

CITY OF MOAB
SUBDIVISION APPLICATION

FORM MUST BE COMPLETED IN INK



PRELIMINARY PLAT APPLICATION

A PRE-APPLICATION MEETING WITH CITY STAFF IS REQUIRED FOR THIS APPLICATION

DATE STAMP FOR CITY USE ONLY	<u>TO BE FILLED OUT BY APPLICANT</u>
	PROJECT NAME (if any):
	PROJECT STREET ADDRESS OR ACCESS STREET:
	<u>FOR CITY USE ONLY</u>
	APPLICATION NUMBER:
	DATE RECEIVED:
	APPLICATION FEE:
	TREASURER'S RECEIPT NUMBER:

All applications are subject to review by city staff for completeness. Staff will notify the applicant of deficiencies or completeness within fifteen days.

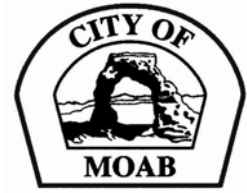
SUBMITTAL REQUIREMENTS	
APPLICATION	<i>One original (which must contain an original signature of owner/agent)</i>
FULL-SIZE DRAWINGS	<i>EIGHT (8) copies</i> of the required drawings must be provided. Drawings <i>must be 18" x 24" or 24" x 36"</i> in size.
REDUCED DRAWINGS	<i>TWO (2) copies</i> of the drawings reduced to <i>8.5" x 11" or 11" x 17"</i> must be provided.
FEES	Preliminary Plat - \$200.00 plus \$25.00 per lot Final Plat - \$200.00 plus \$25.00 per lot
ATTACHED SUBMITTAL CHECKLIST	Please refer to attached Submittal Checklist for further information. Note: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.

REQUIRED SIGNATURES (sign & date)

Public Works Director	Fire Chief
City Engineer	Building Inspector
City Planner	Streets Superintendent
Zoning Administrator	Water & Sewer Superintendent
City Manager	City Recorder

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A. GENERAL INFORMATION

1. Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Attach additional owner information if necessary.

If the owner(s) of record as shown by the county assessor's office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.

2. Applicant or contact person: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

3. Name of land surveyor: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

4. Description of proposal: _____

5. Does the property/site contain hillside slopes over 25%? yes no unknown

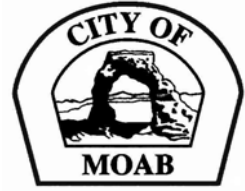
6. Does any portion of the property/site reside in the FC-1 flood zone? yes no unknown

7. Are any restrictive covenants existing or proposed? (If yes, please attach.) yes no

8. Are there underlying/overlying agreements on the property? yes no unknown

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If yes, check as appropriate and provide a copy of the decision document:

- Conditional Use Permit
- Zoning Variance
- Planned Unit Development
- Other:

Under which jurisdiction was the approval given?

- City of Moab
- Grand County

Approval date: _____

I hereby certify that I have read this application and know the same to be true and correct.

*Signature of owner or authorized agent

Date

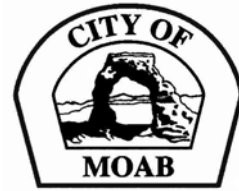
Please Print Name

*Signature of owner or authorized agent

Date

Please Print Name

****If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized***



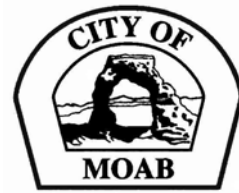
SUBDIVISION APPLICATION
SUPPLEMENTARY INFORMATION

SUBMITTAL DOCUMENTS

A complete application shall include the items listed below (unless waived in writing by the director or project manager):

- Completed application form provided by the city containing the original signatures of all property owners;
- Notarized Owner/Applicant agreement *signed by all owners* in the event the owners designate an agent to act in their stead;
- Narrative describing the project (number and size of lots, total acreage, etc) including proposed types of uses, time frame for completion of improvements, how development complies with the development code and general plan. Please include correspondence with other governmental agencies and utility providers.
- Eight (8) copies of the composite site plan/plat for review, must be 24" x 36" in size with a minimum scale of 1" = 100'.
- Two (2) copies of reduced drawings, 11" x 17" or 8.5" x 11"
- Vicinity map showing the proposed project site and major city streets (map shall, at a minimum, cover the section in which the project is located);
- An application fee in the amount of specified by the fee schedule, check made payable to the City of Moab;
- Stamped envelopes addressed to all property owners within 300 feet of the subject property boundary lines;
- Weather resistant sign no smaller than 36" x 48" securely attached to the ground via a pole posted on the property by the applicant at least three (3) days prior to the public hearing;

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PRELIMINARY PLAT CHECKLIST

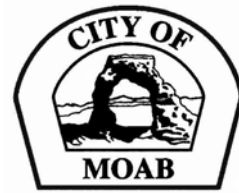
Preliminary Plat shall be prepared on tracing linen 24 inches by 36 inches and must be prepared by Licensed Land Surveyor.

THE PRELIMINARY PLAT SHALL SHOW

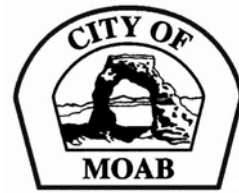
- In a title block located in the lower right hand corner the following shall appear:
 1. The proposed name of the subdivision
 2. The location of the subdivision, including
 - a. Address
 - b. Section, township and range
 3. The name and address of
 - a. Owner
 - b. Subdivider (if different than owner)
 - c. Subdivision Designer
 4. Date of Preparation, scale (not less than 1" = 100') and the north point;
- Location of and dimensions to the nearest benchmark or monument.
- Boundary line of the proposed subdivision indicated by a solid heavy line and indicate the total acreage encompassed thereby.
- All property under the control of the subdivider, even though only a portion is being subdivided. Where the plat submitted covers only a part of the subdivider's tract, a sketch of the prospective street system of the unplatted parts of the subdivider's land shall be submitted, and the street system shall be considered in the light of existing master street plans or other planning commission studies.
- The location, width and names of all existing streets within two hundred feet of the subdivision and of all prior platted streets or other public ways, utility right-of-way, parks, and other public open spaces, permanent buildings and structures, houses or permanent easements, within and adjacent to the tract.
- The location of all wells, proposed or active and abandoned within the tract and to a distance of at least one hundred feet beyond the tract boundaries.
- Existing sewers, water mains, culverts or other underground facilities within the tract and the distance of at least one hundred feet beyond the tract boundaries including pipe sizes, grades, manholes and their exact location.
- Existing ditches, canals, natural drainage channels and open waterways and proposed realignments.
- Boundary lines of adjacent tracts or unsubdivided land, showing ownership where possible.
- Contours at vertical intervals of not more than two feet, high water levels of all watercourses, if any, shall be indicated in the same datum for contour elevations. The layout of streets, showing location, widths and other dimensions of (designated by actual or proposed names and numbers) proposed streets, crosswalks, alleys and easements.
- The layout, numbers and typical dimensions of lots.
- Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision.

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FINAL PLAT APPLICATION

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	PROJECT NAME (if any):	
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	APPLICATION NUMBER:	
	DATE RECEIVED:	
APPLICATION FEE: \$200.00 PLUS \$25.00 PER LOT		
TREASURER'S RECEIPT NUMBER:		

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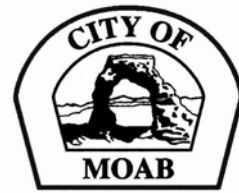
SUBMITTAL REQUIREMENTS MYLAR FINAL PLAT REQUIRED PRIOR TO CITY COUNCIL REVIEW	
APPLICATION	<i>One original (which must contain an original signature of owner/agent)</i>
FULL-SIZE DRAWINGS	<i>EIGHT (8) copies</i> of the required drawings must be provided. Drawings <i>must be 18" x 24" or 24" x 36"</i> in size.
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A. GENERAL INFORMATION

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E-mail: _____

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Address: _____
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E-mail: _____

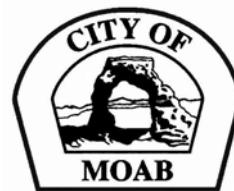
4. Description of proposal: _____

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6. Does any portion of the property/site reside in the FC-1 flood zone? yes no unknown

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7. Are any restrictive covenants existing or proposed? (If yes, please attach.) yes no

8. Are there underlying/overlying agreements on the property? yes no unknown

If yes, check as appropriate and provide a copy of the decision document:

- Conditional Use Permit
- Zoning Variance
- Planned Unit Development
- Other:

Date of Preliminary Plat Approval _____

I hereby certify that I have read this application and know the same to be true and correct.

*Signature of owner or authorized agent

Date

Please Print Name

*Signature of owner or authorized agent

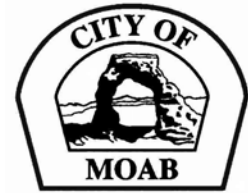
Date

Please Print Name

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SUBDIVISION APPLICATION SUPPLEMENTARY INFORMATION

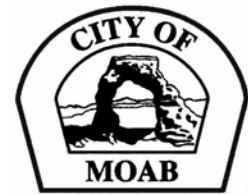
SUBMITTAL DOCUMENTS

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- Completed application form provided by the city containing the original signatures of all property owners;
- Notarized Owner/Applicant agreement *signed by all owners* in the event the owners designate an agent to act in their stead;
- Eight (8) copies of the composite site plan/plat for review, must be 24" x 36" in size with a minimum scale of 1" = 100'.
- Two (2) copies of reduced drawings, 11" x 17" or 8.5" x 11"
- Vicinity map showing the proposed project site and major city streets (map shall, at a minimum, cover the section in which the project is located);
- An application fee in the amount of specified by the fee schedule, check made payable to the City of Moab;
- Two (2) FINAL MYLAR PLATS must be submitted prior to Moab City Council review;
see FINAL PLAT CHECKLIST

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FINAL PLAT CHECKLIST

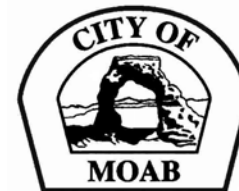
Final Plat shall be prepared on mylar or tracing linen 24 inches by 36 inches and made with approved waterproof black drawing ink. Final plat must be prepared by Licensed Land Surveyor.

THE FINAL PLAT SHALL SHOW

- Name of subdivision; date of drawing preparation;
- Accurate angular and linear dimensions for all lines, angles and curves used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and any other important features
- An identification system for all lots and blocks and names of streets. Lot lines shall show dimensions in feet and hundredths. Actual house numbers, as assigned by the city engineer, shall be shown.
- True angles and distances to the nearest established street lines or official monuments, which shall be accurately described on the final plat and shown by appropriate symbols.
- Radii, internal angles, points and curvatures, tangent bearings and the length of all curves.
- The accurate location of all monuments and fire hydrants to be installed shown by the appropriate symbol. All United States, state, city or other official benchmarks, monuments or triangulation stations in or adjacent to the property, shall be preserved in precise position.
- Dedicate to the city all streets, highways, and other public lands included in the proposed subdivision.
- Pipes or other such physical monuments as shall be placed at each lot corner.
- Where it is proposed that streets be constructed on property controlled by a public agent or utility company, approval for the location, improvement and maintenance of such streets be obtained from the public agency or utility company and entered on the final plat in a form approved by the city attorney
- The final plat shall contain the following:
 - A. A registered professional engineer or land surveyors' "Certificate of Survey";
 - B. The owners' "Certificate of Dedication";
 - C. A notary public's "Acknowledgement";
 - D. The city planning commission's "Certificate of Approval";
 - E. The city engineers' "Certificate of Approval";
 - F. The utility supervisors' "Certificate of Approval";
 - G. The city attorney's "Certificate of Approval";
 - H. The city council's "Certificate of Approval";
 - I. Certificate of filing to be completed by county recorder;

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**Required Improvements to be demonstrated in addition to Final Plat**

Sewer and sewerage facilities: Where a public sanitary sewer is reasonably accessible (within two hundred feet from the outside boundary of a subdivision), the subdivider shall connect with such sanitary sewer and provide adequate sewer lines accessible to the property line of each lot. The subdivider shall install a wye connection for each lot in the subdivision at the time the sewer main is laid. The sewer line will be stubbed in to all lots of record fronting the street before any paving is installed. When a subdivider is required to make connections to lots not in his subdivisions, the city shall credit the subdivider one hundred fifty dollars per lot. When service is late requested for said lots, the property owner will pay fees as stipulated in Section 13.08.050, Connection fees. Sewer connections and subdivision sewer systems shall be installed in accordance with the city specifications under the direction of the city engineer. Where a public sewer is not reasonably accessible, the subdivider, upon approval of the city council, may either install individual sewer facilities at his expense or require that builders provide such facilities as part of the construction of buildings or structures. Where individual sewerage facilities are to be installed, the city council shall be assured that the sanitary condition of the land will be fully safeguarded.

Stormwater drainage: A stormwater drainage system subject to review by the city engineer and the approval of the public works director and city planner, shall be required by the city and e the responsibility of the project applicant. The system shall be separate and independent of the sanitary sewer system. The plans for the drainage system shall be prepared by a licensed engineer. The costs associated for this study shall be the sold responsibility of the project applicant.

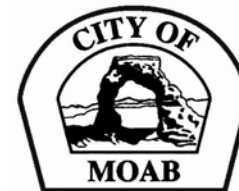
Storm Drainage: No ditch or canal shall be approved as suitable for the use of storm drainage water without the written permission of the appropriate ditch or canal company or of the water users for such use. No ditch or canal shall be used for stormwater unless adequately improved to handle such water as might be reasonably expected to flow from canal and ditch water, subdivision runoff, and other water expected to reach such canal or ditch. No ditch, canal or other waterway shall be permitted within properly dedicated or to be dedicated for public use.

Street Improvements: At least ten days prior to the commencement of construction, the subdivider shall furnish to the city engineer a complete set of construction plans and profiles of all streets, existing and proposed, within the subdivision. The city engineer shall, within a reasonable time not to exceed thirty days from the receipt of the plans, notify the subdivider of approval or disapproval, and in case of disapproval of the reasons therefore. Such plans and profiles shall include:

- A. The designation of limits of work to be done;
- B. The location of the benchmark and its true elevation according to city datum, all profiles to be referred to that datum;
- C. Profiles which indicate the finished and existing grades for each side of the street. Separate profiles, clearly designated, shall be made for each side of the street;
- D. Construction plans which include the details of curb and gutter and street cross-sections, location and elevation of manholes, catchbasins and storm sewers, elevations and location of fire hydrants and any other detail necessary to simplify construction;
- E. Complete data for field layout and office checking;
- F. On curb returns, at least two additional control points for elevation besides those at points of curvature. Control points shall be staked in the field to insure drainage at intersections;
- G. The street address of the project;
- H. Grades of streets shall be as follows:
 1. Arterial street: minimum grade 0.5%, maximum grade 5.0%;
 2. Collector street: minimum grade 0.5%, maximum grade 7.0%;
 3. Minor street: minimum grade 0.5%, maximum grade 12.0%;
- I. All streets within the city shall be improved with pavements bounded by integral concrete curbs and gutters to an overall width in accordance with the standards, rules and regulations adopted by the city council;
- J. Pavements shall be constructed in accordance with the requirements of the standards, rules and regulations adopted by the city council;
- K. All curbs and gutters on all streets shall be concrete of the standard high-back-type unit, not less than two feet, six inches in overall width, and not less than seven inches thick where the curb abuts the street pavement;

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- L. Stormwater inlets and catchbasins shall be provided within the roadway improvements at points specified by the city engineer;
- M. All curb corners shall have a radius of not less than twenty-four feet and at intersections involving collector or major streets of not less than twenty-five feet. However, if in the opinion of the city engineer, a smaller radius would suffice, he may grant an exception therefrom;
- N. The arrangement of streets in new subdivisions shall make provision for the continuation of the existing streets in adjoining areas and shall provide access to unsubdivided adjoining areas insofar as such continuation or access shall be deemed necessary by the planning commission. New streets must connect with existing public streets;
- O. Minor streets shall approach the arterial or collector streets at an angle of not less than eighty degrees;
- P. Fire hydrants shall be installed in all subdivisions in accordance with the regulations of the fire department;
- Q. Street lights shall be installed in all subdivisions in the number and location specified by the city. Installation shall be in accordance with the regulations of the power company;
- R. Open ditches or canals shall not be allowed within or adjoining a subdivision except along rear or side lot lines. The subdivider shall work with the irrigation, drainage or ditch companies as to:
 - 1. Methods of covering, realigning or eliminating ditches or canals within or adjoining the subdivision,
 - 2. The size of pipe and culverts required,
 - 3. The responsibility for the periodic inspection, cleaning and maintenance of such ditches, pipes and culverts. In cases where canals or ditches cross public roads or proposed public roads, specifications and grades for pipe or culvert must be approved by the city engineer;
- S. The subdivider shall install a six-foot, nonclimbable chain-link fence, or its equivalent along all open ditches, canals or waterways, nonaccess streets, open reservoirs or bodies of water, and other such features of potentially hazardous nature, on crossing or contiguous to the property being subdivided, except on those features which the planning commission shall determine would not be a hazard to life, or where the conforming structure would not create a hazard to the safety of the public;
- T. The subdivider shall install curbs, gutter, and sidewalks on existing and proposed streets in all subdivisions, including on the rear of such lots as back on arterial streets when the planning commission determines that pedestrian access along said arterial street is necessary;
- U. Street name signs, conforming to the design and specifications and in the number provided by the standards, rules and regulations of the city, shall be provided by the developer at all street intersections. Installation shall be made by the developer and inspected by the city.

Performance Bonds:

After final approval but before recordation of the final plat, the developer must complete all improvements required in the subdivision agreement with the city **or** in lieu thereof, the subdivider may guarantee the installation thereof with a bond and sureties guaranteeing the standards of improvements. The bond shall be approved by the city council and the city attorney.

- 1. The subdivider may furnish and file with the city council a bond in an amount equal to one and one-half times the cost of the improvements not previously installed as determined by the city engineer to assure the installation of such improvements within a two-year period. The bond will be guaranteed by a collateral pledge of property, tangible or intangible, satisfactory to the city council and the city attorney.
- 2. The subdivider may deposit in escrow with an escrow holder approved by the city council an amount of money equal to one and one-half times the cost of the improvements not previously installed as determined by the city engineer to assure the installation of such improvements within a two-year period or, if otherwise provided by the city council, a shorter or longer period. The escrow agreement aforesaid shall be approved by the city council and the city attorney.

Whenever the subdivider develops a subdivision a portion at a time, such development shall be in an orderly manner and in such a way that the required improvements will be continuous and all of the improvements will be made available for the full, effective and practical use and enjoyment thereof by the lessees or grantees of any of the lands subdivided within the time herein before specified.

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INFORMATION TO BE ON DRAWINGS FOR REVIEW

A. IDENTIFICATION INFORMATION (to be included on each page of each drawing):

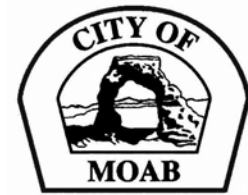
- name of proposed project;
- name, address, phone and fax numbers and e-mail address of whomever prepared the drawing;
- date of drawing preparation;
- north arrow;
- graphic scale (minimum scale: 1" = 100');
- quarter section, section, township and range of the proposed project; and
- page numbers and total number of pages.

B. DRAWING CONTENT

- name, address, phone and fax numbers and e-mail address of property owner and applicant;
- assessor's account number(s) of parcel(s) included within the proposed project;
- legal description of the property included within the proposed project;
- total area of the proposed project;
- zoning designation(s) of parcels included within the proposed project;
- proposed home site areas and/or lots;
- contours at a maximum interval of five feet;
- location of all existing structures, wells (including well protection areas) and other improvements located on the subject property or within 100 feet of the subject property;
- location, name and width of all existing and proposed streets, roads, bicycle paths or lanes, trails, easements, greenways, and/or open spaces located on the subject property or within 100 feet of the project;
- existing land use(s) on the subject property or within 150 feet of the subject property;
- all streams, wetlands, drainage ways within 150 feet of the proposed project;
- type of vegetation (i.e.: wooded, meadow, cleared, wetland, etc.) on or within 150 feet of the subject property;
- location of all slopes steeper than 25%
- location and area of proposed or existing open space and/or conservation easements (if applicable);
- if phasing of the project is proposed, show the proposed phase boundaries.

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Subdivision Design Standards

The design of the preliminary and final plats of the subdivision in relation to streets, blocks, lots, open spaces and other design factors shall be in harmony with design standards recommended by the planning commission, the highway department and other departments and agencies of city government. Design standards shall be approved by the city council and shall include provisions as follows:

- Blocks shall not exceed one thousand feet in length.
- Blocks shall be wide enough to adequately accommodate two tiers of blocks.
- Dedicated walkways through the block may be required where access is necessary to a point designated by the planning commission. Such walkways shall be a minimum of six feet in width, but may be required to be wider where determined necessary by the planning commission. The subdivider shall surface the full width of the walkway with a concrete surface, install a chain-link fence or its equal six feet high on each side and the full length of each walkway entrance to prevent the use of the walkway by any motor vehicle or by any other nonmotorized vehicle wider than three feet.
- Blocks intended for business or industrial use shall be designated specifically for such purposes with adequate space set aside for off-street parking and delivery facilities.
- The lot arrangement and design shall be such that lots will provide satisfactory and desirable sites for buildings, and be properly related to topography, to the character of surrounding development and to existing requirements.
- All lots shown on the preliminary and final plats must conform to the minimum requirements of the zoning regulations, but in no case shall the area be less than seven thousand two hundred square feet and sixty square feet wide at the building setback line.
- Each lot shall abut on a street shown on the subdivision plat or on an existing publicly-dedicated street. Half streets will not be accepted by the city as dedicated streets. Double frontage lots shall be prohibited except where conditions make other designs undesirable.
- Side lines of lots shall be approximately at right angles, or radial to the street lines. However, if energy design conditions dictate otherwise, the planning commission may permit variances.
- All remnants of lots below minimum size must be added to adjacent lots, rather than allowed to remain as unusable parcels.
- Minimum street widths shall be as follows:
 1. Arterial streets shall be eighty feet wide; sixty-six feet curb to curb.
 2. Secondary streets shall be sixty feet wide; forty feet curb to curb.
 3. Minor streets shall be fifty feet wide; thirty feet curb to curb.
- Dead-end streets shall not exceed four hundred feet in length and must have a cul-de-sac with a minimum radius of fifty feet and a diameter of eighty feet curb to curb.
- The subdivider shall install the following improvements in all streets within the subdivision in accordance with the standards and to the specifications of the city and the city engineer:
 1. Street grading and surfacing,
 2. Curbs and gutters,
 3. Sidewalks and approaches,
 4. Fire hydrants,
 5. Street lighting.

- If a bond or improvements agreement is required, it must be submitted prior to City Council Final Plat review.