The plat shall be drawn to a scale of not less than one inch equals 100 feet & indicate the base of bearing true north.
- The developer's detailed plan for protecting future residents of his development from such hazards as open ditches, canals or waterways, nonaccess 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, with the exception that the developer's plan need not cover those features which the Planning Commission determines 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 the safety of the public. The foregoing does not relieve the developer 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.
- Location of existing and proposed land drains.

Specified infrastructure requirements can be found in the Syracuse City Municipal Code Title VIII. Please visit www.syracuseut.com for further details.

Each set of plans shall be accompanied by a separate sheet of details for structures which are to be constructed. All structures shall be designed in accordance with minimum requirements established by the Syracuse City subdivision standards.

Other Requirements

- Title report
- Cost estimate of off-site improvements
- Storm drain calculations
- Agreements-when necessary, copies of any agreements with adjacent property owners relevant to the proposed subdivision
- Subdivision signage plan if applicable
- Design data and final-drainage report with assumptions and computations for storm-water improvements (detention-basin design criteria as outlined in the City's Storm Water and Subdivision ordinances)
- Sanitary-sewer design assumptions and computations for improvements

Items Required Following Approval

Prior to start of construction, submit the following:

- Finalized construction drawings and specifications-3 sets @ 22"x34" and 1 set @ 11"x17 with Licensed Engineers wet stamp
- Schedule a pre-construction meeting through the planning department
- Construction improvement cost estimates using the city bond template, obtained from the planning department
- Payment of Final Inspection fees
- Off-site Improvement Agreement
- Storm Water Facilities Maintenance Agreement (BMP)
- Street Light Agreement and Fees
- File a Storm Water Permit (SWPPP) with the State of Utah at utah.gov and submit a copy to city
- Submit a City Storm Water Activity Permit Application and Agreement (SWPPP)
- File a Fugitive Dust Control Plan with the State of Utah Division of Air Quality
- Development Agreement (as required)

Prior to recording the plat, submit the following:

- AutoCAD files in .dwg file format emailed or submitted on CD
- Escrow agreement
- Title report updated within 30 days
- Water share certificate
- Soils/Feasibility Report required for all developments west of Bluff road
- Irrigation Company Letter (as required)
- Recording Fees made out to Davis County Recorder- \$37/page +\$1/lot and any common space as well as \$1/land-owner signatures over two
- Easements
- Other documents deemed necessary by the City Engineer or conditioned for approval by the Planning Commission or City Council

Prior to Start of Warranty:

- Request start of warranty inspection and complete punch list
- Submit sanitary sewer and land-drain video of installed lines
- Submit As-Builts
- Apply for Secondary Water Connection Service and pay impact fee

I hereby certify that the requested Subdivision would comply with all required conditions and standards of the Syracuse City Land Use Ordinance, be harmonious with neighboring uses, fit the goals of the community's General Plan, and impose no insatiable demands for public services. I read the Syracuse Subdivision and Land Use Ordinances and understand that submitting this application does not guarantee approval and is subject to the discretion of the City Land Use Authority and compliance with all requirements of Syracuse City's Municipal Code. I hereby accept responsibility for meeting all requirements outlined herein, including payment of all fees and attending City Land Use Authority meetings as notified by the Community Development Department, and understand that failure to do so may result in postponement of action by said Authority. I also understand that approval shall not relieve me of the responsibility to comply with applicable local and State zoning, health, building, or fire regulations.

Property Owner Signature _____ Date _____

Applicant Signature _____ Date _____

FOR OFFICE USE ONLY			
Date Received and Paid:	Received by:	Receipt #	Application and Noticing Fees:
			\$575 Application Fee \$ _____
			\$75 Per Lot _____ Lots \$ _____
Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check# _____			\$20 Per Public Notice Sign _____ Signs \$ _____
Land Use Authority Date:			\$100 Public Noticing _____ Addresses \$ _____
			\$250 Revised Fee
			\$50 Per Lot _____ Lots \$ _____
			Total \$ _____