



TOWN OF LEEDS

218 NORTH MAIN STREET

PO BOX 460879

LEEDS, UT 84746-0879

PHONE: 435-879-2447 FAX: 435-879-6905

E-mail: clerk@leedstown.org // Website: www.leedstown.org

**FILING FEE: \$500.00 +\$75 per lot
NON-REFUNDABLE**

Date _____

Received by _____

FINAL PLAT SUBDIVISION APPLICATION

Please Note: Submittal of incomplete application could delay processing

Name of Planned Development _____ Date: _____

Applicant(s) / Property Owner(s) Information:

Applicant / Contact Person: _____

Address: _____

Legal Owner: _____

Address: _____

Contact Phone Number: _____ e-mail: _____

If additional owner(s) please add addendum

Property Description:

Street Address / Location of Property: _____

Section(s): _____ Township(s): _____ Range: _____ Parcel Size (acres): _____

Current Zoning Designation: _____ Number of Phases: _____ Number of Lots: _____

Major Street(s): _____

Final Application Submittal Requirements: (Refer to attached copy of Town of Leeds Submittal Deadlines)

Submit nine (9) copies and one original of the following for staff and technical committee review:

1. Final Plat Application
2. Final Plat Checklist as provided by Town Planner.
3. Final Plat with all the information required by Chapters from Preliminary Plat approval and subsequent engineering requirements within one year after the Town Council approval of the preliminary plat.
4. Three (3) full-size copies of "Approved" engineer drawings and accompanying information and plans.

Note: After Planning Commission, review applicant will be required to submit and additional copies of the final plat containing Planning Commission suggestions if necessary. Quantity to be determined by Town Planner.

For comprehensive information of the subdivision requirements and process, refer to appropriate Town of Leeds Land Use Ordinance at www.leedstown.org.

Office Use Only:

Date Plan Submitted: _____ Date Plan Accepted: _____

Received By: _____ Receipt Number: _____



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- I. Final Plat Requirements include submittal of the following, quantity to be determined by Town Planner.
1. Engineering Drawings
 2. Final Plat
 3. Engineer Cost Estimates
 4. Final Plat Requirements per Land Use Ordinance
 5. Description and delineation including:
 - a. Name of subdivision approved by the Planning Commission
 - b. Identification system for all lots & blocks and names of streets. Lot lines shall show dimensions in feet and hundredths. Lot sizes shall be shown to 1/1,000 acre accuracy. Easements shall be per Land Use Ordinance.
 - c. Traverse of the perimeter of the subdivision
 1. Street centerline data and street widths shall be shown with ties to property lines, lot corners, etc. All radii, internal angles, points and curvatures, tangent bearings and the length of all arcs.
 2. Property Corners set prior to recording of final plat—type of corner monument used shall be indicated on the plat.
 - d. Dedication to the public of all streets, easements, or other areas reserved for public use, with the purposes indicated thereon. Any area to be reserved by deed or covenant for common use of all property owners or to be used as a private street shall be indicated on the plat.
 - e. North arrow, scale, point of beginning, legal description and basis of bearing. Survey shall coincide with other surveys of record in the area. The basis of bearing shall be the one most predominantly of record in the area.
 - f. Subdivision boundary closures
- II. Standard Forms.
1. Surveyor's "Certificate of Survey"
 2. Owner's "Certificate of Dedication"- signed by all owners
 3. Notary Public's Acknowledgement of all signatures
 4. Notarized Consent of all Leinholders
 5. Planning Commission's "Certificate of Approval"
 6. Town Engineer's "Certificate of Approval"
 7. Town Surveyor's "Certificate of Approval"
 8. Town Attorney's "Certificate of Approval"
 9. Town Council's "Certificate of Approval"
 10. A one-and-one half by five-inch space in the lower right-hand corner of the plat for the county recorder.
 11. General Notes--The following general notes must appear on the plat:

Notes Pertaining to the Issuance of building permit until all utilities are installed
Notes Pertaining to Unstable Soil Conditions
Basis of Bearings for Plat
Property is Subject to Findings, Summary and Conclusions of a Geotechnical Report
R-of-W Landscaping Requirements & Subsequent Maintenance Requirements
- III. Additional Information Submitted with Final Plat
- Statement from County Treasurer: Taxes & Special Assessments paid in full
Deed restrictions signed in final form signed by all owners of any interest. Copy shall be acknowledged by a notary public and shall be recorded in the office of the county recorder along with the final plat
Engineer's itemized estimate of the cost of all required improvements to be developed in the subdivision
Current title report within the past thirty (30) days, or as may be required by the town attorney



Final utility plans: water, sewer, power and natural gas if proposed, with approval from each utility department indicating that utility plans have been reviewed and approved by them and that services are available to each lot in the subdivision

Final drainage plans

Complete drainage system for entire subdivision shall be designed by a professional engineer, licensed in the state of Utah and qualified to perform such work. All existing drainage features which are to be incorporated in the design shall be so identified. If the final plat is to be presented in phases, general drainage plan for the entire area shall be presented with the first phase, appropriate development stages for the drainage system for each phase indicated

The drainage plan shall be designed to consider the drainage basin as a whole and shall accommodate not only runoff from the subdivision area but also where applicable, the system shall be designed to accommodate the runoff from those areas adjacent to and "upstream" from the subdivision itself, as well as its effects on lands that are "downstream"

Final Plans and profiles for all streets to be constructed: reviewed and approved by engineer

Erosion control plan where applicable

Soils report covering each lot in the subdivision as per geotechnical requirements prepared by a soils testing laboratory acceptable to the Town.

Irrigation Company: existing ditch/easements on property

IV. Conformance to Applicable Rules and Regulations

1. Subdivision plan complies with all applicable laws, plans and regulations including, but not limited to:

Zoning Ordinance and all other applicable town ordinances

Official Town General Plan

Requirements of UDOT; Health Department, or other appropriate state agencies

Standards adopted by the Town including all boards, commissions, etc.

V. Self-imposed Restrictions Incorporated—Owner placed restrictions greater than those required by the zoning ordinance or these regulations, such restrictions or reference thereto may be required to be indicated on the subdivision plat, or the planning commission may require that restrictive covenants be recorded with the county recorder on a form approved by the town attorney. Conditions, covenants and restrictions and incorporation of a homeowner's association shall be required in the case of all planned unit development where joint ownership of common areas will exist):

VI. Special Conditions Incorporated—Land which is unsuitable for subdivision or development due to flooding, improper drainage, steep slopes, rock formation, adverse earth formations or topography, unavailability of utility facilities or resources, utility easements or other features which will reasonably be harmful to the safety, health and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas, or which falls within development restrictions of the town's historic preservation ordinance shall not be subdivided or developed unless the owner formulates adequate methods approved by the town council upon recommendation of the town engineer, to solve the problems created by the unsuitable land conditions. These lands shall be set aside for uses that will not involve such a danger.

VII. Final Plat and Engineer drawings are to comply with all sections of the Town's Design Standards.