



CITY OF NORTH SALT LAKE
COMMUNITY & ECONOMIC DEVELOPMENT

10 East Center Street, North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

MINOR SUBDIVISION APPLICATION
APPLICATION

<i>For Office Use Only</i>	
Fee: <u>\$375 per lot/unit</u>	Lot/Unit Count: _____
Application #: _____	Fee: _____
Date Received: _____	Paid: _____
Pre-Application Date: _____	Parcel ID: _____
Project Planner: _____	Zone: _____
Concept Approval: _____	Other Files: _____
Proposed Use: _____	
Date of Complete Application Certification: _____ By: _____	
First Review Cycle Due: (15 business days from Certification): _____	
Date of Administrative Land Use Authority Action - Approved: _____ Denied: _____	
Findings: _____	

Project Name: _____

Project Address: _____

Applicant Company: _____

Applicant Contact: _____ **Signature:** _____

Mailing Address: _____

Telephone #: _____

E-mail Address: _____

Owner Name: _____ **Signature:** _____

(If different from applicant; a letter from owner consenting to submittal may be substituted for owner signature)

Telephone #: _____

E-mail Address: _____

*If you have any questions about this application, please contact the
Community Development Department at (801)335-8721.*

(Revised 08.12.2025)

PROJECT INFORMATION

(attach additional sheets as needed)

1. Please explain the project including estimated start and completion dates:

2. Identify any impacts and/or conflicts with adjacent land uses, along with proposed mitigation of all adverse aspects of the plan:

REVIEW PROCESS

The Community Development Director, or designee, shall coordinate review with the appropriate development review staff and affected entities, as appropriate for the size, scope, and location of the proposed subdivision. Within fifteen (15) business days of receipt of a complete application submittal, the Community Development Director shall prepare findings regarding the minor subdivision plan, specifying any inadequacy in the information submitted, noncompliance with City regulations, questionable or undesirable design and/or engineering, and the need for any additional information required prior to final approval.

APPLICATION REQUIREMENTS

- Completed and signed Minor Subdivision application form
- Payment of non-refundable review fees
- A preliminary title report covering the entire land in the proposed project, or other approved evidence of title insurability
- Evidence that the applicant has sufficient control and financial capability over the land to effectuate the proposed use, such as an executed purchase contract or an owner's certificate signed and acknowledged by all parties having any record interest in the land subdivision, consenting to the subdivision application
- When applicable, letters from the public agencies which will provide water and sewer service to the proposed development
- A copy of proposed protective covenants, articles of incorporation, association or condominium, where applicable
- An electronic submission which is reproducible as a twenty four inches by thirty six inches (24" x 36") plat suitable for recordation and all applicable documents meeting the plat requirements listed below under Plat Requirements.
- If essential infrastructure improvements are required, the application shall be accompanied by improvement drawings which meet the requirements listed below under Plan Set Requirements.
- The City Engineer may require that a soils report be provided which meets the requirements set forth in section 13-5-4

PLAT REQUIREMENTS

- The meets and bounds description of the parcel(s) of ground to be subdivided using the Utah Coordinate System of bearing rotations, otherwise known as NAD83; meets and bounds descriptions may also be provided in Davis County coordinates with a rotation provided to NAD83 coordinates.
- The number and address of the lots intended for sale, including the area, boundaries, courses and dimensions of each lot.
- Existing right of way and easement grants of record for underground facilities, as defined in Utah Code Annotated section 54-8a-2, and for other utility facilities.
- An acknowledgment from the owner(s) of the property to be subdivided acknowledging the preparation of the plat and the owner's consent to subdivide the parcel as shown on the plat.
- A certification from the surveyor preparing the plat.
- Coordinates shall be added to all angle points to the exterior boundary of the subdivision in the coordinate system matching the metes and bounds description.
- Certification of the accuracy of the preliminary plat of the development and any traverse to permanent survey monuments by a land surveyor, registered to practice in the state.
- The words "Preliminary Plat - Not To Be Recorded" shall be shown on the plat.
- Signature blocks for the approval of Land Use Authority, City Engineer, City Attorney, and Mayor's acceptance

PLAN SET REQUIREMENTS

The following information and documentation shall be included for Minor Subdivision improvement plans, as applicable.

- A vicinity map of the proposed subdivision, drawn at a scale of five hundred feet to the inch (1" = 500'), which defines the location of the subdivision within the City
- The proposed name of the subdivision, which shall not duplicate or nearly duplicate the name of any subdivision in the City or in the incorporated and unincorporated area of Davis County, unless part of a multi-phased subdivision
- The names and addresses of the
 - Developer, Owner or Agent
 - Engineer
 - Surveyor of the development
 - Owners of the land immediately adjoining the land to be developed.
 - If the developer is represented by an agent, there shall be a statement from the recorded owner authorizing the agent to act on behalf of the property owner.
- The date, north arrow, written and graphic scales
- The boundary lines of the tract to be subdivided, with all dimensions shown and a legal description defining the location and boundaries of the proposed subdivision.
- The location, widths and other dimensions of
 - Proposed streets
 - Alleys
 - Easements
 - Other public or private rights of way
- The location and size of all sites proposed to be dedicated or reserved for
 - Parks,
 - Open spaces
 - Common area,
 - Other recreational uses
- Boundary lines of adjacent subdivisions and the names of owners of adjacent unsubdivided land within one hundred feet (100') of the tract proposed for subdivision, showing ownership and property monuments.
- A contour map at one-foot (1') intervals, for predominant ground slopes within the subdivision between level and five percent (5%), and at two-foot (2') intervals, for predominant ground slopes within the subdivision over five percent (5%), showing all unusual topographic features with verification by a qualified engineer or land surveyor. Such contours shall be based on Utah State Coordinate System of bearing rotations, otherwise known as NAD 83. The closest Davis County section corner shall be used, and its elevation called out on the map. Survey monument information shall be obtained from the Davis County surveyor or City Engineer. Davis County Coordinates may be used with a rotation to NAD 83 coordinates provided.
- Grading plan showing existing and proposed contour lines at no greater than two-foot (2') intervals at a scale of not less than one-inch equals one hundred feet (1" = 100'). For subdivisions with slopes greater than or equal to thirty percent (30%), shading identifying areas thirty percent (30%) or greater and

areas fifty percent (50%) (different color) or greater must be provided, with contour lines no greater than five feet (5') in these areas.

- The existing use or uses and zoning 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.
- The location, proposed names, widths and a typical cross section of
 - Curbs
 - Gutters
 - Sidewalks
 - Other improvements of the proposed street and access easements
 - Names of all existing or recorded streets alleys and easements, both within the proposed project and within one hundred feet (100') of the boundary thereof, showing whether recorded or claimed by usage.
- The location and dimensions to the nearest existing benchmark or monument, and section line
- The location and principal dimensions of all
 - Watercourses
 - Public utilities
 - Other important features and existing structures within the land adjacent to the tract to be developed including
 - Railroads
 - Power lines
- Layout of all lots including
 - Minimum lot size
 - Lot divisions
 - Consecutive numbering
- Existing and proposed
 - Off site and on site culinary and secondary water facilities
 - Sanitary sewers
 - Storm drainage facilities
 - Subdrains
 - Fire hydrants
 - Any other public or private utility within the tract or within one hundred feet (100') thereof
- Location and size of all existing and proposed
 - Easements
 - Dedications
 - Deed restrictions including
 - i. Solar,
 - ii. Public utility lines
 - iii. Water and sewage lines
 - iv. Storm drains and facilities
 - v. Watercourses
 - vi. Irrigation systems
 - vii. Land drains
- Stormwater drainage plan and management plan in accord with City Code section 8-5-21 by which the developer proposes to handle stormwater drainage for an event with a ten (10) year return period for all storm drain pipe, and for an event with a one hundred (100) year return period for all storm drain detention

basins. The calculation must size the detention basin, size the orifice plate and determine the amount of flow which can be released (the release rate can be 0.2 cfs/acre). Detention basin shall retain the required 24-hour storm equivalent, as required under the Utah Pollutant Discharge Elimination System (UPDES) general discharge permit. All development and redevelopment that warrants compliance with the Utah General Construction Permit (UGCP) regulation must include a Low Impact Development (LID) analysis that meets the objective of mirroring the predevelopment hydrology and meets the objective of retaining on site, with no discharge, in accordance with the adopted standard by the Utah Division of Water Quality

- Dimensioned parking layout showing location of
 - Individual parking stalls
 - Driveways
 - Other areas of ingress and egress
- Landscaping plan: As applicable for subdivisions containing common area, entry monuments, open space, and private parks, a landscape plan for the site(s) and, if appropriate, information relating to the landscaping on adjacent or surrounding areas affected by the proposed development.
 - Such landscaping plans shall be prepared by a qualified professional team showing:
 - i. Conformance with Title 10, Chapter 22, Water Efficient Landscape Standards
 - ii. Distribution of plant material
 - 1. Existing and proposed trees
 - 2. Work involved as related to slope control and/or physical environment.
 - iii. Special effects and decorative materials
 - iv. Automatic irrigation systems (sprinkler, bubbler, etc.)
 - v. Recreation equipment
- All drawings shall meet the minimum requirements of the City's adopted Specifications and Standards Manual

RECORDING REQUIREMENTS (after final approval)

- Upon approval of a minor subdivision application, and approval of a proposed plat, the developer shall provide the City with a current title report to be reviewed by the City Attorney. A "current title report" is considered to be one which is prepared and dated not more than thirty (30) days before the proposed recordation of the final plat.
- Once title to the property has been approved by the City Attorney, the approved plat shall be signed by the Mayor and all those required.
- The City Recorder, or designee, shall present the mylar to the Davis County Recorder's Office for recordation.
- If the plat is not recorded within six (6) months from the date of final approval, such approval shall be null and void. This time period may be extended one (1) time for an additional six (6) month period by the Community Development Director, or designee, with the consent of the City Engineer. The developer must petition for an extension, prior to the expiration of the original six (6) months, or an extension previously granted. An extension may be granted only if it is determined that it will not be detrimental to the City. If any of the fees charged as

a condition of subdivision approval, including, but not limited to, inspection fees, impact fees, as well as the amounts the City uses to estimate bonds to ensure completion of improvements have increased, the City Engineer may require that the bond estimate be recalculated and that the developer pay any applicable increases as a condition of granting the extension.