



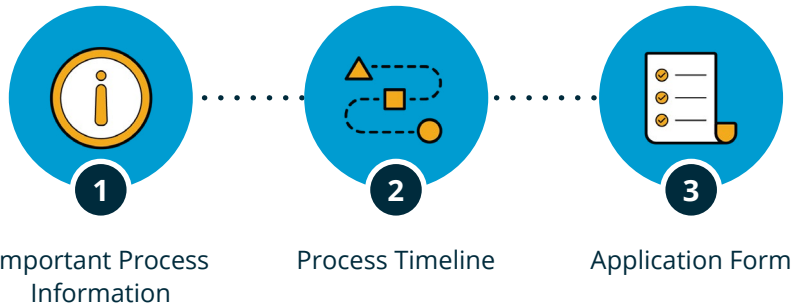
# PLANNING PROCESS //

# SUBDIVISION: FINAL PLAT

## ABOUT THE APPLICATION

Thank you for your interest in submitting a Subdivision: Final Plat application. The following packet will provide general information to get started on your project and guide you through the application process from start to finish. The package is broken down into three sections: Information about the application, a visual diagram of the application process, and the application form.

**We highly encourage you to work with our Planning staff prior to submitting an application.** For questions regarding any of the information listed in this packet or to set up a pre-submittal meeting please contact us at [zoning@slcgov.com](mailto:zoning@slcgov.com) or give us a call at 801.535.7757.



## PURPOSE & INTENT OF THE PROCESS

A subdivision process is required for any land that is divided, resubdivided or proposed to be divided into two (2) or more lots, parcels, sites, units, plots or other division of land for the purpose, whether immediate or future, for offer, sale, lease, or development.



## FINAL PLAT REQUIREMENT

A Final plat is required for subdivisions that obtain preliminary plat approval for:

- Subdivision amendments
- Condominiums
- More than 10 lots
- Include the dedication or construction of streets or other public rights of way or the construction of public improvements

## APPEAL OF DECISION (20.30)

Any person adversely and materially affected by any final decision made by the planning director or designee may file a petition for review of the decision with the planning commission within ten (10) days after the record of decision is posted to the city's website.

Any person adversely affected by any final decision made by the Planning Commission under this chapter may file a petition for review of the decision with the Appeals Hearing Officer within ten (10) days after the decision is rendered.



## CONSULTATION

If you have questions regarding the Subdivision: Final Plat regulations or process, please contact the Salt Lake City Planning Counter staff at [zoning@slcgov.com](mailto:zoning@slcgov.com) or give us a call at 801-535-7757. If you would like to discuss your development plan in more detail, you can request a pre-submittal meeting with Planning staff by contacting the Planning Counter.

**Pre-submittal meetings are held on Thursdays in 30 minute slots between 1:30 and 3:30 pm.**



# PROCESS TIMELINE

## TIME FRAME

 2 - 3 MONTHS

-  APPLICANT
-  STAFF



1

### APPLICATION RECEIVED


*Application submitted and pre-screened to ensure submittal requirements are met and fees are paid.*



2

### PLANNER ASSIGNED

*Application reviewed by Planner to ensure complete documentation (if incomplete, the applicant will be provided a list of missing info to submit).*

 14 days

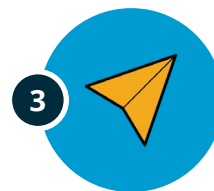


4

### APPLICATION MODIFICATIONS

*Modifications based on city department review comments. **Up to four (4) rounds of modifications, depending on the complexity of the proposal.***

20 day review for single- or two-family dwellings, and townhomes



3

### DEPARTMENTAL REVIEW

*Plans are routed to applicable city departments and divisions for review. **Up to four (4) rounds of review, depending on the complexity of the proposal.***



5

### MYLAR SIGNING

*Once the plat is clean, the applicant can print the final subdivision on Mylar and start getting signatures.*



6

### PLAT RECORDING

*Signed Mylar must be recorded at the County Recorder's Office.*

**DISCLAIMER:** APPLICATION TIME FRAMES MAY VARY DEPENDING ON CURRENT WORKLOAD AND COMPLEXITY OF APPLICATIONS. INCOMPLETE OR MISSING INFORMATION ON DRAWINGS AND APPLICATION FORMS WILL DELAY THE PROCESS.

# SUBDIVISION: FINAL PLAT

## IMPORTANT INFORMATION



### CONSULTATION

Available prior to submitting an application. For questions regarding the requirements, email us at [zoning@slcgov.com](mailto:zoning@slcgov.com).



### SUBMISSION

Submit your application online through the [Citizen Access Portal](#). Learn how to submit online by following the [step-by-step guide](#).



### REQUIRED FEES

- **Subdivisions: \$910 plus \$121** for each lot recorded on the plat.
- **Condominiums: \$455 plus \$24** for each unit recorded on the plat.

## APPLICANT INFORMATION

PLAT NAME

ADDRESS OF SUBJECT PROPERTY

REQUEST

NAME OF APPLICANT

PHONE

MAILING ADDRESS

EMAIL

APPLICANT'S INTEREST IN PROPERTY (*\*owner's consent required*)

- Owner  Engineer\*  Contractor\*  Other\*

IF OTHER, PLEASE LIST

## OFFICE USE

CASE NUMBER

RECEIVED BY

DATE RECEIVED

PRELIMINARY APPROVAL DATE

# OF LOTS OR UNITS

TYPE OF PLAT  Condominium  Subdivision  Subdivision Amendment

**DISCLAIMER:** 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.

**ACKNOWLEDGMENT OF RESPONSIBILITY**

1. This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application will be processed under the name provided below.
2. By signing the application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided are considered public records and may be made available to the public.
3. I understand that my application will not be processed until the application is deemed complete by the assigned planner from the Planning Division. I acknowledge that a complete application includes all of the required submittal requirements and provided documents comply with all applicable requirements for the specific applications. I understand that the Planning Division will provide, in writing, a list of deficiencies that must be satisfied for this application to be complete and it is the responsibility of the applicant to provide the missing or corrected information. I will keep myself informed of the deadlines for submission of material and the progress of this application.
4. I understand that a staff report will be made available for my review prior to any public hearings or public meetings. This report will be on file and available at the Planning Division and posted on the Division website when it has been finalized.

NAME OF APPLICANT

EMAIL

MAILING ADDRESS

PHONE

APPLICATION TYPE

SIGNATURE

DATE

**LEGAL PROPERTY OWNER CONSENT**

If the applicant is not the legal owner of the property, a consent from property owner must be provided. Properties with a single fee title owner may show consent by filling out the information below or by providing an affidavit.

**Affirmation of sufficient interest:** I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

LEGAL DESCRIPTION OF SUBJECT PROPERTY

NAME OF OWNER

EMAIL

MAILING ADDRESS

SIGNATURE

DATE

1. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
2. If a joint venture or partnership is the fee owner, attach copy of agreement authorizing action on behalf of the joint venture or partnership.
3. If a Home Owner's Association is the applicant then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

**DISCLAIMER:** BE ADVISED THAT KNOWINGLY MAKING A FALSE, WRITTEN STATEMENT TO A GOVERNMENT ENTITY IS A CRIME UNDER UTAH CODE CHAPTER 76-8, PART 5. SALT LAKE CITY WILL REFER FOR PROSECUTION ANY KNOWINGLY FALSE REPRESENTATIONS MADE PERTAINING TO THE APPLICANT'S INTEREST IN THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION.

Please provide the following information with your application. Confirm that you have included each of the requirements listed below by adding a check mark for each item.

CHECK

STAFF

## REQUIREMENTS

### Submission Requirements for Final Plat (20.10.050.A)

**1. At the time a final plat of a subdivision is submitted to the planning director, the subdivider shall submit therewith the following documents:**

- a. The final plat shall be accompanied by a current property title report naming the persons whose consent is necessary for the preparation and recordation of such plat and for dedication of the streets, alleys and other public places shown on the plat, and certifying that as of the date of the preparation of the report, the persons therein named are all the persons necessary to give clear title to such subdivision;
- b. 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;
- c. Environmental site assessments and remediation, if remediation was needed, as specified in Subsection 20.26.060.B.
- d. The public improvement plans, agreement and bonds specified in Chapter 20.12 of this title, or successor sections; and
- e. Copies of all proposed deed restrictions.

**2. Preparation and Materials on Final Plat: A digital final plat shall be submitted by the subdivider with the attributes listed below and that includes all the following information:**

- a. 24 inches x 36 inches in size with a minimum of ½ inch margins from the edge of the sheet;
- b. The map shall be oriented with north or east at the top of the sheet, whichever orientation best accommodates the proposed subdivision;
- c. A north arrow, with all labels and descriptions oriented with the north direction;
- d. 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, and readable. **The preferred scales are one-inch equals twenty feet (1" = 20') or one-inch equals thirty feet (1" = 30'), but in no cases shall the scale be smaller than one-inch equals one hundred feet (1" = 100');**
- e. The location of the subdivision within the city shall be shown by a small-scale vicinity map inset on the title sheet;
- f. 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";

CHECK	STAFF	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>g.</b> 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 to 15,000' of perimeter;</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>h.</b> The final plat shall 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 two existing monuments;</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>i. All lots, blocks, and all parcels shall be delineated and include the following information:</b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>(1.)</b> All dimensions, boundaries, size, and courses clearly shown and labeled No ditto marks shall be used for lot dimensions;</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>(2.)</b> Lot numbers shall begin with the numeral "1" and continue consecutively throughout the subdivision with no omissions or duplications. Condominium plats may use a number, such as "101" to label individual condominium units when there are multiple buildings or floors; where the first number indicates a different building or floor within an existing building;</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>(3.)</b> Addresses for each lot within the subdivision, assigned by the city engineer, shall be shown on the plat. Parcels offered for dedication other than for streets or easements shall be designated by letter and address;</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>(4.)</b> All common areas shall include a unique address;</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>(5.)</b> 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; and</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>(6.)</b> Sheets shall be so arranged that no lot is split between two or more sheets and, wherever practicable, blocks in their entirety shall be shown on one sheet;</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>j.</b> The plat shall show the right of way lines of existing and new streets with the street name and number value of the street, the width of any portion being dedicated, label all streets as private or public, and widths of any existing dedications. The widths and locations of adjacent streets and other public properties within 50' of the subdivision shall be shown. <b>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;</b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>k.</b> All easements shall be shown by fine dashed lines. The widths of all easements and sufficient ties thereto to locate the same with respect to the subdivision shall be shown. All easements shall be clearly labeled and identified;</p>

CHECK	STAFF	REQUIREMENTS
<input type="radio"/>	<input type="radio"/>	<p><b>1.</b> If the subdivision is adjacent to a waterway or any portion of the subdivision is located in special flood hazard area, 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 1% chance flood, frequency flood, i.e., a flood having an average frequency of occurrence in the order of once in 100 years although the flood may occur in any year (the 100-year floodplain is defined by the U.S. Army Corps of Engineers).</p> <p><b>Land that is subject to any overlay district in Chapter 21A.34 that requires a buffer from a waterway shall be depicted on the plat where restrictions to future development apply and include appropriate notes on the plat referencing the applicable overlay district restrictions including the minimum flood elevation of all buildings;</b></p>
<input type="radio"/>	<input type="radio"/>	<p><b>m. The plat shall show fully and clearly:</b></p> <p>(1.) All monuments found, set, reset, 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;</p>
<input type="radio"/>	<input type="radio"/>	<p>(2.) Type of boundary markers and lot markers used; and</p>
<input type="radio"/>	<input type="radio"/>	<p>(3.) Other evidence indicating the boundaries of the subdivision as found on the site;</p>
<input type="radio"/>	<input type="radio"/>	<p><b>n. The title sheet of the plat shall show the following information:</b></p> <p>(1.) Name of the subdivision at the top center and lower right-hand corner of the sheet; with location indicated by quarter section, township, range, base, and meridian;</p>
<input type="radio"/>	<input type="radio"/>	<p>(2.) Number of sheets in the lower right right-hand corner;</p>
<input type="radio"/>	<input type="radio"/>	<p>(3.) Name of the engineer or surveyor with the date of the survey;</p>
<input type="radio"/>	<input type="radio"/>	<p>(4.) North direction;</p>
<input type="radio"/>	<input type="radio"/>	<p>(5.) Scale of the drawing;</p>
<input type="radio"/>	<input type="radio"/>	<p>(6.) The location of the subdivision within the city shall be shown by a small-scale vicinity map inset; and</p>
<input type="radio"/>	<input type="radio"/>	<p>(7.) Plats filed for the purpose of showing land previously subdivided as acreage shall be conspicuously marked with the words "Reversion to Acreage";</p>
<input type="radio"/>	<input type="radio"/>	<p><b>o. The following certificates, acknowledgments, and boundary descriptions:</b></p> <p>(1.) Registered, professional land surveyor's "certificate of survey" together with the surveyor's professional stamp, signature, name, business address, and phone number;</p>
<input type="radio"/>	<input type="radio"/>	<p>(2.) Owner's dedication certificate (with subdivision name included);</p>
<input type="radio"/>	<input type="radio"/>	<p>(3.) Notary public's acknowledgment (with subdivision name included);</p>



CHECK

STAFF

## REQUIREMENTS

(4.) A boundary description of all property being subdivided, with sufficient ties to section corner, quarter 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;

(5.) The tax parcel identification numbers for all existing parcels shown on the plat; and

(6.) Such other affidavits, certificates, acknowledgments, endorsements, and notary seals as are required by law and by this chapter;

**p. Signature blocks for all required entities that are required to sign the recordable document shall include space for a signature and date of signing. Required signature blocks include:**

(1.) The owners of the property to be subdivided, which shall be identical to the recorded owners of record of the property as indicated in the title report;

(2.) County health department;

(3.) Public utilities director;

(4.) City Engineer;

(5.) Planning director;

(6.) Building official, if the plat is a condominium;

(7.) City attorney;

(8.) Mayor;

(9.) City recorder; and

(10.) City surveyor.

**q. If the final plat is a condominium:** the final documents required under Subsection 20.10.040.C that are updated to include any requirement or condition approved as part of the preliminary approval; and

**r.** After review and approval by the city of the draft final plat, the subdivider shall provide the plat in a form that is acceptable to the county recorder's office for recording the plat after the plat has all required signatures. This version shall be identical to the approved draft final plat.

CHECK	STAFF	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<b>Public Improvement Plans (20.10.050.B)</b> <i>Construction plans and details, reports, studies, and permit applications for all required public improvements shall be provided at the time of final plat applications. Public improvement plans shall include all required information to address the requirements of Chapter 20.12 and any applicable provision of Chapter 20.26 and any other applicable section of the Salt Lake City Code of Ordinances, federal law, or Utah Code that regulate the construction or improvement of public infrastructure and improvements.</i>
		<b>Public Improvement Required (20.12.020.B)</b>
		<b>The following are minimum improvements that the subdivider normally must agree to install at the subdivider's cost before acceptance and approval of the final subdivision plat by the city:</b>
<input type="checkbox"/>	<input type="checkbox"/>	1. <i>Grading, curbs and gutter, paving, drainage, and drainage structures necessary for the proper use and drainage of streets and pedestrianways, and for the public safety;</i>
<input type="checkbox"/>	<input type="checkbox"/>	2. <i>Site grading and drainage, taking into consideration the drainage pattern of adjacent improved and unimproved property and treating upstream areas, where appropriate, as though fully improved. All site grading must conform to the specifications contained in Chapter 20.12 of this title;</i>
<input type="checkbox"/>	<input type="checkbox"/>	3. <i>All streets and pedestrianways must be graded, and surfaced to widths and grades shown on the improvement plans and profiles. The subdivider must improve the extension of all subdivision streets and pedestrianways to any intercepting or intersecting streets;</i>
<input type="checkbox"/>	<input type="checkbox"/>	4. <i>Sidewalks must be installed as shown on the improvement plans;</i>
<input type="checkbox"/>	<input type="checkbox"/>	5. <i>Sanitary sewer facilities connecting with the existing city sewer system must be installed to serve the subdivision, with a separate private lateral for each lot, and to grades and sizes shown on the plans;</i>
<input type="checkbox"/>	<input type="checkbox"/>	6. <i>Stormwater drains and detention/retention basins must be installed as shown on the plans. Long term stormwater best management practices for stormwater quality must be installed as shown on the plans and the Stormwater Pollution Prevention Plan (SWPPP). All other conditions of the SWPPP shall be completed and permits terminated;</i>
<input type="checkbox"/>	<input type="checkbox"/>	7. <i>Water mains and fire hydrants connecting to the water system serving the city must be installed as shown on the plans signed by the director of public utilities. Mains and individual lot services must be of sufficient size to furnish an adequate water supply for each lot or parcel in the subdivision and to provide adequate fire protection;</i>
<input type="checkbox"/>	<input type="checkbox"/>	8. <i>Street trees, if required, must be of a type approved by the city and planted in approved locations;</i>
<input type="checkbox"/>	<input type="checkbox"/>	9. <i>Street lighting facilities must be provided in accordance with city policy for the area of the city where the subdivision is located, and must be so screened as not to interfere with views from hillsides of the city;</i>

CHECK

STAFF

## REQUIREMENTS

10. All natural gas lines, and telephone, electric power, cable television or other wires or cables must be placed underground. Equipment appurtenant to the underground facilities, such as surface mounted transformers, pedestal mounted terminal boxes and meter cabinets, and concealed ducts may be above ground subject to compliance with Section 21A.40.160, "Ground Mounted Utility Boxes", of this code or its successor. The subdivider shall make necessary arrangements with the utilities involved for the installation of the underground facilities. All installed utilities must meet the minimum separation requirements as shown on the plans; and

11. Provisions must be made for any railroad crossings necessary to provide access to or circulation within the proposed subdivision.

### Public Improvements Statement of Compliance (20.12.020.C)

All public improvements required by this section or provided by the subdivider must be documented in the public improvement plans that show all public improvements are constructed to comply with all applicable provisions of the Salt Lake City Code of Ordinances, referenced standards adopted by the city, and any applicable federal standard or Utah Code. **All public improvements required by this section that are shown in the public improvement plans shall meet the applicable standards, which include:**

1. American Public Works Association Manual of Standard Specifications and Manual of Standard Plans 2017 edition;

2. Standard Practices for Salt Lake City Public Utilities (January 2010) or its successor;

3. Any standard or reference to a standard specifically identified in the Salt Lake City Code of Ordinances;

4. Any applicable standard that has been adopted by the State of Utah; and

5. Any applicable federal standard.

### Time and Phasing of Public Improvements (20.12.030)

**The subdivider may propose a timing and phasing plan for installation of public improvement that complies with this section.**

A. All public improvements must be installed in each respective phase of the subdivision or future subdivisions.

B. All public improvements must be designed such that the first phase has the capacity to accommodate the capacity of future phases.

C. The subdivider shall include a phasing plan that details how each aspect of the subdivision will be platted and subdivided and the anticipated public improvements for each phase.

CHECK

STAFF

## REQUIREMENTS

**D.** The subdivider shall provide an overall concept plan for required public improvements, indicate on the plan what public improvements will be included in each phase, and enough information to demonstrate that the capacity is sufficient for all phases of the subdivision.

**E.** The public improvement plan must acknowledge that if a subdivision standard or public improvement requirement changes before future phases are platted or constructed, the future phases must comply with those future improvements.

**F.** Any monument or benchmark that is disturbed or destroyed before acceptance of all improvements, must be replaced by the subdivider under the direction of the city engineer.

### **Subdivision Improvement Construction Agreement (20.12.050)**

**(Completed or as a draft, including all information requirements listed below).**

**A.** Before the approval by the mayor of the final plat, and if public infrastructure improvements were conditions of preliminary approval, the subdivider shall execute and file a subdivision improvement construction agreement between the subdivider and the city, specifying the period within which the subdivider must complete all public infrastructure improvement work to the satisfaction of the city engineer, and providing that if the subdivider shall fail to complete the public improvement work within such period, the city may complete the same and recover the full cost and expense thereof from the subdivider's security device. The subdivision improvement construction agreement must also provide for inspection and testing of all public infrastructure improvements and require the subdivider to pay the cost of such inspections and testing.

**B. The subdivision improvement construction agreement may also provide for the following:**

**1.** Construction of the public infrastructure improvements in units or phases; or

**2.** An extension of time under the conditions specified in this agreement.

### **Bond and Security Agreement (20.12.060)**

**(Must be finalized before plat will be signed by Public Utilities and Engineering).**

The subdivider shall file with the city engineer, together with the subdivision improvement construction agreement, a security device in the manner and as described in the subdivision improvement construction agreement.

CHECK

STAFF

## REQUIREMENTS

### Final Plats for Subdivision Amendments (20.10.050.C)

**If a final plat is a subdivision amendment, the final plat shall comply with all the requirements for final plats and include the following additional information:**

- |                       |                       |   |
|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | 1. Final condominium declaration as required under applicable Utah Codes;   |
| <input type="radio"/> | <input type="radio"/> | 2. <b>If the amendment includes a public street:</b>  |
| <input type="radio"/> | <input type="radio"/> | a. A binding agreement to pay the fair market value to the city for any portions of the street that are proposed to be vacated; and   |
| <input type="radio"/> | <input type="radio"/> | b. The plat shall indicate how the vacated portion of a public street will be identified, whether added to an existing lot or creating a new lot if authorized by this title; and |
| <input type="radio"/> | <input type="radio"/> | 3. A traffic impact study that provides an analysis of the impacts of closing or vacating a public street.  |

### Exceptions to Final Plat (20.10.050.D)

**If, after preliminary approval, a subdivision plat is not required as provided in this title or by Utah Code, a subdivider shall submit the following documents to record the subdivision without a plat:**

- |                       |                       |   |
|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | 1. A draft “notice of subdivision approval for ten lots or less” on a form that is provided by the planning director;                               |
| <input type="radio"/> | <input type="radio"/> | 2. The legal descriptions of the existing parcels that are proposed to be subdivided; and   |
| <input type="radio"/> | <input type="radio"/> | 3. Copies of deeds that transfer the ownership of new lots that include the legal descriptions of each lot that is within the proposed subdivision. |

### Demonstrated compliance with all applicable Subdivision Standards in Chapter 20.26.

**Note:** The applicant is responsible for identifying all Subdivision Design Standards that may not be applicable to their application. As part of the review process, the Planning Division is responsible for reviewing the specific Subdivision Design Standards and determine if the standard is applicable.

**INCOMPLETE INFORMATION WILL NOT BE ACCEPTED**

INITIALS

**DISCLAIMER:** 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.