



Final Plat

Subdivision Subdivision Amendment Condominium

OFFICE USE ONLY

Petition #:	Received By:	Date Received:	Zoning:
Subdivision Name:			# of Lots
Date Preliminary Approval was granted:			

PLEASE PROVIDE THE FOLLOWING INFORMATION

Property Address(s):

Name of Applicant: _____ Phone: _____

Address of Applicant: _____

E-mail of Applicant: _____ Cell/Fax: _____

Applicant's Interest in Subject Property:

Owner Engineer Architect Other:

Name of Property Owner (if different from applicant): _____

E-mail of Property Owner: _____ Phone: _____

Please note that additional information may be required by the project planner to ensure adequate information is provided for staff analysis. All information required for staff analysis will be copied and made public, including professional architectural or engineering drawings, for the purposes of public review by any interested party.

WHERE TO FILE THE COMPLETE APPLICATION

Apply online through the [Citizen Access Portal](#). There is a [step-by-step guide](#) to learn how to submit online.

REQUIRED FEE

Subdivisions: **\$806** plus **\$121** for each lot recorded on the plat.
Condominiums: **\$403** plus **\$24** for each unit recorded on the plat.

SIGNATURE

If applicable, a notarized statement of consent authorizing applicant to act as an agent will be required.

Signature of Owner or Agent:	Date:
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SALT LAKE CITY PLANNING

SUBMITTAL REQUIREMENTS

Staff Review

Please include with the application (*please attach additional sheet/s electronically if necessary. See [Chapter 20.20](#) for ordinance.*)

Title Report, not more than two weeks old, for all properties involved

Final Plat Drawing

A digital (PDF) copy of the final plat drawing.

Soil Report

If a preliminary soil report was required for the preliminary plat review, a copy of that report shall be included with the final plat. The fact that a soil report has been prepared shall be noted on the final plat and the report shall be recorded as a supporting document with the plat.

Deed Restrictions

Copies of all proposed deed restrictions if any.

AVAILABLE CONSULTATION

Planners are available for consultation prior to submitting this application. Please email zoning@slcgov.com if you have any questions regarding the requirements of this application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

_____ I acknowledge that Salt Lake City requires the items above to be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package.

THE FOLLOWING INFORMATION SHALL BE SHOWN ON THE FINAL PLAT:

1. Initially the plat shall be furnished as full size (24" x 36") paper copies and/or digital copies. The final product to be used for recording shall be of typical mylar material or the common material for plats at the time. The dimension and orientation requirements for the final plat drawing shall be twenty-four by thirty-six inches (24" x 36") and not less than a one-half inch ($\frac{1}{2}$ ") margin, in from the outside or trim line, around the edges of the sheet. The plat shall be so drawn that the top of the sheet either faces north or west, whichever accommodates the drawing best. All feature labels and descriptions shall be oriented with the north direction on the plat
2. The actual plat drawing shall be made on a scale large enough to clearly show all details, and the workmanship on the finished drawing shall be neat, clear-cut and readable. The preferred scales are 1-inch equals 20 feet or 1-inch equals 30 feet, but in no cases shall the scale be smaller than 1-inch equals 100 feet.
3. The location of the subdivision within the city shall be shown by a small-scale vicinity map inset on the title sheet.
4. The title of each sheet of such final plat shall consist of the approved name of the subdivision at the top center and lower right-hand corner of the sheet, followed by the words "Salt Lake City". Plats filed for the purpose of showing land previously subdivided as acreage shall be conspicuously marked with the words "Reversion to Acreage".

5. An accurate and complete boundary survey to second order accuracy shall be made of the land to be subdivided. A traverse of the exterior boundaries of the tract, and of each block, when computed from field measurements on the ground, shall close within a tolerance of one foot (1') to fifteen thousand feet (15,000') of perimeter.
6. Show all survey and mathematical information and data necessary to locate all monuments and to locate and retrace all interior and exterior boundary lines appearing thereon, including bearing and distance of straight lines, and central angle, radius, and arc length of curves. Identify the basis of bearing between to existing monuments.
7. All lots and blocks and all parcels offered for dedication for any purpose shall be delineated and designated with all dimensions, boundaries, size and courses clearly shown and defined in every case. Parcels offered for dedication other than for streets or easements shall be designated by letter. Sufficient linear, angular and curve data shall be shown to determine readily the bearing and length of the boundary lines of every block, lot and parcel which is a part thereof. Sheets shall be so arranged that no lot is split between two (2) or more sheets and, wherever practicable, blocks in their entirety shall be shown on one sheet. No ditto marks shall be used for lot dimensions. Lot numbers shall begin with the numeral "1" and continue consecutively throughout the subdivision with no omissions or duplications.
8. The plat shall show the right of way lines of existing and new streets with the street name and number, the width of any portion being dedicated, and widths of any existing dedications. The widths and locations of adjacent streets and other public properties within fifty feet (50') of the subdivision shall be shown. If any street in the subdivision is a continuation or an approximate continuation of an existing street, the conformity or the amount of nonconformity of such street to such existing streets shall be accurately shown.
9. All easements shall be shown by fine dashed lines. The widths of all easements and sufficient ties thereto to definitely locate the same with respect to the subdivision shall be shown. All easements shall be clearly labeled and identified.
10. If the subdivision is adjacent to a waterway, the map shall show the line of high water with a continuous line, and shall also show with a fine continuous line any lots subject to inundation by a one percent (1%) frequency flood, i.e., a flood having an average frequency of occurrence in the order of once in one hundred (100) years although the flood may occur in any year. (The 100-year floodplain is defined by the army corps of engineers.)
11. The plat shall show fully and clearly:
 - a. All monuments found, set, re-set, replaced or removed, stated at each point or in legend. Monument caps set by surveyor must be stamped with L.S. number or surveyor and /or company name, and date. Drawings of brass caps, showing marked and stamped data for any existing monuments and the monuments to be set, shall be included on the plat;
 - b. Type of boundary markers and lot markers used; and
 - c. Other evidence indicating the boundaries of the subdivision as found on the site.
 - d. Any monument or benchmark that is disturbed or destroyed before acceptance of all improvements, shall be replaced by the subdivider under the direction of the city engineer.
12. The title sheet of the plat shall show the following information:
 - a. name of the subdivision at the top center and lower right-hand corner of the sheet; with location indicated by ¼ section, Township, Range, Base, and Meridian;
 - b. number of sheets in the lower right-hand corner;
 - c. name of the engineer or surveyor with the date of the survey;
 - d. north direction;
 - e. scale of the drawing;
 - f. The location of the subdivision within the city shall be shown by a small-scale vicinity map inset;
 - g. Plats filed for the purpose of showing land previously subdivided as acreage shall be conspicuously marked with the words "Reversion to Acreage";
 - h. The following certificates, acknowledgments and boundary descriptions:
 - i. Registered, professional land surveyor's "certificate of survey" together with the surveyor's professional stamp, signature, name, business address, and phone number;
 - ii. Owner's dedication certificate (with subdivision name included);
 - iii. Notary public's acknowledgment (with subdivision name included);
 - iv. A boundary description of all property being subdivided, with sufficient ties to section corner, ¼ corner, land corner or recorded subdivision, etc, and with reference to maps or deeds of the property as shall have been previously recorded or filed. Each reference in such description shall show a complete reference to the book and page of records of the county. The description shall also include reference to any vacated area with the vacation ordinance number indicated;
 - v. The tax parcel identification numbers for all parcels shown on the plat; and
 - vi. Such other affidavits, certificates, acknowledgments, endorsements and notary seals as are required by law and by this chapter.