

SUBDIVISION CONCEPT PLAN

Application Packet



NOTE: Separate applications are required for concept, preliminary, and final subdivision reviews.



48 West Young Street, PO Box 886
Morgan County, Utah 84050
(801) 845-4015
Fax (801) 845-6087



Dear Applicant,

This application packet has been developed as a means to assist you in understanding the application procedure and requirements when applying for **Concept Plan** approval. This packet includes necessary background information that you will need to prepare and file a complete submittal, and which will allow your application to be processed and reviewed in the timeliest manner possible. The following materials have been included in this application packet for your convenience:

- Concept Plan Application Form
- Affidavit Form
- Concept Plan Application Checklist
- Concept Plan Review Process Chart

Incomplete applications will not be accepted, receipted, or processed. In order to adequately process your subdivision request, the following materials will be required at the time of submission of your application:

- Concept Plan Application Form
- Signed & Notarized Affidavit Form
- All items listed on the Concept Plan Application Checklist (incomplete applications will not be accepted)
- Application & Processing Fees, as specified in the current Morgan County Fee Schedule
- Other supporting materials as applicable

Should you have any further questions regarding the application materials, process, or laws and ordinances governing subdivision petitions, please feel free to contact the Planning and Development Services Department at the address and phone number below. Pre-application meetings with staff are strongly encouraged. The Morgan County Code can be accessed via www.morgan-county.net. Thank you for your interest in Morgan County, and we look forward to working with you very soon.

Sincerely,

Morgan County Planning and Development Services

Concept Plan Application

Planning and Development Services
 48 West Young Street, Morgan, UT 84050
 (801) 845-4015 Fax (801) 845-6087
www.morgan-county.net



Notice: The applicant must submit copies of the concept plan to be reviewed by the County in accordance with the terms of the Morgan County Code. Once a set of concept plans are submitted, the plans are subject to compliance reviews by the various county departments and contracted staff, and may be returned to the applicant for revision if the plans are found to be inconsistent with the requirements of the County Code and all other applicable laws. All submitted concept plan proposals shall be reviewed in accordance with Title 8 of the Morgan County Code. Submission of concept plans in no way guarantees placement of the application on any particular agenda of the county land use authority. It is **strongly** advised that all concept subdivision plans be submitted well in advance of any anticipated deadlines.

| Project Information | | | | | |
|---------------------------|--------|-------|----------------------|--------------|------|
| Date of Submission: | | Zone: | Serial#(s): | Parcel #(s): | |
| Project Name: | | | | Acres: | |
| Project Address: | | | | | |
| Project Description: | | | | | |
| Property Owner(s): | | | Applicant(s): | | |
| Address: | | | Address: | | |
| City: | State: | Zip: | City: | State: | Zip: |
| Phone: | | | Phone: | | |
| Contact Person: | | | Address: | | |
| Phone: | | | City: | State: | Zip: |
| Cellular: | Fax: | | Email: | | |

*The application you are submitting may become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in *Utah Code Ann.* § 63-2-302.5, please inform the County employee accepting this information. Morgan County does not currently share your private, controlled or protected information with any other person or government entity.

Concept Plan Fees

Number of Lots: _____

_____ Concept Plan Fee.....\$300.00 plus \$30.00 per lot
 _____ Engineering Review Fees.....\$Actual Cost will be billed to applicant
 _____ Surveyor Review Fees.....\$Actual Cost will be billed to applicant
 _____ Outside Consultants or Outsourced Staff Fee..... \$Actual Cost will be billed to applicant
 _____ Noticing Fee..... **\$190.00**

| For Office Use Only | | |
|---------------------|----------------|---------|
| Received By: | Date Received: | App. #: |

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH }
 }ss
COUNTY OF MORGAN }

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 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 (we) have received written instructions regarding the process for which I (we) am (are) applying and the Morgan County Planning and Development Services Staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

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

(Notary)
Residing in Morgan County, Utah

My commission expires: _____

.....

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 County 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 agent authorization who duly acknowledged to me that they executed the same.

(Notary)
Residing in Morgan County, Utah

My commission expires: _____

Concept Plan Checklist

**Plans shall be prepared by a qualified professional. Incomplete applications will not be accepted or held.
All required items shall be submitted.**

Location and Physical Information

Yes/No

- _____ Is the subdivision outside the Urban/Wildland Interface? (Reference map on website)
- _____ Is the subdivision (or portion thereof) in a Sensitive Area or Geologic Hazards area?
- Areas zoned A, AE, AH, and AO on FEMA Flood Insurance Rate Maps
 - Areas with specific geologic units (see MCC 8-5I-040, and local geologic units map)
 - Wetlands as defined by US Army Corps of Engineers
 - Drainage channels subject to flash flooding
 - Alluvial fans subject to debris flow
- _____ Is the subdivision (or portion) in a flood plain?
If yes, provide flood plain panel number:_____.

Current Zoning:_____

Submission Requirements

Check

- _____ Application Fee
- _____ Noticing Fee
- _____ Completed Notarized Application Form
- _____ Mailing address list from the County Recorder's office of all property owners within 1000' of the subject property boundary, submitted on pre-printed Avery #5160 labels.
- _____ Stamped legal size envelopes for property owners within one thousand (1000) feet of the proposed subdivision boundary.
- _____ Two sets of full-size plans (24" x 36") *folded* to no greater than 8½" x 14"; two sets of small plans (11" x 17") folded to no greater than 8½" x 11"; and electronic copies of all plat drawing in CAD format; all with the following minimum information:

- **Cover Sheet**
 - Name of subdivision.
 - Name, home, and business address of the Developer
 - Name and business address of the project designer or engineer
- **Vicinity Map (Separate from Concept Plan)**
 - North arrow & name of subdivision.
 - All significant natural and manmade features and existing structures within 200 feet of any portion of the proposed subdivision property line.
 - The property boundaries of the proposed subdivision

- The names of adjacent owners
- Topographic contours at no greater than five foot intervals

• Concept Plan

- Name of the Subdivision
- Name, home, and Business address of the Developer
- Name and business address of the project designer or engineer
- Drawn at a scale no smaller than 1"=100'.
- North arrow pointing to the left or top of sheet.
- Adjacent properties and names of owners.
- Layout with the names & widths of existing & future road rights of way, with proposed road grades.
- Boundary lines of the subdivision with bearings & distances.
- Existing zoning.
- Total acreage of the entire property, and total acreage of property in each zone (where a zone line transects the property).
- Location, dimensions, and labeling of other spaces including open spaces, parks, trails, & public spaces.
- Location of manmade features including bridges, railroad tracks, roads and buildings.
- Location & ownership of all adjoining tracts of land.
- Delineation of slope greater than 25%
- Storm water disposal facilities; location and size of utility service lines (water, sewer, power, gas, telephone cable); location and type of proposed sewage disposal facilities; type of proposed water system; location of all other proposed on-site and off-site improvements.
- Proposed culinary and irrigation water sources
- Location of existing vegetation.
- Soils and geologic unit information indicating soils and geologic unit types and their boundaries, and any known geologic hazards.
- Public and private easements located on the property.
- Location of Flood Plain boundaries

- **County Plat Map with an aerial photo underlay.**
- **Electronic copies of all drawings in AutoCad (.dwg) format.**
- **Geologic Hazards Report, when property is in the Geologic Hazards Area.**
- **The County Staff may require additional information to clarify compliance with ordinances and submittal requirements before acceptance of the concept plan is provided.**

Ordinances applicable to concept approval can be found in the following locations of the Land Use Management Code:

MCC 8-5E: Sensitive Area District • MCC 8-5I: Geologic Hazards Area • MCC 8-12: Subdivisions

Please see www.morgan-county.net for links to these and other ordinances.

Concept Plan General Review Process

