



# Minor Subdivision Application

**Fee \$750.00 + \$50.00 per lot**

Property information and location  
(All lines applicable to this site must be filled in)

Name of Subdivision: \_\_\_\_\_

NOTE: This name must be exactly the name that is approved by the county recorder. You must attach the approval letter from the county recorder with this application.

Record of survey map number (s): \_\_\_\_\_

NOTE: Record of survey map must depict all boundaries of the proposed project and must address specific items as outlined in the attached record of survey map requirements.

## Applicant(s) Information

Name(s): \_\_\_\_\_

Address per tax rolls: \_\_\_\_\_

City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office/home phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_

Email address: \_\_\_\_\_

***A copy of the deed, offer or tax notice MUST be included to demonstrate ownership***

*(For Office Use Only)*

MNS #: \_\_\_\_\_ Fee \$ 750.00 + \$50.00 per lot Total \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date application submitted: \_\_\_\_\_

### Agent for the Property Owner(s) Information

Name(s): \_\_\_\_\_  
Address per tax rolls: \_\_\_\_\_  
City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Office/home phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

### Surveyor Information

Name(s): \_\_\_\_\_  
Address per tax rolls: \_\_\_\_\_  
City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Office/home phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

- 1) A minor subdivision is a division of land into no more than four lots. A minor subdivision ***shall not:***
  - a. include the construction and dedication of new infrastructure;
  - b. be a part or a phase of a larger subdivision;
  - c. be allowed further division of land within three years from final approval; and
  - d. include commercial or industrial uses.
- 2) All lots shall front on a county road or an approved private road.
- 3) Land may be dedicated along existing county roads to increase the right of way to current county standards. A minor subdivision shall be filed on a plat drawn and stamped by a licensed surveyor, and shall not be done by deed alone.

The application for a minor subdivision shall be submitted to the Department of Engineering. When the staff determines that the application is complete and correct, and all signatures are on the plat, notice will be sent to all surrounding landowners giving them 14 days to give written comment. Prints of the plat will be sent to those entities listed in (2)(c) giving them 20 days to submit comments to the Department of Engineering. The zoning administrator shall take written public comment and review the application. A decision on the application shall be made by the zoning administrator within seven days after comments are to be received. If the plat needs to be corrected, the zoning administrator shall postpone a decision until the plat is corrected.

I, the above-name Applicant, do hereby understand the foregoing stipulations.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### **RECORD OF SURVEY MAP REQUIREMENTS**

Record of Survey Map (Boundary Survey) Prerequisite for all Plat Submittals

**17-27a-103** (32) “Record of survey map” means a map of a survey of land prepared in accordance with Section **17-23-17** of the Utah Code. To obtain a copy of Section 17-23-17 go to:

[http://www.le.state.ut.us/~code/TITLE17/htm/17\\_10012.htm](http://www.le.state.ut.us/~code/TITLE17/htm/17_10012.htm)

To obtain a copy of the Utah Council of Land Surveyors (UCLS) Model Standards of Practice for Boundary Surveys go to: <http://www.ucls.org/mc/page.do?sitePageId=25531> then click on the link entitled UCLS Model Standards of Practice for Boundary Surveys.

The record of survey (ROS) map shall be completed and filed with the Tooele County Surveyor’s Office prior to submitting an application for a preliminary subdivision, planned unit development (PUD) or condominium plat. The filing number of the ROS shall be referenced on the application prior to acceptance by the governing agency. Any application without the filing number reference shall be deemed incomplete.

The ROS map is a document prepared by a Professional Land Surveyor (PLS) licensed by the State of Utah which determines the boundaries of the proposed project and is an expression of his/her professional opinion of the location of the division lines between the subject property or properties and the adjoining properties. The ROS map depicts an existing condition as opposed to a subdivision, PUD or condominium plat that creates new boundaries for future ownerships and as such the ROS map should not show proposed lot lines or future subdivision boundaries.

The ROS map shall be used as a tool by those reviewing the preliminary subdivision, condominium, or PUD plat. Specific items to be addressed on the ROS map in conjunction with the plat submitted for review are as follows:

- a. The legal descriptions of record for the subject property or properties reproduced and shown on the ROS map along with a reference to a document or documents of record located in the Tooele County Recorder’s Office which indicates the current record title for the subject property or properties and adjoining properties. If multiple parcels are being combined, an aggregate or composite description should be included on the survey.
- b. Measured and record bearings and distances indicated along the boundaries of the subject property or properties.
- c. Graphical representation and written narrative that explains and identifies the found monuments, deed/ plat elements (written evidence), physical evidence, or other evidence used to determine the width and location of right-of-way lines for adjacent or connecting streets.
- d. Locate and depict the lines of occupation between the subject property or properties and each of the abutting properties.
- e. Graphical representation and written narrative that explains and identifies the found monuments, deed/plat elements (written evidence), physical evidence, or other evidence used to control the record boundary location around the perimeter of the subject property or properties.
- f. The distance and course between two existing Tooele County control monuments with a specific description of each control monument used as the basis of bearings.

- g. Physical monuments explained and identified as set or recovered at all boundary corners and perimeter angle points of the subject property or properties.

***You must submit a complete application in order to have your subdivision processed.***

To make a complete application, you MUST submit:

- 1) the application form;
- 2) seven 24' X 36" prints of the plat, for distribution to:
  - a) department of engineering, one copy;
  - b) the county health department;
  - c) Tooele County School District;
  - d) the soil conservation district within which the subdivision is located;
  - e) the county recorder;
  - f) the county surveyor; and
  - g) the county fire warden.
- 3) an additional 8 1/2" X 11" copy of the plat in each of the following circumstances:
  - a) when a proposed subdivision lies wholly or partially within one mile of the corporate limits of a municipality;
  - b) when the subdivision is located wholly or partially within the boundary of an improvement or special district or area;
  - c) when applicable for review by any State or Federal agency;
  - d) for each servicing utility;
  - e) for the Utah State Department of Transportation if the property being subdivided abuts a state highway; and
  - f) when the subdivision is located wholly or partially within the boundary of a township planning commission district.
- 4) proof of ownership demonstrated by two copies of a title report and vesting documents of conveyance completed within the previous six months;
- 5) utility approval forms;
- 6) evidence of water rights for all lots;
- 7) a letter showing a completed Tooele County Health Department Subdivision Feasibility Study deeming the project feasible;
- 8) names and addresses of the owners of all properties adjoining the proposed subdivision;
- 9) a plat map from the county recorder's office showing the property and all adjoining properties around it;
- 10) approval of the subdivision name, limited to 40 characters including spaces, from the county recorder's office;
- 11) geologic technical maps and investigation reports regarding area suitability when land configurations dictate lot configuration and buildable space;
- 12) if the applicant is not the owner of record, a notarized statement that the applicant has been authorized by the owner to make application;
- 13) a letter from the local fire district, or the sheriff if not located within a fire district, acknowledging fire protection can and will be provided to the subdivision;
- 14) the final plat submitted on a computer disk in a format compatible with AutoCAD version 11 or later, with the boundary and ownership lines depicted on the plat, including the following layers and names, having an abbreviation of the subdivision name included in the blank space:
  - a) Exterior Boundary Line      Sub      -Bndy

b) Right-of-way Lines	Sub	-Row
c) Lot Lines	Sub	-LL
d) Centerline Roads	Sub	-CL
e) Easement Lines	Sub	-Ease
f) Section Lines	Sub	-Section
g) Ties to Section Corners	Sub	-Section-Tie
h) Street Monuments	Sub	-St-Mon
i) Lot Numbers	Sub	-Lots
j) Street Names	Sub	-Streets; and

- 15) any unpaid fees owed to Tooele County for development of land, code enforcement, or building permits.

**The following items are to be submitted following the review of the plat and any needed corrections are complete.**

- 1) One 24" x 36" final plat on Mylar drawn by a surveyor licensed in the State of Utah;
- 2) All signature blocks, except for the zoning administrator's block shall be signed by each approving authority before the plat is taken to the public hearing.

**AFFIDAVIT**

**AGENT AUTHORIZATION**

I (we), \_\_\_\_\_ the owner(s) of the real property located as follows, \_\_\_\_\_, and further described in the attached application, do authorize 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 County considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, personally appeared before me

\_\_\_\_\_

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

\_\_\_\_\_  
(Notary)

Residing in: \_\_\_\_\_ Tooele County, Utah

My commission expires: \_\_\_\_\_

A F F I D A V I T

**PROPERTY OWNER**

STATE OF UTAH            )

).

COUNTY OF TOOEELE )

I (we), \_\_\_\_\_,  
being duly sworn, depose and say that I (we) am (are) the owner(s) of the property located as follows,  
\_\_\_\_\_, and further identified in the attached  
application and that the statements herein 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 that I have received written instruction regarding the process for which I am applying and  
the Tooele County Department of Engineering staff have indicated they are available to assist me in  
making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, personally appeared before me:

\_\_\_\_\_  
the signer(s) of the above who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in: \_\_\_\_\_ Tooele County, Utah

My commission expires: \_\_\_\_\_