



Minor Subdivision Application

Fee \$500.00

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 \$ 500.00 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

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.



Date: April 4, 2016

Subject: Storm Drain Standards Tooele County

Effective immediately, Tooele County adopts as policy and requires the following:

Based on the Storm Water Drainage Study for Stansbury Park and Tooele County, Dated October 2007, developers are required to design a storm drain system for all Major and Minor subdivisions.

Where there is no approved release point and no approved release method, developers must retain the 100-year event with zero discharge this includes predevelopment discharge being retained within the subdivision.

Where there is no approved release point but a release method has been approved that matches historic release, developers must detain the 100-year event with a maximum release rate of 0.2 cfs/acre.

Where an approved release point exists consisting of a system of storm drain trunk lines that will convey runoff from property to an approved discharge point, developers are required to detain to the 10-year storm with approved release rate determined by Tooele County Engineering Department with a maximum release rate of 0.2 cfs/acre net discharge. The release point and release method must be approved by Tooele County Engineering Department.

Storm drain basins are required to have 1-foot minimum freeboard. The design of each storm drain system must at a minimum take into consideration maximum allowable driveways for zoning, 50% of the roof (or the portion of the roof that would drain towards the front of the property) and property from middle of home that will contribute to the street runoff. Careful consideration shall be given to the overall lot drainage and include appropriate safety factors determined by the Tooele County Engineering Department. Additional requirements may be required on a case by case basis as determined by the Tooele County Engineering Department.

Should you need any more clarification, please contact me.

A handwritten signature in blue ink, appearing to read "Jerry M. Houghton", written over a horizontal line.

Jerry M. Houghton
Tooele County Recorder/Surveyor/
Engineering Department Director
47 South Main Street
Tooele, Utah 84074
435-843-3180
jhoughton@tooeleco.org

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH)

)s

COUNTY OF TOOELE)

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: _____