

INTRO

Town of Hatch **Standard Lot Subdivision** Application & Checklist

This form and checklist guide applicants and town staff through each step of **the Standard Subdivision** approval process in Hatch Town. Each section includes specific requirements per Hatch Town Code to verify compliance. Please complete each item, fill in blanks as needed, and ensure all required documents are attached.

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TRACKING SHEET

Overall Subdivision Process Tracking

Optional Pre-Application Meeting (Hatch Town Code 10-9-5)

Scheduled / Not Scheduled

Date & Time: _____

1. PHASE 1 Preliminary Phase Application and Plat Submission

(Hatch Town Code 10-9-6 and 10-9-7)

Preliminary Plat Application

Preliminary Plat Fee

Required documents

a. Staff Review of Preliminary Plat and Application

Within 40 days of Complete Preliminary Application: _____

b. Administrative Land Use Authority Preliminary Plat Approval

Approved / Denied **Date of Decision:** _____

o **Date of Preliminary Application Expiration (12 months):** _____

o **Date Preliminary Plan and Subdivision Improvement Plan Approval is Deemed to have lapsed:** _____

===== AFTER PRELIMINARY PLAT APPROVAL =====

2. PHASE 2 Final Plat Application and Plat Submission

Within 12 months of Prelim Plat Approval (Hatch Town Code 10-9-10 and 10-9-12)

Final Plat Application

Final Plat Fee

Final Plat Required Documents

a. Staff and Attorney Review Of Final Plat and Application

Within 30 days of Complete Preliminary Application: _____

b. Administrative Land Use Authority Final Plat Approval

Approved / Denied **Date of Decision:** _____

o **Date of Final Application Expiration (12 months):** _____

c. Filing with County Recorder

Filed within one year of Final Plat Approval

Filing Date: _____

Commented [RS1]: I would prefer to separate the final plat and preliminary plat from each other. Where they are separate applications I do not want an applicant to assume that if they pay for preliminary plat that they automatically go on to final plat.

PRELIMINARY APPLICATION

Preliminary Plat Application

(Hatch Town Code 10-9-6 and 10-9-7 and 10-9-8)

1) Original Property Information

Property Address: _____ City: _____ State: _____ Zip: _____

Parcel Number: _____ Section: _____ Township: _____ Range: _____

Property Owner: _____

- a. Owner Documentation (if applicable): _____
- b. Mailing Address: _____ City: _____ State: _____ Zip: _____
- c. Phone Number: _____ Email Address: _____
- d. Submit additional property owner information if applicable: _____

Parcel Size: _____ Zoning Designation _____

INSERT CURRENT IMAGE

2) Preliminary Plat Application Information

Applicant Full Name: _____

- o Mailing Address: _____ City: _____ State: _____ Zip : _____
- o Phone Number: _____ Email Address: _____
- o Applicant relation to property: _____
- o Authorized Agent documentation (if applicable): _____

Proposed Subdivision Name: _____

Verify with Garfield County Recorder's Office to avoid conflicts with existing subdivision names

Preliminary Plat Fees: Covers up to two reviews; additional reviews may incur fees based on staff time

Charged: _____ Paid: _____ By: _____ Date: _____ Receipt #: _____

PRELIMINARY APPLICATION

3) Preliminary Plat Eligibility

- Yes / No - Does the subdivision meet zoning requirements without legislative actions?
- Yes / No - Is any part of the subdivision within 100 feet of a water conveyance facility?
- Yes / No - Are there any floodplain considerations within the subdivision boundaries?

4) Preliminary Plat Application Submittal Requirements

- Complete Preliminary Subdivision Application Packet**
- Application fee**
- Preliminary Title Report** showing clear title for all properties in the proposed development
- Tax History** (will be verified by the Town) Note: All taxes must be current prior to recordation of a development
- Preliminary Plat Drawings**
 - Electronic PDF files formatted in both 11X17 24X36
- Plans prepared and certified by a licensed surveyor and/or engineer**

Surveyor/ Engineer Name: _____ License Number: _____

- All improvements and details** shown to comply with town development standards and construction details with the following text provided on all sheets except Plat and Detail sheets:
 - “Note: The Developer and the General Contractor understand that it is his/her responsibility to ensure that all improvements installed within this development are constructed in full compliance with all State and Town Codes, Ordinances and Standards. These plans are not all inclusive of all minimum codes, ordinances and standards. This fact does not relieve the Developer or General Contractor from full compliance with all minimum State and Town Codes, Ordinances and Standards.”
- Will-Serve Letters** confirming utility services for each lot
 - o Culinary Water: _____ Contact: _____
 - o Sewer: _____ Contact: _____
 - o Gas: _____ Contact: _____
 - o Power: _____ Contact: _____
 - o Internet: _____ Contact: _____
 - o Trash: _____ Contact: _____
- Site Specific Documentation**
 - Soils Report addressing groundwater, foundation design, and soil stability
 - o Company: _____

PRELIMINARY APPLICATION

- The soils report shall address hill stabilization, road design including CBR or existing soils, foundation design, groundwater impacts, and general soil stability.
- The report must be stamped and signed by a Civil Engineer licensed in the state of Utah.
- The report shall include a minimum groundwater height factor for a peak month in a wet year for the lowest buildable floor elevation. The lowest buildable floor elevation shall be a minimum of three (3) feet above the highest groundwater level in a wet year.
- UDOT, Railroad, Irrigation Company and/or USPS review and approval, if necessary
- Hazard Mitigation: Wetland Delineation, Flood Elevation Certificate, Wildland Urban Interface mitigation, as determined to be necessary by the Town Engineer
- Traffic study, required for subdivisions of fifty (50) or more lots
- Phasing plan, including construction of infrastructure, amenities and landscaping
- Building Elevations (PUD, Multi-Family, Mixed Use Developments only)
- Materials and Color Board (PUD, Multi-Family, Mixed Use Developments only)
- Preliminary Covenants, Conditions and Restrictions (CC& R's), if necessary
- Any amenities, architectural details, design elements, and other requirements from any prior approval requirements (Overlay approvals, phasing plans, annexation agreements, development agreements, as applicable)

5) Preliminary Plat Plan Requirements

- A. Cover sheet, which includes, but is not limited to, the following:
- Title block, including the following:
 - Proposed name of plat (name will require clearance from the County Recorder's office)
 - Name, address and telephone number of Property Owner(s) and Developer(s)
 - Name, address and telephone number of Engineer/Surveyor
 - Location of the plat
 - Original drawing date and each subsequent revision date
 - Vicinity Map of development with its distinguishable location within the Town
 - Entire subdivision drawn to scale and delineating areas of the subdivision not associated with the phases(s) being presented for review.
 - Drawn to scale of 1" = 40', 1" = 50', or 1" = 60'
 - Written legal boundary description
 - Section tie or block monumentation using County approved coordinates
 - Adjacent subdivisions or properties with owner names and addresses
 - Signature Blocks for utilities and irrigation company
 - Proposed lot layout – showing the following:
 - Lot dimensions, property lines bearings and frontage lengths
 - Lot sizes in square feet
 - Proposed lot addresses
 - Existing addresses of neighboring properties

PRELIMINARY APPLICATION

- Dimensioned building setbacks for all lots or typical lot setback drawing for corner & interior lots
 - Buildable area for each lot in square feet
 - Street rights-of-way with proposed names
 - Street centerlines, including curve length and radius, intersections and center point of bulbs and turnarounds
 - Public utility easements
 - North arrow and scale graphic bar
 - Area of unbuildable slopes
 - Density table with the following:
 - Zoning classification
 - Total number of lots
 - Total acreage within the proposed development
 - Total acreage in lots
 - Total acreage to be dedicated for street right-of-way
 - Total acreage in green or open spaces(s)
 - Total acreage of unbuildable areas, if any
 - Density in units per gross acre
 - Table of contents which identifies, at a minimum, the final plat sheet and utility plan sheet and their contents.
- B. Plat Sheet, which includes, but is not limited to, the following:
- Title block (as described on cover sheet)
 - Vicinity Map of development with its distinguishable location within the Town
 - Owner's dedication and acknowledgement and other acknowledgements as required by County for recordation.
- C. Utility Plan sheet, which includes, but is not limited to, the following:
- Title block (as described on cover sheet)
 - Proposed subdivision drawings drawn to scale of 1" = 40', 1" = 50', or 1" = 60'
 - Proposed lot layout – showing the following
 - Lot or parcel numbers
 - Lot property lines
 - Symbols legend distinguishing between existing & proposed features
 - Existing improvements showing the location of all existing features, including
 - Roads, structures and fences, historic roads and access trails
 - Existing water courses culverts and irrigation ditches
 - Floodplain zones
 - Existing utilities including water mains and valves, fire hydrants, sewer mains and manholes, irrigation lines, power lines, gas lines, storm water system features, street lights and traffic regulatory signage in and adjacent to the proposed subdivision.
 - Existing public utility easements, e.g. gas, water, sewer, irrigation, power, etc.

PRELIMINARY APPLICATION

- Existing easements for other utilities, entities or persons
- Proposed utilities including but not limited to:
 - Location of all proposed utility service laterals
 - Location and size of all water mains and valves
 - Location of all connections to existing water and sewer mains
 - Location and size of all sewer mains and manholes
 - Location and size of pressurized irrigation lines
 - Location of all fire hydrants
 - Location and size of all street lights
 - Proposed changes to water courses, culverts or irrigation ditches.
 - Location of all survey monuments
 - PI pipe slope direction
 - PI AIRF's and drains
 - Culinary water blow-offs
- Proposed right-of-way improvements including but not limited to:
 - Streets with proposed names, centerlines and widths
 - Typical street cross sections, as per Town Development Standards and Construction details
 - Curb, gutter, sidewalks and trails
- Storm Drain/Grading Plan shall include, but not be limited to:
 - Title Block (as described on Cover sheet)
 - Existing topography (2' minimum contours, survey grade) shown as light or dashed lines
 - Proposed grading shown as solid lines (2' minimum contours, 5' in hillside overlay zone, survey grade)
 - Show retaining walls, if any, providing engineering calculations for all retaining walls 4' or taller
 - Proposed storm drain system including
 - Label on site storm drainage retention areas
 - Label off-site storm drainage areas
 - Location of curb boxes, sumps, and/or other storm drainage systems
 - Label slopes at various locations and grade breaks
 - Calculations for storm drainage systems, including percolation tests witnessed by a Town representative (calculations shall be signed, stamped & dated by a professional engineer)
 - North Arrow and Scale Bar

6) Subdivision Improvement Plan Requirements

The Subdivision Improvement Plan includes all construction drawings

- Utility Plan Sheet
 - Location of street signs, traffic regulatory signs, street lights and cluster mail boxes

PRELIMINARY APPLICATION

- Location of all gas, power, telephone and cable television lines
- **Storm Drain/Grading Plan**
 - Erosion and dust mitigation plan
 - Engineered calculations for any retaining walls
 - Vegetation re-establishment plans
 - Show retaining walls, if any, providing engineering calculations for all retaining walls 4' or taller in height
- **Plan & Profile Sheets**, which include, but are not limited to:
 - Title block as described for preliminary submittal
 - Designing engineer's stamp, signature & date on each sheet
 - Plan and profile for each street, sewer, and/or storm drain alignment at a vertical scale of 1" to 1', 2', 3' or 1' to 4' including
 - Footings
 - Location and slopes of existing utilities and topography
 - Proposed Centerline road grades and vertical curves
 - Slope and location of proposed sewer and storm drain system features
 - Invert elevations for proposed sewer, water and storm drain system features
 - Finished elevations of all sewer manholes and storm water inlets/manholes
- **Detail Sheets**, which include but are not limited to:
 - Title block as described for preliminary submittal
 - Details for all proposed improvements and utilities
 - Designing engineer's stamp, signature & date on each sheet
 - All details drawn in compliance with the Development Standards and Construction drawings

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PRELIMINARY PLAT STAFF REPORT
Staff Review/ Report Of Preliminary Application

(Hatch Town Code 10-9-7)

- Is the application complete with all required attachments? If incomplete, the application will be returned to the applicant for completion.
 - o DATE application determined complete: _____
- Does the Proposed subdivision meet all eligibility requirements.
- Review Cycle 1
 - o Date Plans Received: _____ Reviewer: _____
 - o Date Comments Provided: _____ Resubmission Deadline: _____
- Review Cycle 2 (if applicable)
 - o Date Plans Received: _____ Reviewer: _____
 - o Date Comments Provided: _____ Resubmission Deadline: _____
- Final Recommendation to Planning Commission
 - o Date Plans Received: _____ Reviewer: _____
 - o Recommendation: _____ Date: _____
- The approved preliminary plat complete with all planning commission requirements has been accepted and approved by Oak City. Preliminary Plat Application Approved as of
 - Date: _____
 - Land Use Authority: _____
 - Final Plat Application Submission Deadline: _____
- Subdivision Details AS NOTED ON PLAT:
 - o Number of Lots Proposed: _____ Total Acreage: _____
 - o Zone: _____ Density: _____
 - o Lot Size Proposed
 - Smallest Lot: _____ Average Lot: _____ Largest Lot: _____
 - o Lot Width Proposed
 - Smallest Lot: _____ Average Lot: _____ Largest Lot: _____
 - o Lot Frontage proposed
 - Smallest Lot: _____ Average Lot: _____ Largest Lot: _____

**PRELIMINARY PLAT STAFF REPORT
Planning Commission Decision**

(Hatch Town Code 10-9-8)

Approved / Denied : Date _____

o Discussion FOF :

o Outstanding Plat Conditions:

Commented [RS2]: Should we remove this? The ordinance allows for approval or denial but does not mention conditional approval.

Commented [GB3]: Don't they always have the option for conditions?

=====

FINAL PLAT APPLICATON
Final Plat Application

(Hatch Town Code 10-9-11)

1) Original Property Information (Hatch Town Code § 10-9-7)

Property Address: _____ City: _____ State: _____ Zip: _____

Parcel Number: _____ Section: _____ Township: _____ Range: _____

Property Owner: _____

- a. Owner Documentation (if applicable): _____
- b. Mailing Address: _____ City: _____ State: _____ Zip: _____
- c. Phone Number: _____ Email Address: _____
- d. Submit additional property owner information if applicable: _____

Parcel Size: _____ Zoning Designation _____

Date of Preliminary Plat Approval: _____ Within 1 Year: YES / NO

INSERT CURRENT IMAGE

2) Final Plat Application Information

Applicant Full Name: _____

- o Mailing Address: _____ City: _____ State: _____ Zip : _____
- o Phone Number: _____ Email Address: _____
- o Applicant relation to property: _____
- o Authorized Agent documentation (if applicable): _____

Proposed Subdivision Name: _____

Verify with Garfield County Recorder's Office to avoid conflicts with existing subdivision names

Final Plat Fees: paid to cover Final Plat review costs

Charged: _____ Paid: _____ By: _____ Date: _____ Receipt #: _____

FINAL PLAT APPLICATION

3) Final Plat Eligibility

- Yes / No - Does the subdivision meet all zoning requirements?
- Yes / No - Does the subdivision conform to the approved Preliminary Plat?
- Yes / No - Is any part of the subdivision within 100 feet of a water conveyance facility?
- Yes / No - Are there any floodplain considerations within the subdivision boundaries?

4) Final Plat Submittal Requirement Checklist

- Completed Preliminary Subdivision Application
- Application fee, which covers a maximum of two reviews. Additional reviews may require additional fees, based on staff time required
- Preliminary Title Report
- Tax history (will be verified by the Town) Note: All taxes must be current prior to recordation of a development
- Electronic PDF files formatted for both 11X17 24X36
- Paper Files Formatted for both 11X17 24X36
- All plans must be prepared by a licensed surveyor and/or engineer
- All improvements and details shall comply with the Town Development Standards and Construction Details.
- The following text shall be provided on all sheets except Plat and Detail sheets:

“Note: The Developer and the General Contractor understand that it is his/her responsibility to ensure that all improvements installed within this development are constructed in full compliance with all State and Town Codes, Ordinances and Standards. These plans are not all inclusive of all minimum codes, ordinances and standards. This fact does not relieve the Developer or General Contractor from full compliance with all minimum State and Town Codes, Ordinances and Standards.”

“Note: All recommendations made in a pertinent geotechnical report/study shall be followed explicitly during construction of buildings and site improvements.”

- Site Specific Requirements (the following apply depending on location and type of project)
 - UDOT, Railroad, Irrigation Company and/or USPS review and approval, if necessary
 - Phasing plan, including construction of infrastructure, amenities and landscaping
 - Landscape and irrigation plans where required as part of a PUD, multi-family or condominium plat
 - Final Covenants, Conditions and Restrictions (CC& R's), if necessary
 - Documentation for any off-site easements. Any off-site easement necessary to facilitate the needs of the proposed lots shall be recorded prior to or in conjunction with the recording of the Final Plat.

FINAL PLAT APPLICATION

5) Final Plat Requirements

- Cover sheet, drawn as required for preliminary submittal, including any and all corrections required as part of preliminary review.
- Final Plat, drawn as required for preliminary submittal, including any and all corrections required as part of preliminary review.
- Plats and signatures shall be in waterproof ink on a 24x36 inch mylar sheet. There shall be an unencumbered margin of one and one-half (1 1/2) inches on the left-hand side of the sheet and not less than a half (1/2) inch margin around the outer three (3) sides of the sheets. The scale shall be a standard engineering scale of no more than 100 feet to the inch. Space for approved signatures shall include:
 - Owners' dedication and acknowledgment
 - Town Engineer's approval
 - Public utilities acceptance
 - Public Health Department approval if it is determined the property is not served by the public sewer system
 - Planning Commission acceptance
 - County Recorder's certificate
- A tie to a section corner and the state plane coordinates of each point. All horizontal data shall be based on the 1927 North American Datum (NAD27) or 1983 North American Datum (NAD83) State Plane Coordinate System. Horizontal datum shall be clearly written on the plat. This shall include all survey monuments and proposed hydrant locations.
- The boundary dimensions and legal description of the subdivision.
- The proposed subdivision name.
- A minimum scale of one inch equals fifty (50) feet (1"=50').
- A north arrow facing the top right margin.
- A date on each sheet.
- A legend of symbols.
- Accurate dimensions for all lines, angles and curves used to describe boundaries, streets, alleys, easements, areas to be reserved for public use, and other important features; the lines, angles, dimensions, state plane coordinates, bearings, areas and numbers of all lots, blocks and parts reserved for any reason within the subdivision. All dimensions shall be determined by an accurate field survey which shall balance and close as required by the county.
- All lots and blocks are to be numbered, addressed, and named in accordance with the street numbering and naming system assigned by the Town Engineer. Streets indicating numbers and/or names and lots numbered consecutively.
- All statements to be included on the plat as required in Town Code.
- The name of the engineer or surveyor with a stamp and signature of a surveyor licensed in the state of Utah.

6) After Final Plat Approval Submittal Requirements

- Completed Mylar plat formatted for 24X36

FINAL PLAT APPLICATON

- Six (6) 24" x 36" final approved copies of all construction plans must be submitted after final approval and prior to construction.
- Performance Bond or Other Financial Guarantee:** (Hatch Town Code § 10-9-18(B)) "The Subdivider shall furnish and file with the Town Clerk, a corporate surety bond, to assure that the actual construction of such improvements is completed within a period of two years immediately following the approval of the Final Plat."

Type of Guarantee: _____ Guarantee Amount: _____

Institution: _____ Account # _____

Provided By: _____ Date Provided: _____

Expiration Date: _____

=====

FINAL PLAT STAFF REPORT
Staff Review Of Final Application

(Hatch Town Code 10-9-10)

Yes / No : Has final plat been submitted within 12 months of Preliminary Plat Approval? *(Hatch Town Code § 10-9-10)*

o Date Expired if No: _____

Yes / No : Is the application complete with all required attachments? If incomplete, the application will be returned to the applicant for completion.

o Date Application Complete: _____

Yes / No : Does the Final Plat match the approved Preliminary Plat and reflect any conditions specified during the preliminary review.

o Items NOT matching Preliminary Plat approval: _____

Yes / No : Attorney Review

- o Title report
- o performance bond
- o legal compliance.

Yes / No : Does the final plat include all information **REQUIRED ON PLAT** *(Hatch Town Code 10-9-11)*

Subdivision Name: *"A subdivision name that is distinct from any subdivision name on a plat recorded in the county recorder's office."*

Plat Dimensions: The Final Plat must be drawn on a 24" x 36" sheet. All lines, dimensions, and markings must be accurate and clearly readable.

Legal Descriptions and dimensions: *"The boundaries, course, and dimensions of all parcels of ground divided, whether for sale or public use, and areas reserved for public purpose or dedication."*

- o **Surveyor's Certificate of Accuracy:** Include a certificate by a licensed surveyor verifying all boundary measurements and legal descriptions.

Surveyor Name: _____

Surveyor License Number: _____

Subdivision Information and Legend: Include subdivision name, date, and north arrow on each sheet.

FINAL PLAT STAFF REPORT

- Lot and Block Numbers:** *“The lot or unit reference, block or building reference, and dimensions for all parcels or lots intended for sale.”*
- Easements and Rights-of-Way:** *“Every existing right-of-way, easement, or utility location, including underground facilities.”*
- Owner’s Certificate of Dedication:** Signed by the owner dedicating streets, easements, and other improvements to Oak City for public use.
- Utility and Easement Layouts:** Show all public utility easements, rights-of-way, and other necessary easements, labeled and dimensioned accurately.
- Signatures Required for Approval:** Signature blocks have been provided and signed for the following officials:
 - Land Use Authority: _____
 - County Recorder’s Certificate: _____
 - County Treasurer: _____
 - Culinary Water: _____
 - Sewer _____
 - Gas: _____
 - Power: _____
 - Internet: _____
 - Health Department: _____

Final Plat Approval/ Denial

(Hatch Town Code 10-9-12)

The designated Administrative Land Use Authority will approve the Final Plat if all requirements have been met, including conditions established in the Preliminary Plat phase. If issues are found, the Final Plat may be denied, or the applicant will be asked to make specific corrections based on ordinance requirements. A written notification shall be sent to the applicant if the permit is denied complete with reasons for the permit denial.

Land Use Authority _____ Current Responsible Party: _____

FINAL PLAT STAFF REPORT

Correcting mistakes at Recordation: The Town Engineer may approve minor modifications to approved Final Plats before the Final Plat is recorded if the Engineer finds the proposed modifications are in line with the intent of the approval and do not jeopardize the interest of the Town or adjoining property owners such as:

- o legal description mistakes, surveyor errors—such as tie in description mistakes, typos, and items agreed to that should have been included in writing on the Final Plat.

Any substantive change requires reapproval

Conditions or Corrections Required:

- o _____ Date Completed: _____
- o _____ Date Completed: _____
- o _____ Date Completed: _____
- o _____ Date Completed: _____

As of (date) _____ All Conditions and Corrections Required have been met. Please see Certificate of Approval.

Recordation/ Expiration

Yes / No : Has the Final Plat been Recorded within one year of Final Plat approval?

- o Date Recorded if Yes: _____
- o Certificate Attached Yes / No
- o Date Expired if No: _____

=====

CERTIFICATE OF APPROVAL

**CERTIFICATE OF HATCH TOWN FINAL SUBDIVISION
APPROVAL**

This certificate serves as official approval from Hatch for the subdivision of land described in the Final Plat for **[Subdivision Name]**, as submitted by the applicant and property owner. This approval confirms that the subdivision meets all requirements set forth by Hatch Town Code and applicable Utah State regulations, and it authorizes the subdivision's recordation with the Millard County Recorder.

Subdivision Name: _____ Number of Lots: _____

Preliminary Plan Approval Date: _____ Final Plat Approval Date: _____

Legal Description of Original Property:

Land Use Authority Title Print Name

Signature Date

Notary/Acknowledgment:

Hatch Town Code 10-9-12: Only the Town may deposit the Final Plat, bearing all official approvals, in the office of the Garfield County Recorder for recording. The Final Plat must be recorded within one (1) year of approval. If the Final Plat is not recorded within one (1) year of plat approval, the approval expires and the plat must be resubmitted.

Upon the recording of the plat, the owner may thereafter proceed to convey title to the lots as described by the plat.