



## **MINOR RECORD SURVEY APPLICATION**

Grand County Courthouse: 125 E. Center St. Moab, UT 84532; Phone: (435)259-1371

**FOR OFFICE USE ONLY**

Date of Submittal: \_\_\_\_\_ Minor Subdivision Processing Fees: **\$550.00**  
Submittal Received by: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Fees Received by: \_\_\_\_\_

**CONTACT INFORMATION**

**Property owner:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ cell: \_\_\_\_\_ fax: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Engineer (if applicable):** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ cell: \_\_\_\_\_ fax: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Surveyor:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ cell: \_\_\_\_\_ fax: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Property owner representative:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ cell: \_\_\_\_\_ fax: \_\_\_\_\_  
Email address: \_\_\_\_\_

**PROJECT INFORMATION**

**Project name:** \_\_\_\_\_  
General location of the property: \_\_\_\_\_  
Size of the subject property: \_\_\_\_\_ *acres*      Number of lots: \_\_\_\_\_  
Surrounding land uses: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ *district*

**SUPPORTING MATERIALS**

Minor record survey subdivision applications shall contain, at a minimum, the following supporting materials through the approval process according to the following submittal schedule:

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1. **APPLICATION SUBMISSION.** Two complete sets (with the exception of the title report, and fee) of all supporting materials shall be submitted with this application. These complete sets should include three large (18" x 24") of the minor record survey.
  2. **PRIOR TO MEETING.** After review and approval of the Community Development Department, two revised sets of large (18"X24") and 10 small (11" x 17") plans shall be submitted prior to the application being placed on County Council meeting agenda.

**Utility Easements and Road right-of-way.** The applicant shall record by separate deed all utility easements and road right-of-way dedications with the County Recorder. The applicant shall supply copies of the above required documents as part of a complete submittal package.

**Survey.** The applicant shall submit a certified survey of the minor subdivision. Such survey shall require at a minimum the following information:

- **Title Block & Location.** A title block showing the name of the proposed subdivision and its location by quarter-quarter section, section, township, range, principal meridian, City, county, and state;
- **Direction, Scale, and Title.** A north point, both graphic and written scales, and a title shall be placed on the minor record survey;
- **Vicinity Map.** A vicinity map that locates the proposed subdivision within its Township and the section, shows major roads and watercourses adjacent to or near the subdivision, and shows the boundaries of and recorded names of adjacent or nearby subdivisions;
- **Control Points.** The point of beginning for the survey, which shall be tied to a section or quarter-section corner, and the location and a description of all existing monuments found during the course of the survey and the total area of the minor record survey in acres;
- **Boundary Lines and Bearings.** Tract boundary line sufficient to locate the exact area proposed for subdivision, rights-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites; with accurate dimensions, bearings of deflection angles, and radii, arcs and central angles of all curves shall be placed on the minor record survey;
- **Acreages and Existing Structures.** The acreage of each lot, the location of existing structures, and the total acreage of any parcels dedicated to public use or held in common by the lot owners;
- **Streets.** Name and rights-of way width of each street or other right-of-way shall be placed on the minor record survey;
- **Easements.** Location and dimensions of all easements shall be placed on the minor record survey;
- **Monuments.** Location and description of monuments shall be placed on the minor record survey. Monuments shall include centerline monuments at all curve points and intersections.
- **Adjacent Land.** References to recorded subdivision plats or adjoining platted land by record name shall be placed on the minor record survey;
- **Surveyor's Certificate and Legal Description.** A legal description and surveyor's certificate, to, in the following form, shall be placed on the final plat:

*"KNOW ALL MEN BY THESE PRESENTS:*

*That I, \_\_\_\_\_, do hereby certify that I am a registered Utah Land Surveyor, and that I hold certificate No. \_\_\_\_\_ as prescribed under the laws of the state of Utah, and I further certify that under the authority of the owners, I have made a survey of those lands as shown here on and described below, and that I have subdivided said tract of land into lots and streets, hereafter to be known as \_\_\_\_\_ and that same has been correctly surveyed and staked on the ground as shown on this plat."*

\_\_\_\_\_  
Signature;

- **Approval Certification.** Certification of approval by the County Council, in the following form, shall be placed on the minor record survey.

*"APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the Grand County Council"*

\_\_\_\_\_  
Chairman Signature

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County Zoning Administrator Signature

- **Street Intersections.** The location of the point of intersection and points of tangency of street intersections, the bearing and distance of each street rights-of-way center line shall be placed on the minor record survey;
- **Plat Identification.** A positive reference and identification of the minor record survey and date of the minor record survey shall be placed on the minor record survey;

**Title Report.** A title report from a licensed title company listing the name of the property owner(s) and all liens, easements and judgments of record affecting the subject property, and of the preliminary plat.

**Drainage Report.** A general drainage report or statement shall accompany the minor record survey. This study or report shall show the acreage draining into the subdivision, and points of runoff through and away from the subdivision. (*Staff Engineer will determine the need for the drainage report prior to approval by the Council*)

**Application Fee.** The process / filing fee of \$550.00 shall be paid in full.

**MINOR SUBDIVISION PLAT AMENDMENTS a minor record survey that occurs within a platted subdivision must go through a public hearing process and has additional submittal requirements. Please submit a Subdivision Plat Amendment.**

#### **APPLICANT CERTIFICATION**

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Grand County may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Grand County Land Use Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I have reviewed and understand the section from the Consolidated Fee Schedule and hereby agree to comply with this resolution. I also agree to allow the Staff, Planning Commission, or County Council or appointed agent(s) of the County to enter the subject property to make any necessary inspections thereof.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_