



# Preliminary Subdivision Plat

New Lots

Amendment

### OFFICE USE ONLY

Project #:	Received By:	Date Received:	Zoning:
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Proposed Subdivision Name:

### PLEASE PROVIDE THE FOLLOWING INFORMATION

Property Address(s):

Name of Applicant:	Phone:
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Address of Applicant:

E-mail of Applicant:	Cell/Fax:
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Applicant's Interest in Subject Property:

Owner     Engineer     Architect     Other:

Name of Property Owner (if different from applicant):

E-mail of Property Owner:	Phone:
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**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

Filing fee of **\$403** plus **\$121** for each lot proposed on the preliminary plat. Plus, additional fee for required public notices will be assessed after the application is submitted.

### 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 electronically additional sheet/s if necessary)*

**Project Description**

A written description of what is being proposed.

**Legal Description**

A digital file of the legal description of the current boundaries of the subject property; and, for proposed subdivision of 10 lots or less, the legal descriptions of each of the proposed lots. (See Section [20.16](#) for preliminary plats and Section [20.28](#) for amendments).

**Preliminary Plat Drawing**

A digital (PDF) copy of the preliminary plat drawing

## APPEAL PROCESS

- ➔ 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 internet site.
- ➔ 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.

## AVAILABLE CONSULTATION

- ➔ Planners are available for consultation prior to submitting this application. Please email [zoning@slcgov.com](mailto: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 PRELIMINARY PLAT OR IN AN ACCOMPANYING DATA STATEMENT:**

1. Any subdivision that includes recordation of a final plat shall be given a name. Such subdivision names shall not duplicate or nearly duplicate the name of any subdivision in the city or county;
2. The name and address of the record owner or owners;
3. The name and address of the subdivider; if different from the recorded owner, there shall be a statement from the recorded owner authorizing the subdivider to act;
4. The name, address and phone number of the person, firm or organization preparing the preliminary plat, and a statement indicating the recorded owner's permission to file the plat;
5. The date, north direction, written and graphic scales;
6. A sufficient description to define the location and boundaries of the proposed subdivision;
7. Vicinity map showing general location of the project at a scale of 1" = 1,000' or similar.
8. The locations, names and existing widths and grades of adjacent streets;
9. The names and numbers of adjacent subdivisions and the names of owners of adjacent unplatted land;
10. The contours, at one foot (1') intervals, for predominant ground slopes within the subdivision between level and five percent (5%), and five foot (5') contours for predominant ground slopes within the subdivisions over five percent (5%). Such contours shall be based on the Salt Lake City datum. The closest city bench mark shall be used, and its elevation called out on the map. Bench mark information shall be obtained from the city engineer;
11. A grading plan, showing by appropriate graphic means the proposed grading of the subdivision;
12. The approximate location of all isolated trees with a trunk diameter of four inches (4") or greater, within the boundaries of the subdivision, and the outlines of groves or orchards;
13. The approximate boundaries of areas subject to inundation or storm water overflow, and the location, width and direction of flow of all watercourses;
14. The existing use or uses of the property, and the outline of any existing buildings and their locations in relation to existing or proposed street and lot lines, drawn to scale;
15. A statement of the present zoning and proposed use of the property, as well as proposed zoning changes, whether immediate or future;
16. Any proposed public areas;
17. Any proposed lands to be retained in private ownership for community use. When a subdivision contains such lands, the subdivider shall submit, with the preliminary plat, the name and articles of incorporation of the owner or organization empowered to own, maintain and pay taxes on such lands;
18. The approximate widths, locations and uses of all existing or proposed easements for drainage, sewerage and public utilities;
19. The approximate radius of each curve;
20. The approximate layout and dimensions of each lot;
21. The area of each lot to the nearest one hundred (100) square feet;
22. A statement of the water source;
23. A statement of provisions for sewerage and sewage disposal;
24. Preliminary indication of needed major storm drain facilities;
25. The locations, names, widths, approximate grades and a typical cross section of curbs, gutters, sidewalks and other improvements of the proposed street and access easements, including proposed locations of all underground utilities;
26. Any existing or proposed dedications, easements and deed restrictions;
27. A preliminary landscaping plan, including, where appropriate, measures for irrigation and maintenance;
28. The location of any of the foregoing improvements which may be required to be constructed beyond the boundaries of the subdivision shall be shown on the subdivision plat or on the vicinity map as appropriate;
29. If it is contemplated that the development will proceed by units, the boundaries of such units shall be shown on the preliminary plat;
30. If required by the planning director, a preliminary soil report prepared by a civil engineer specializing in soil mechanics and registered by the state of Utah, based upon adequate test borings or excavations. If the preliminary soil report indicates the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, a soil investigation of each lot in the subdivision may be required. The soil investigation shall recommend corrective action intended to prevent structural damage.