

PLANNING PROCESS //

SUBDIVISION: STREET DEDICATION PLAT

ABOUT THE APPLICATION

Thank you for your interest in submitting a Subdivision: Street Dedication 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 or give us a call at 801.535.7757.



1

PLANNING DIVISION 451 SOUTH STATE STREET ROOM 406 PO BOX 145480 SALT LAKE CITY, UT 84114-5480

SLC.GOV/PLANNING ZONING@SLCGOV.COM TEL 801-535-7757

20.22

PURPOSE & INTENT OF THE PROCESS

The purpose of this section is to establish a process for dedicating streets that are not already dedicated for public use and when no subdivision of land is proposed.

This process may be used when:

- A. Additional right of way for an existing road is proposed by the adjacent landowner;
- **B.** Additional right of way for an existing road is necessary to provide adequate width for public improvements when the public improvements are required as part of a land use application authorized under Title 21A or as a condition of approval for a land use application under Title 21A.
- **C.** A public street is proposed to access property that does not currently have access to a public street; or
- **D.** When a property owner is proposing to construct a public street or portion thereof on land that is currently not part of a public street.
- **E.** This process does not apply to the dedication of existing private streets unless the requirements of <u>Chapter 14.54</u> have been satisfied and after the city has accepted a private street for donation to be a public street.
- **F.** A street dedication application shall be charged the same fee as a final plat.



A street dedication plat shall be subject to the following standards:



- **A.** The proposed street to be dedicated complies with all adopted standards for public streets that apply to the classification, size, or typology for the area, property, or land use identified in the general plan or the zoning map;
- B. The land to be dedicated complies with all applicable subdivision standards in Chapter 20.26;
- **C.** The proposed street does not create any new lots or result in any existing lot or parcel being separated or split by the proposed street. In this case, the street can only be dedicated through a subdivision plat; and
- D. The proposed street does not create parallel streets that are separated by less than 200 feet.

20.22



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: Street Dedication Plat regulations or process, please contact the Salt Lake City Planning Counter staff at 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.

3

PROCESS TIMELINE

TIME FRAME

(2 - 3 MONTHS

APPLICANT
STAFF



2

① 14 days

APPLICATION RECEIVED

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

PLANNER ASSIGNED

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





APPLICATION MODIFICATIONS

Modifications based on city department review comments.

DEPARTMENTAL REVIEW

Plans routed to applicable city departments and divisions to review and determine compliance with regulations and applicable standards.





MYLAR SIGNING

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

PLAT RECORDING

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

SUBDIVISION: STREET DEDICATION PLAT

IMPORTANT INFORMATION



CONSULTATION

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



SUBMISSION

Submit your application online through the <u>Citizen Access Portal</u>. Learn how to submit online by following the <u>step-by-step guide</u>.



REQUIRED FEES

• **Subdivisions: \$947**, plus **\$121** for each lot recorded on the plat.

APPLICANT I	NFORMATION	
PLAT NAME		
ADDRESS OF SUBJECT PROPERTY		
REQUEST		
NAME OF APPLICANT	PHONE	
MAILING ADDRESS	EMAIL	
APPLICANT'S INTEREST IN PROPERTY (*owner's consent required)	IF OTHER, PLEASE LIST	
Owner Engineer* Contractor* Other*		
NAME OF PROPERTY OWNER (if different from applicant)	PHONE	
MAILING ADDRESS	EMAIL	
OFFIC	CE USE	
CASE NUMBER RECEIVED BY	DATE RECEIVED	

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	PHONE		
MAILING ADDRESS	PHONE			
APPLICATION TYPE	SIGNATURE	DATE		
LEGAL	PROPERTY OWNER CONSENT			
If the applicant is not the legal owner of the passingle fee title owner may show consent by				
Affirmation of sufficient interest: I hereby that I have written authorization from the or		pelow described property or		
LEGAL DESCRIPTION OF SUBJECT PROPERT	Υ			
NAME OF OWNER	EMAIL			

- 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.

SIGNATURE

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.

6

NAME OF ABBLICANT

MAILING ADDRESS

DATE

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 (20.10.080)
0		An application to dedicate a street as a public street, whether the street is proposed or existing, shall include the following information:
0		Required forms as provided by the planning director;
\bigcirc		All applicable fees. A street dedication application shall be charged the same fee as a final plat;
0		The name and address of the applicant. 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;
0		The name, address, phone number, email, of the person and organization preparing the dedication documents;
0		The signatures of all property owners of record whose land is involved in the dedication;
0		A draft plat that complies with all the requirements for a final plat, except those requirements pertaining to proposed lots;
0		Construction plans that demonstrate compliance with all adopted and applicable standards for public streets. If the street was approved as a substandard public street as a planned development under Title 21A, the applicant shall provide evidence that the street dedication plat complies with the planned development approval;
0		If the street dedication plat is for an existing street that is not a public street, the applicant shall demonstrate all requirements and processes required by Chapter 14.54 or its successor.
0		Any private utilities located in the street dedication shall meet current standards or be replaced and dedicated to Salt Lake City.

SUBMITTAL REQUIREMENTS

СНЕСК	STAFF	REQUIREMENTS
		Submission Requirements for Final Plat (20.10.050.A)
		 At the time a final plat of a subdivision is submitted to the planning director, the subdivider shall submit therewith the following documents:
0		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;
0		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;
0		c. Environmental site assessments and remediation, if remediation was needed, as specified in Subsection 20.26.060.B.
0		d. The public improvement plans, agreement and bonds specified in Chapter 20.12 of this title, or successor sections; and
0		e. Copies of all proposed deed restrictions.
		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 $\frac{1}{2}$ inch margins from the edge of the sheet;
0		b. The map shall be oriented with north or east at the top of the sheet, whichever orientation best accommodates the proposed subdivision;
0		c. A north arrow, with all labels and descriptions oriented with the north direction;
0		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');
0		e. The location of the subdivision within the city shall be shown by a small-scale vicinity map inset on the title sheet;
0		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";

СНЕСК	STAFF	REQUIREMENTS
0		g. 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;
0		h. 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;
	。 。 。	i. N/A - Requirement Not Applicable.
0		j. 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. 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;
0		k. 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;
0		1. 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).
		Land that is subject to any overlay district in <u>Chapter 21A.34</u> 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;
	• • •	m. The plat shall show fully and clearly:
0		(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;
\bigcirc		(2.) Type of boundary markers and lot markers used; and
0		(3.)Other evidence indicating the boundaries of the subdivision as found on the site;

CHECK	STAFF	REQUIREMENTS
	•	n. The title sheet of the plat shall show the following information:
0		(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;
\bigcirc		(2.) Number of sheets in the lower right-hand corner;
\bigcirc		(3.) Name of the engineer or surveyor with the date of the survey;
0		(4.) North direction;
\bigcirc		(5.) Scale of the drawing;
0		(6.) The location of the subdivision within the city shall be shown by a small-scale vicinity map inset; and
0		(7.) Plats filed for the purpose of showing land previously subdivided as acreage shall be conspicuously marked with the words "Reversion to Acreage";
	•	o. The following certificates, acknowledgments, and boundary descriptions:
\bigcirc		(1.) Registered, professional land surveyor's "certificate of survey" together with the surveyor's professional stamp, signature, name, business address, and phone number;
\bigcirc		(2.) Owner's dedication certificate (with subdivision name included);
\bigcirc		(3.) Notary public's acknowledgment (with subdivision name included);
0		(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;
\bigcirc		(5.) The tax parcel identification numbers for all existing parcels shown on the plat; and
0		(6.) Such other affidavits, certificates, acknowledgments, endorsements, and notary seals as are required by law and by this chapter;

CHECK	STAFF	REQUIREMENTS
0		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:
0		(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;
0		(2.) County health department;
0		(3.) Public utilities director;
0		(4.) City Engineer;
0		(5.) Planning director;
0		(6.) Building official, if the plat is a condominium;
0		(7.) City attorney;
0		(8.) Mayor;
0		(9.) City recorder; and
0		(10.) City surveyor.
•		q. N/A - Requirement Not Applicable.
0		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.
0		Public Improvement Plans (20.10.050.B)
		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.

СНЕСК	STAFF	REQUIREMENTS
		Public Improvement Required (20.12.020.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:
0		 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;
		2. 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;
		3. 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;
		4. Sidewalks must be installed as shown on the improvement plans;
		5. 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;
	0	6. 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;
	0	7. 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;
		8. Street trees, if required, must be of a type approved by the city and planted in approved locations;
		9. 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;

СНЕСК	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
0		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:
0		 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;
0		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.
0		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
0		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.
0		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.
0		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).
0		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.
\circ		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.
\bigcirc		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.
\bigcirc		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.