

## **CHAPTER VI PROCEDURE**

### Section 601 Overview Of Steps To Be Taken

#### Step 1. Discuss Proposed Subdivision With Planning Commission.

Previous to the filing of an application for approval of the preliminary plat, the subdivider shall secure from the Planning commission or authorized representative of the Planning Commission such as Zoning Administrator or Building Inspector, information pertaining to the Master Plan and zoning requirements for the area under consideration.

#### Step 2. Vicinity Plat.

The subdivider shall then prepare and submit a sketch plan of the subdivision to the Planning Commission showing (1) the location of the subdivision; (2) the general layout of streets, blocks, and lots, and (3) the relationship of the proposed streets within the subdivision to existing and planned streets in the surrounding area.

Within sixty (60) days from the submission of the vicinity plat, the Planning Commission shall inform the subdivider that the plans and data as submitted or as modified, do, nor do not meet the objective of these regulations. When the Planning commission finds the plans and data do not meet the objectives of these regulations, it shall express its reasons therefore to the subdivider.

The Planning commission shall visit the site of the proposed subdivision and a quorum of the Planning Commission shall be present on the visit to qualify said visit to be in compliance with this Section.

#### Step 3. Preliminary Plat – Engineering Drawings.

Upon approval of the vicinity plat, the subdivider shall prepare and submit four copies of a preliminary plat of the subdivision to the Planning Commission. Such plat shall be accompanied by a written application for approval thereof on forms furnished by the Planning Commission together with engineering drawings made in accordance with Section 602 of this Ordinance and all other required letters of feasibility and approval as required in this Chapter. The Planning commission shall visit the site of the proposed subdivision and a quorum of the Planning Commission shall be present on the visit to qualify said visit to be in compliance with this Section.

#### Step 4. Planning Commission Approval.

1. The Planning commission shall approve or disapprove the preliminary plat or approve it with modifications, within sixty (60) days from the date of submission, unless a longer period is required.

2. If the preliminary plat is approved, the Planning Commission shall return one copy of the plat signed by the Planning commission Chairman to the subdivider, with any conditions attached. The Planning commission shall retain one signed copy of the plat for its files. If the preliminary plat is disapproved, the Planning Commission shall indicate its disapproval by returning one copy of the plat to the subdivider along with the reason for disapproval.

The Planning commission may withhold approval of a preliminary plat if all or part of the area to be subdivided has been previously identified, officially or unofficially, as a site for a future park, school, street, or other public purpose. The Planning Commission shall notify the appropriate agency in writing of the proposed subdivision and the agency involved shall be given sixty (60) days to indicate to the Planning Commission whether or not they plan to acquire any or all of the property in question. If no need is indicated, the owner may proceed with the application immediately. If a need is indicated but no action has been initiated to acquire the designated property within six (6) months, the owner may then subdivide in compliance with the provisions of this Ordinance.

3. The receipt of a signed copy of the approved preliminary plat shall authorize the subdivider to proceed with the preparation of the final plat.

4. approval of the preliminary plat shall not constitute approval of the final plat. Rather, it shall be deemed an expression of the layout as a guide to the preparation of the final plat. Approval of a preliminary plat by the Planning Commission shall remain in effect for a period of one year from the date of approval.

5. Where a subdivider owns or controls more land than he wishes to develop immediately, the Planning Commission may require that a preliminary plat of the whole area be submitted, in which case, the subdivider shall indicate to the preliminary plat the portion to be developed immediately and the portion to be held for future development. Whenever final approval has been obtained on any part of said preliminary plat, it shall remain in effect until the owner of the land has been notified that the preliminary plat is no longer valid. Before such notification is given, the Planning commission must hold a hearing, to which parties in interest may have an opportunity to be heard.

6. Any time within one (1) year after receiving approval of the preliminary plat, the applicant may submit the original reproducible copy of the final plat to the Planning Commission for action. The Planning Commission may extend the one-year time limit upon request of the applicant for just cause.

#### Step 5. Final Plat – Dedications And Recording.

1. After the preliminary plat has been approved, the subdivider shall prepare and submit the original of the final plat of the subdivision to a certified engineer for review and approval, together with all accompanying documents as required by these regulations. The area covered by the final plat shall conform substantially to the preliminary plat as approved and shall comply with all of the requirements as herein set forth. The subdivider shall pay all costs for engineering review and must provide the Planning Commission the name and business of said engineer and proof of said engineer's certification and licensing in the State of Utah.

Following review of the final plat by the subdivider's engineer, the final plat shall then be reviewed by the County Attorney as to the form and compliance with this Ordinance. Following approval by the County Attorney, the final plat shall be submitted to the Planning Commission for its approval or disapproval. Upon receiving approval of the final plat by the Planning Commission the plat shall be submitted to the County Commission for approval or disapproval. Following County Commission approval of the final plat, the subdivider shall present the final plat bearing all required signatures, and shall also present proof of payment of all

fees to the County and pay all recording fees as required. (See Section 704 of this Ordinance.)

2. Before the Planning Commission shall approve the final plat, satisfactory assurance must be furnished to the county that the required utilities and improvements will be completed as set forth in this Ordinance and that all requirements set forth in this Ordinance have been or will be met.

3. Approval of the final plat by the Planning Commission shall not be deemed as acceptance of the dedication of any street, public way, or grounds. Such acceptance must be obtained from the Board of County Commissioners in a separate action, as provided in Section 709 of this Ordinance.

Step 6. "As Constructed" Plans.

After the improvements have been installed and prior to the final inspection and release as herein provided, "As constructed" plans shall be prepared and submitted to the Building Inspector or agent designated by the governing body showing the location and details of design of all public facilities installed by the developer.