

FINAL PLAT

Application Packet



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 **Final Plat** approval. Preliminary Plat approval is required prior to the submittal of this application. This packet includes all the necessary background information you will need to prepare and file a complete submittal, and 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:

- Final Plat Application Form
- Affidavit Form
- Final Plat Application Checklist
- Final Plat 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:

- Final Plat Application Form
- Signed & Notarized Affidavit Form
- All items listed on the Final Plat 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 Land Use Management 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 Department

Final Plat 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 final plat plans to be reviewed by the County in accordance with the terms of the Morgan County Municipal Code. Once a set of final plat plans are submitted, the plans are subject to compliance reviews by the various county departments 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 county ordinances. All submitted Final plat proposals shall be reviewed in accordance with §8-12 of the Morgan County Code. Submission of Final plat plans in no way guarantees placement of the application on any particular agenda of any county reviewing body. It is **strongly** advised that all final subdivision plans be submitted well in advance of any anticipated deadlines.

Project Information					
Date of Submission:		Zone:		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.

Final Plat Fees

Number of Lots: _____

_____	Final Plat with infrastructure improvements review fee.....	\$300.00 plus \$10.00 per lot
_____	Development Agreement review fee (if applicable).....	\$750.00
_____	Engineering review fees.....	\$ Actual Cost
_____	Surveying review fees.....	\$ Actual Cost
_____	Outside Consultants or Outsourced Staff Fee	\$ Actual Cost
_____	Noticing Fee.....	\$87.00

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

Final Plat Checklist

***Incomplete applications will not be accepted or held.
All required items shall be submitted***

Current Zoning: _____

Submission Requirements

Check

- _____ Application Review Fee (see page 3)
- _____ Noticing Fee (see page 3)
- _____ Completed Application Form
- _____ Approved Preliminary Plat. Date approved _____
- _____ Recently prepared Preliminary Title Report. Title reports must not be older than 30 days at point of recording final plat, and must coincide with owner's signatures on the plat.
- _____ A signed and notarized Public Improvements Agreement, as applicable.
- _____ Surety to cover improvements as required by the County Engineer in the amount of 115% of the estimated construction costs. The only surety type acceptable to Morgan County is a cash deposit.
- _____ Final Development Agreement, as applicable.
- _____ The subdivider shall comply with all applicable federal, state, & local laws & regulations, & shall provide evidence of such compliance if requested by the County
- _____ 4 sets of full-size plans folded to no greater than 8½" x 14", one set of 11" x 17" and one electronic set in either CAD or PDF format. Applicants who wish to submit materials in color for the staff packets shall submit ten copies, with a maximum size of 11" x 17". The final plat shall contain at a minimum the following information:

A. The final plat shall consist of a mylar with the outside or trim line dimensions of twenty four inches by thirty six inches (24" x 36"). The mylar shall be submitted to the county at least twenty (20) days prior to consideration for placement on the county council agenda for approval. Until that date, submittal of paper copies is sufficient for review. The borderline of the plat shall be drawn in heavy lines leaving a space of at least one and one-half inches (1½") on the left side and at least one-half inch (½") margin on the other sides. The plat shall be so drawn that the top of the drawing faces either north or west, whichever accommodates the drawing best. All lines, dimensions, and markings shall be made on a mylar with approved waterproof black ink. The plat shall be made to a scale large enough to clearly show all details, and in any case not smaller than one hundred feet (100') to the inch, and workmanship on the finished drawing shall be neat, clean cut and readable.

B. The final plat shall show the subdivision name that is distinct from any other recorded subdivision name and the general location of the subdivision in bold letters at the top of the sheet.

C. The plat shall contain a north arrow and scale of the drawing and the date.

D. An accurate and complete survey, which conforms to Utah state law.

E. Plats will show accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision, properly tied to at least two (2) public survey monuments. These lines should be slightly heavier than street and lot lines.

F. The final plat shall show all survey, mathematical information and data necessary to locate all monuments and to locate and retrace all interior and exterior boundary lines appearing thereon, including bearing and distance of straight lines, and central angle, radius and arc length of curves, and such information as may be necessary to determine the location of beginning and ending points of curves. All property corners and monuments within the subdivision shall be tied to an acceptable Morgan County monument, as determined by the Morgan County surveyor. Lot and boundary closure shall be calculated to the nearest 0.02 of a foot.

G. All lots, blocks, and parcels offered for dedication for any purpose should be delineated and designated with dimensions, boundaries and courses clearly shown and defined in every case. The square footage of each lot shall be shown. All parcels offered for dedication other than for streets or easements shall be clearly designated on the plat. Sufficient linear, angular and curved data shall be shown to determine readily the bearing and length of the boundary lines of every block, lot and parcel which is a part thereof. No ditto marks shall be used for lot dimensions.

H. The plat shall show the right of way lines of each street, and the width of any portion being dedicated and widths of any existing dedications. The widths and locations of adjacent streets and other public properties within fifty feet (50') of the subdivision shall be shown with dashed lines. If any street in the subdivision is a continuation or an approximate continuation of an existing street, the conformity or the amount of nonconformity of such existing streets shall be accurately shown.

I. All lots are to be numbered consecutively under a definite system approved by the county. Numbering shall continue consecutively throughout the subdivision with no omissions or duplications.

J. All streets within the subdivision shall be numbered (named streets shall also be numbered) in accordance with and in conformity with the adopted street numbering system adopted by the county. Each lot shall show the street addresses assigned

thereto, and shall be according to the standard addressing methods approved by the county. In the case of corner lots, an address will be assigned for each part of the lot having street frontage.

K. The side lines of all easements shall be shown by fine dashed lines. The width of all easements and sufficient ties thereto to definitely locate the same with respect to the subdivision shall be shown. All easements shall be clearly labeled and identified.

L. The plat shall fully and clearly show all stakes, monuments and other evidence indicating the boundaries of the subdivision as found on the site. Any monument or bench mark that is disturbed or destroyed before acceptance of all improvements shall be replaced by the subdivider under the direction of the county surveyor. The following required monuments shall be shown on the final plat:

1. The location of all monuments placed in making the survey, including a statement as to what, if any, points were reset by ties;
2. All right of way monuments at angle points and intersections as approved by the county surveyor.

M. The final plat shall contain the name, stamp and signature of a professional land surveyor, together with the date of the survey, the scale of the map and number of sheets. The following certificates, acknowledgements and descriptions shall appear on the title sheet of the final plat, and such certificates may be combined where appropriate:

1. Professional land surveyor's "certificate of survey".
2. Owner's dedication certificate in the following form:

OWNERS DEDICATION

Know all men by these presents that we, the undersigned owner(s) of the above described tract of land, having caused said tract to be subdivided into lots and streets to be hereafter known as Subdivision do hereby dedicate for perpetual use of the public all parcels of land, other utilities, or easements shown on this plat as intended for public use. In witness whereof, we have hereunto set out hands this day of , 20__.

(Add appropriate acknowledgments)

3. Notary public's acknowledgement for each signature on the plat.
4. A correct metes and bounds description of all property included within the subdivision.

5. Plats shall contain signature blocks for the water provider (if provided by a culinary water system), sewer provider (if provided by a sewer improvement district), Weber-Morgan County health department, planning commission, and county engineer, and blocks for signatures of the county attorney and county council (a signature line for the council chairperson and an attestation by the county clerk). A block for the county recorder shall be provided in the lower right corner of the final plat.

6. Such other affidavits, certificates, acknowledgements, endorsements and notarial seals as are required by law, by this title, the county attorney, or county surveyor.

7. Prior to recordation of the plat, the subdivider shall submit an updated current title report to be reviewed by the county. A "current title report" is considered to be one which correctly discloses all recorded matters of title regarding the property and which is prepared and dated not more than thirty (30) days before the proposed recordation of the final plat.

8. The owner's dedication certificate, registered land surveyor's certificate of survey, and any other certificates contained on the final plat shall be in the form prescribed by the county's standards.

9. When a subdivision contains lands which are reserved in private ownership for community use, including common areas, the subdivider shall submit, with the final plat, the name, proposed articles of incorporation and bylaws of the owner, or organization empowered to own, maintain and pay taxes on such lands and common areas and any access easements which may be required by the county.

N. On subdivisions which are contiguous to an adopted agricultural protection area, or which contain an agricultural open space preservation area within the plat, a note shall be placed on the plat, in conjunction with right to farm provisions, stating such, and that agricultural operations work hours begin early and run late and that these operations may contribute to noises and odors objectionable to some residents.

O. A note on the plat which states the following:

Morgan County restricts the occupancy of buildings within developments as outlined in the adopted building and fire codes. It is unlawful to occupy a building located within any development without first having obtained a certificate of occupancy issued by the county.

P. Any additional requirements of the Preliminary Plat approval.

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

MCC 8-12: Subdivisions.

MCC 8-5E: Sensitive Area District.

MCC 8-5I: Geologic Hazards Area.

www.morgan-county.net

Final Plat General Review Process

