

13011 S. Pioneer Street - Herriman, Utah 84096
801-446-5323 Main Office
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Herriman

Regular Subdivision

Application for a regular subdivision concept review for a specified piece of property must be submitted to the Herriman Community Center 21 days prior to the Planning Commission meeting in order to be placed on the agenda for that meeting. A development review committee meeting may be set up with the City Engineer, City Planner, and other interested agencies.

BASIS FOR ISSUANCE OF A SUBDIVISION

Subdividing is very important in order to develop homes, streets, roads and other infrastructure (including water lines, sidewalks, curbs and gutters, etc.) with serious regards to potential problems of circulation, topography, soil conditions, flood hazards, open space, etc. Subdivision regulations help protect prospective home buyers, local government units, and citizenry from problems that may occur on or off-site.

Typically a regular subdivision has 10 lots or more; however, subdivisions that have less than ten lots are also classified as regular subdivisions if the developer and/or owner is dedicating streets or other land for public purposes to the City.

APPLICATION REQUIREMENTS

Complete the land use application form. In preparing the application be as detailed and specific as possible. Incomplete or inadequate information may result in your application being delayed or possibly denied.

REGULAR SUBDIVISION CONCEPT PLAN REVIEW

Herriman provides a regular subdivision conceptual plan review process. This process allows the following: 1) the public to be involved with the proposed project; 2) provides information to the applicant for preliminary and final approval process; and, 3) prevents the applicant from incurring engineering costs until the preliminary site plans are approved by the Planning Commission.

Application for a regular subdivision concept review for a specified piece of property must be submitted to Herriman 21 days prior to the Planning Commission meeting in order to be placed on the agenda for that meeting. A notice will be sent to property owners within 300 feet of the proposed subdivision 10 days before the Planning Commission meeting.

The planning staff will be in contact with the applicant in the week preceding the Planning Commission meeting in regards to issues and/or conditions that may be placed on the proposed

subdivision. If you have any additional information, please feel free to contact staff prior to the Planning Commission meeting.

APPLICATION PROCESSING

In regards to engineering, the applicant's engineer instead of the applicant or agent should communicate with the City Engineer during the planning development process. This idea saves time and expense for the City Engineer.

The Salt Lake County Surveyors office, prior to installation, should approve all monuments. Telephone number: 468-2028, Fax number: 468-2045.

REQUIREMENTS FOR REGULAR SUBDIVISION CONCEPT REVIEW PLAN SUBMITTAL

Completed Application Form: signed and notarized!!

Document verifying proof of ownership: the current property owner must be the applicant, but may designate an authorized agent to act in his behalf. Please submit a proof of ownership, which should include a Warranty Deed, Trust Deed, or a Quit Claim Deed.

3 Site Plans:

The concept review can be drawn at an appropriate size of paper 24" x 36", at a scale which suitability fits the paper (a scale is recommended at; 1" = 20', 1" = 30', etc.). **Please submit one reduced 8 1/2" x 11" site plan.**

Legal Description

APPLICATION FEES

Regular subdivision application fees include:

Subdivision application	\$1000.00 + \$30.00 per lot
Subdivision application (minor; less than 4 lots)	\$250.00 + \$30.00 per lot

REGULAR SUBDIVISION PRELIMINARY PLAN APPROVAL

A regular subdivision preliminary plan submittal is the next step in the subdivision process after conceptual plan review. This process determines conditions the Planning Commission and staff may place on the proposed subdivision.

Copies of the required preliminary regular subdivision site plan are submitted to various agencies for their review and comment. A copy of the staff recommendation is available three working days before the Planning Commission meeting. The planning staff will be in contact with the applicant in the week preceding the Planning Commission meeting to review all comments and issues. If you have any additional information, please feel free to contact the staff prior to this

meeting.

Before submitting the preliminary subdivision application, the applicant has the option of submitting a site plan to the City Planner. If these site plans are submitted, staff will review the plan to be sure that the project is consistent with the Planning Commission conditions determined at conceptual review.

After preliminary approval, preliminary engineering plans will need to be submitted to the City Engineer to be reviewed. Copies of the title sheet, grading, drainage and storm drain calculations, and detail sheet or references to Herriman standards and any other written approvals should be submitted. The City Engineer will determine storm drainage impact fees and the bond amount required for the subdivision.

REQUIREMENTS FOR PRELIMINARY REGULAR SUBDIVISION SITE PLAN SUBMITTAL

[] 3 Site Plans:

The final plat can be prepared by either you or your engineer but it is to be drawn at an appropriate size on paper 24" x 36", at a scale which suitability fits the paper (a scale is recommended at; 1" = 20', 1" = 30', etc.). **Please submit one reduced 8 1/2" x 11" site plan.**

REGULAR SUBDIVISION FINAL PLAN PROCESS AND REQUIREMENTS

The final regular subdivision review allows the Planning Commission to validate the final subdivision plans. The final plat should reflect all the conditions that are required by the Planning Commission. The Planning Commission at the final review stage should review the final site plan.

A mylar plat signed by all appropriate agencies and utilities will need to be provided to the City. A title report must be provided which will be reviewed by the City Attorney.

At that time the mylar subdivision plat will be placed on the City Council agenda and will be reviewed as an action item. If the City Council approves the subdivision plat, the Mayor will sign the mylar.

Note: The applicant shall also submit a computer file of the plat. The file must be compatible with the City's GIS mapping system. Whenever a subdivision is approved with private streets, the final subdivision plat shall include a statement that no city maintenance is provided on private streets.

The final plat shall require:

- [] Qwest Communications certificate of survey.
- [] Rocky Mountain Power Company certificate of survey.
- [] Questar certificate of survey.

- [] A registered land surveyor's certificate of survey.
- [] The owner's certificate of dedication.
- [] A notary public's acknowledgment.
- [] The Planning Commission's certificate of approval.
- [] The City-County Health Department's certificate of approval.
- [] The City Engineer certificate of approval.
- [] The City Attorney's certificate of approval.
- [] The City Council's certificate of approval.
- [] A one-and-one-half by five-inch space in the lower right-hand corner of the drawing for the county recorder's use.

PLANNING COMMISSION PUBLIC HEARING

The Planning Commission meets the second and fourth Thursday of the month. The Planning Commission meeting begins at 7:00 p.m. at 13011 S. Pioneer Street, Herriman, Utah 84096. The property owner or your appointed representative must be present at the meeting.

Within two years after receiving approval of the subdivision by the Planning Commission the approval will expire if the plat is not recorded; however, the Planning Commission may grant a one-year extension **prior** to the expiration date.

NEXT PLANNING COMMISSION MEETING _____

FILING DEADLINE _____