



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

1. **APPLICATION SUBMISSION.** Two complete sets (with the exception of the public notice, title report, and fee) of all supporting materials shall be submitted with this application. These complete sets should include two large (24" x 36") and two small (11" x 17") sets of all plans.
2. **PRIOR TO MEETING.** After review and approval of the Community Development Department, fourteen revised sets of large (24" x 36") and small (11" x 17") plans shall be submitted prior to the application being placed on a Planning Commission /County Council meeting.
3. **POST MEETING.** A non-erasable Mylar copy suitable for recording, a digital copy, and two sets of both large and small corrected plats that comply with the County Council's approval.

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 final plat;
- **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 subdivision 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 final plat;
- **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 final plat;
- **Easements.** Location and dimensions of all easements shall be placed on the final plat;
- **Lot and Block Numbers.** Number to identify each lot of site and each block, and the dimensions of lots and blocks, shall be placed on the final plat;
- **Purpose of Sites.** The purpose for which sites, other than residential lots, are dedicated or reserved shall be placed on the final plat;
- **Monuments.** Location and description of monuments shall be placed on the final plat. 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 final plat;
- **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 final plat.
"APPROVED this _____ day of _____, 20___, by the Grand County Council"

Chairman Signature

County Recorder 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 final plat;
- **Plat Identification.** A positive reference and identification of the plat and date of the plat shall be placed on the final plat;

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.

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

Subdivision Plat The applicant shall provide a copy of the recorded plat.

Covenants, Conditions, and Restrictions. A document detailing covenants, grants of easement or other deed restrictions applicable to the site.

Mailing. The applicant shall provide the zoning administrator with a list of all property owners within the platted area and their legal mailing addresses.

Posting. The applicant is responsible for posting a sign noticing the 1st public hearing (please see attached for a reduced size template and requirements). The applicant is responsible for wind and water proofing the sign as well as placing it in a prominent place on the land area proposed for subdivision with a notice of the hearing at least 10 days prior to the Planning Commission public hearing.

Recordation. The final mylar shall be labeled "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. I also agree to allow the Staff, Planning Commission, County Council, or appointed agent(s) of Grand County to enter the subject property to make any necessary inspections thereof.

Property Owner's Signature: _____ Date: _____

GRAND COUNTY

Public Hearing Notice

(Planning Commission or County Council)

For: _____
(Action requested)

Applicant Information:

(Applicant name and property address)

To be held at the Courthouse, 125 E. Center St

On: _____ **2008** at _____
(Date of Hearing) (Time of Hearing)

**For more information contact the
Grand County Planning Department
Center & 100 East
Moab, Utah
435-259-1371**

Note: It is the Applicant's responsibility to ensure the sign is in a prominent location on the land area proposed for subdivision, weather resistant, and posted at least 10 days prior to the public hearing.

The sign shall be at a minimum 17" x 22" (ANSI C printing option) in size.