

Herriman

Subdivision Review Process

Submit a completed land use application and pay the filing fee 21 days prior to the Planning Commission meeting. A development review committee (DRC) meeting may be set up with the City Engineer, City Planner, and other interested agencies; the meetings are held on the 1st and/or 3rd Wednesday's of each month.

SUBMITTAL REQUIREMENTS

- Completed Land Use 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 site plan 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

- 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

PLANNING COMMISSION PUBLIC HEARING

The subdivision request will be placed on the Planning Commission public meeting for a public hearing. The Planning Commission will make a recommendation to the City Council to approve the subdivision with conditions, continue the item for further review or deny the request.

CITY COUNCIL PUBLIC MEETING

The subdivision will be scheduled for the next available City Council public meeting at which time the City Council will review and act on the subdivision.

ENGINEERING REVIEW

After receiving approval by the Planning Commission and City Council, submit engineered drawings and pay the \$90.00 review fee to the City for review by the City Engineer. The City Staff will review the submittal to determine if all conditions placed on the subdivision have been met. The engineering review may take up to 15 days for review and red lines; there may be several red lines during this process.

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.

MYLAR PLAT

The City Engineer will approve the final plat and will submit the plat to the City Attorney for approval prior to final action, if required, from the City Council. All City bonds and fees must be paid prior to the City Engineer's signature on the plat.

The mylar plat should reflect all the conditions required by the Planning Commission and City Council. The plat must be signed by all appropriate agencies and utility companies and submitted to the City.

Note: The applicant shall also submit a computer file of the plat. The file must be compatible with the City's GIS mapping system.

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 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.

EXPIRATION

The subdivision approval will expire after two years of receiving Planning Commission preliminary approval if the Plat is not recorded. The Planning Commission may grant a one-year extension if the request is received prior to the expiration date.