



PLANNING PROCESS //

SUBDIVISION: PRELIMINARY SUBDIVISION PLAT

ABOUT THE APPLICATION

Thank you for your interest in submitting a Subdivision: Preliminary Subdivision 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@slc.gov or give us a call at 801.535.7757.



PLANNING DIVISION
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ZONING@SLC.GOV
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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 Not Required: Subdivisions that obtain preliminary approval for ten (10) lots or less and do not involve streets, public rights of way or the construction of public improvements, **and do not amend an existing subdivision plat**, may be approved without a final plat.

Final Plat Required: Subdivisions that obtain preliminary plat approval for more than ten (10) lots and/or include the dedication or construction of streets or other public rights of way or the construction of public improvements, **or amend an existing subdivision plat**, shall be processed as a final plat and recorded on a subdivision plat with the county recorder.

PRELIMINARY APPROVAL STANDARDS (20.16.060.B.1)

All preliminary subdivisions shall comply with the following standards:

- A. The preliminary plat map and associated documents include all information and is properly formatted as required by this title;
- B. The subdivision shall comply with all subdivision design standards or with approved modifications to the subdivision design standards in Chapter 20.26 of this title;
- C. Water supply and sewage disposal including all offsite utility improvements, required easements and infrastructure upgrades shall be satisfactory to the public utilities department director;
- D. The location and design of all water supply and sanitary sewer facilities are appropriately sized, connect to adequately sized infrastructure and found to be compliant with the adopted standards;
- E. The location and design of drainage elements to handle stormwater, ensure compliance with floodplain regulations, prevent erosion, and minimize formation of dust has been found to be compliant with adopted city standards and if applicable, Salt Lake County Flood Control and the Utah Department of Environmental Quality;
- F. The subdivision provides access and infrastructure necessary for firefighting equipment as required by the applicable fire code adopted by the city;
- G. The subdivision provides adequate easements and locations for all necessary utilities that are not provided by the city;
- H. All required dedications of land for streets, midblock walkways, alleys, parks, trails, and open space are provided for on the preliminary plat as indicated in the adopted general plan of the city or as agreed to as part of any land use approval or development agreement. Any exactions that are not agreed to as part of a land use approval or development agreement shall be roughly proportionate and directly related to the impact of the proposed subdivision;
- I. The subdivision includes recommendations in the subdivider's traffic impact study when the transportation director indicates the recommendations are required to mitigate adverse impacts; and
- J. The proposed subdivision will not create any injury or harm to any other property or persons.



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: Preliminary Subdivision Plat regulations or process, please contact the Salt Lake City Planning Counter staff at zoning@slc.gov 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

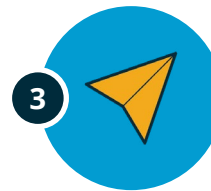


4

APPLICATION MODIFICATIONS

Modifications based on City Department review comments (if needed, applicant must submit updates).

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



3

DEPARTMENTAL REVIEW

Plans are routed to applicable city departments and divisions for review.



5

STAFF APPROVAL

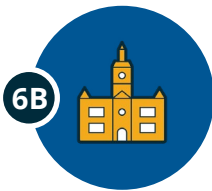
Staff issues approval letter. Approval may be allowed without a final plat (see [page 2](#))



6

IF FINAL PLAT IS REQUIRED

Final plat application must be submitted within 18 months of the preliminary plat approval.



6B

IF FINAL PLAT IS NOT REQUIRED

Approval letter and deed must be recorded at the County Recorder's office for change to come into effect.

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: PRELIMINARY SUBDIVISION PLAT

IMPORTANT INFORMATION



CONSULTATION

Available prior to submitting an application. For questions regarding the requirements, email us at zoning@slc.gov.



SUBMISSION

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



REQUIRED FEES

- **\$489** filing fee, plus **\$121** per lot proposed on the plat.
- Additional required notice fees will be assessed after submission.

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

NAME OF PROPERTY OWNER *(if different from applicant)*

PHONE

MAILING ADDRESS

EMAIL

OFFICE USE

CASE NUMBER

RECEIVED BY

DATE RECEIVED

TYPE OF PLAT ☐ New Lots ☐ 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 (20.10.040)
<input type="checkbox"/>	<input type="checkbox"/>	Required forms as provided by the planning director.
<input type="checkbox"/>	<input type="checkbox"/>	All applicable fees
<input type="checkbox"/>	<input type="checkbox"/>	The name and address of the subdivider, if different than the recorded owner, there shall be a statement from the recorded owner authorizing the subdivider to act on the owner’s behalf.
<input type="checkbox"/>	<input type="checkbox"/>	The name, address, phone number, email, of the person and organization preparing the subdivision documents.
		A preliminary plat map that includes (20.10.040.E):
<input type="checkbox"/>	<input type="checkbox"/>	1. A name that is not a duplicate of any other subdivision in the city or county. Plat maps that are amending an existing subdivision shall include in the name of the original subdivision with the term “amendment” and a number indicating the next number of amendment that is proposed. Example: “Subdivision X, Amendment 1” or “Subdivision X, Amending Lot Y”;
<input type="checkbox"/>	<input type="checkbox"/>	2. The names and addresses of the record of owner or owners. Each name shall match with the names that appear on the title report for the property;
<input type="checkbox"/>	<input type="checkbox"/>	3. The date the preliminary plat map was prepared;
<input type="checkbox"/>	<input type="checkbox"/>	4. A written and graphic scale that is adequate to be able to determine compliance with all applicable subdivision and zoning standards;
<input type="checkbox"/>	<input type="checkbox"/>	5. A description that defines the location and boundaries of the proposed subdivision;
<input type="checkbox"/>	<input type="checkbox"/>	6. The location, names, and existing widths and grades of adjacent streets;
<input type="checkbox"/>	<input type="checkbox"/>	7. The location, name, widths, and grades of all proposed streets. All street names must be approved by Salt Lake County prior to preliminary plat application being submitted. If a street is a numbered road, such as 100 South Street, it must be approved by the city engineer. To receive a name, a private street must be labeled as such on the plat. A street name will not be provided for cross access easements;
<input type="checkbox"/>	<input type="checkbox"/>	8. The names of adjacent subdivisions and the names of owners of adjacent land that is not within a recorded subdivision;
<input type="checkbox"/>	<input type="checkbox"/>	9. Elevation contours at one-foot intervals, for predominant ground slopes within the subdivision between level and 5%, and five-foot contours for predominant ground slopes within the subdivisions over 5%. Such contours shall be based on the Salt Lake City datum. The elevation shall reference an existing benchmark or street monument set by the surveyor provided the elevation is provided and it is consistent with the vertical datum designation shown;

CHECK	STAFF	REQUIREMENTS
<input type="radio"/>	<input type="radio"/>	10. A statement about the present zoning and proposed use of the property;
<input type="radio"/>	<input type="radio"/>	11. Any proposed public areas;
<input type="radio"/>	<input type="radio"/>	12. Any proposed lands to be retained in private ownership for common use by the owners of property within the subdivision. 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;
<input type="radio"/>	<input type="radio"/>	13. The approximate radius of each curve;
<input type="radio"/>	<input type="radio"/>	14. The approximate layout and dimensions of each lot;
<input type="radio"/>	<input type="radio"/>	15. The area of each lot in square feet;
<input type="radio"/>	<input type="radio"/>	16. A statement of the water source;
<input type="radio"/>	<input type="radio"/>	17. A statement of provisions for sewerage and sewage disposal;
<input type="radio"/>	<input type="radio"/>	18. All required or needed major storm drain facilities. This may be provided in public improvement plans submitted with a final plat;
<input type="radio"/>	<input type="radio"/>	19. Any existing or proposed dedications, easements, and deed restrictions;
<input type="radio"/>	<input type="radio"/>	20. If the development contains lots that are units, the boundaries of such units shall be shown on the preliminary plat;
<input type="radio"/>	<input type="radio"/>	21. A slope classification map that indicates slopes more than 30% (three feet of rise for every ten horizontal feet) demarcated with a cross hatch and labeled as undevelopable when located in a foothill zoning district;
<input type="radio"/>	<input type="radio"/>	22. Any required setback or no build area from any water body when required by the adopted general plan or Title 21A Zoning;
<input type="radio"/>	<input type="radio"/>	23. The area of all blocks within the subdivision;
<input type="radio"/>	<input type="radio"/>	24. Demonstrate that the subdivision complies with all applicable subdivision design standards found in Chapter 20.26 Subdivision Standards and any requests for a modification to a subdivision design standard;
<input type="radio"/>	<input type="radio"/>	25. Identification of any adjacent parcels or lots that abut the subdivision, including providing parcel or lot boundaries, tax identification numbers, and addresses; and
<input type="radio"/>	<input type="radio"/>	26. Identification of any special flood hazard areas subject to inundation by the 1% annual chance (100 Year) flood based on the most recent FEMA FIRM panel.

CHECK	STAFF	REQUIREMENTS
		Supplementary documents that include (20.10.040.F):
<input type="radio"/>	<input type="radio"/>	1. A grading plan, showing by appropriate graphic means the proposed grading of the subdivision including existing and proposed contours and finished floor elevations of all buildings;
<input type="radio"/>	<input type="radio"/>	2. The approximate location of all isolated trees with a trunk diameter of four inches or greater, within the boundaries of the subdivision, and the outlines of wooded areas;
<input type="radio"/>	<input type="radio"/>	3. The approximate boundaries of areas subject to inundation or stormwater overflow, and the location, width, and direction of flow of all watercourses. This may be provided in public improvement plans submitted with a final plat;
<input type="radio"/>	<input type="radio"/>	4. The approximate widths, locations, and uses of all existing or proposed easements for drainage, sewerage, and public utilities;
<input type="radio"/>	<input type="radio"/>	5. 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;
<input type="radio"/>	<input type="radio"/>	6. 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. This may be provided in public improvement plans submitted with a final plat;
<input type="radio"/>	<input type="radio"/>	7. The location of any of the foregoing improvements which may require to be constructed beyond the boundaries of the subdivision shall be shown on the subdivision plat or on the vicinity map as appropriate. This may be provided in public improvement plans submitted with a final plat;
<input type="radio"/>	<input type="radio"/>	8. A phase one environmental site assessment report to identify the presence of any harmful, dangerous, or hazardous material or pollutant that may be present on any land within a subdivision that is intended to be dedicated to the public. This is not required if there is no land dedication within the boundaries of the subdivision; and
<input type="radio"/>	<input type="radio"/>	9. If the subdivision includes slopes over 30% or is in a fault rupture zone, a preliminary geotechnical report prepared by a civil engineer specializing in soil mechanics and registered by the State of Utah, based upon adequate test borings or excavations shall be submitted. 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. This may be required to be submitted after the application is considered complete as part of the substantive review of the application or as a condition of preliminary approval;

CHECK	STAFF	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<p>Demonstrate compliance with all applicable Subdivision Standards in Chapter 20.26.</p> <p>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.</p>
CHECK	STAFF	<p>SUBDIVISION AMENDMENT REQUIREMENTS (20.10.040.H)</p> <p>If the application is a subdivision amendment, the following shall be provided in addition to the previous listed items for preliminary plat:</p> <div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div>1. A name that is not a duplicate of any other subdivision in the city or county. Plat maps that are amending an existing subdivision shall include in the name of the original subdivision with the term “amendment” and a number indicating the next number of amendment that is proposed. Example: “Subdivision X, Amendment 1” or “Subdivision X, Amending Lot Y”;</div></div> <div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div>2. The boundaries of the proposed subdivision amendment and the total number of lots being proposed because of the amendment;</div></div> <div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div>3. Identification of the lots that are subject to the amendment;</div></div> <div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div>4. If the amendment includes land that is outside of the existing boundary of the subdivision, a new description of the boundary, the legal descriptions of the land that is proposed to be added to the subdivision, the number, size, and dimensions of all lots subject to the proposed amendment;</div></div> <div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div>5. The signature of all owners within the subdivision indicating consent to the proposed subdivision. If not all owners have consented, a list of recorded names of the owners who have not consented to the subdivision amendment; and</div></div> <div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div>6. If the amendment includes an alteration to a public street, alley or other right of way or an alteration to any public easement or note on the plat that grants any public interest, consent from the entity that has a right to the street, easement, or note that the subdivider may proceed with the proposed amendment. In addition, the application shall include the following information about any alterations:<div><div>a. The legal description of the public street, alley or other right of way or easement or note as it currently exists and how it would be described if the amendment were to be approved;</div><div>b. Appropriate infrastructure plans for the modification of any public street, alley, or other right of way. This may be provided in public improvement plans submitted with a final plat; and</div><div>c. If required, a draft written agreement to purchase the entirety or portion of any street, alley, or right of way or any public easement that is proposed to be amended by the subdivision.</div></div></div></div>

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.
<div></div>	