



CITY OF NORTH SALT LAKE
COMMUNITY & ECONOMIC DEVELOPMENT

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

SUBDIVISION FINAL PLAT
APPLICATION

For Office Use Only

Fee: \$375 per lot/unit

Lot/Unit Count: _____

Application #: _____

Fee: _____

Date Received: _____

Paid: _____

Preliminary Plat Approval: _____

Parcel ID: _____

Project Planner: _____

Zone: _____

Previous Files: _____

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: _____

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)

Notice to All Applicants

APPLICATION REQUIREMENTS

- Non-refundable Final Plat review fee
- An electronic file of the proposed final plat, including property lines, easements, centerline of roads, etc.
- An electronic file of the proposed final plan set.
- One (1) electronic copy of all applicable documents or studies required as a condition of preliminary plat approval or geologic hazards review
- A certificate of title insurance for any land to be dedicated to the City.
- Trust agreement for perpetual care funds when required as a condition of approval.

FINAL PLAT REQUIREMENTS

- Drawings shall be prepared and certification made as to plat accuracy by a registered professional licensed to do such work in the state of Utah, and will conform to current engineering and drafting practices. A poorly drawn or illegible plan is sufficient cause for final plat rejection.
- The final plat shall consist of a digital document designed to print at twenty-four by thirty-six inches (24'x36"). The plat shall be drawn that the top of the sheet either faces north or east, whichever accommodates the drawing best.
- The plat shall be made to a scale large enough to clearly show all details, and in any case not smaller than one hundred feet to the inch (1" = 100'), and workmanship on the finished drawing shall be neat, clean cut and readable.
- The title of each sheet shall consist of the approved name and phase number of the subdivision, if any, at the top of the page followed by the words "City of North Salt Lake"
- An accurate and complete survey map in accordance with Utah State Code shall be made of the land to be subdivided. The record of survey map shall be filed in the office of the Davis County Surveyor prior to recording the final subdivision plat. The exterior boundaries shown on the final plat shall be consistent with the boundary lines as depicted on the filed record of survey map and shall close mathematically within 0.01 feet.
- The final plat shall show all survey, 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, arc length, chord bearing and distance of curves, and such information as may be necessary to determine the location of the beginning and ending points of curves.
- Every block, lot and parcel offered for dedication for any purpose shall be delineated and designated with dimensions, boundaries and courses clearly shown and defined in every case. Parcels to be conveyed to the City other than dedication for streets or easements shall be designated by parcel letter and conveyed by separate warranty deed to be recorded with the plat. 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 shall close mathematically within 0.01 feet.

- On curved boundaries and all curves in the plat, sufficient data shall be given to enable the reestablishment of the curves on the ground. This curve data shall include the following for circular curves:
 - Radius of curve
 - Central angle
 - Tangent
 - Arc length
 - Chord (bearing and length)
- Excepted parcels shall be marked "not included in this development" and the boundary completely indicated by bearings and distances.
- The plat shall show the right-of-way lines of each street, and the width of any portion being dedicated, and widths of any existing dedications. The widths and locations of adjacent streets and other public properties within two hundred feet (200') of the subdivision shall be shown with dotted lines. 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.
- All streets within the project shall be numbered (named streets shall also be numbered) in accordance with and in conformity with the adopted street numbering system adopted by the City. Each lot shall show the street addresses assigned thereto and shall be according to the standard addressing methods approved by the City. In the case of corner lots, the address will be assigned to the street frontage which the home is most likely to front. In the event the home is faced to the alternate street frontage, the address shall be reassigned, by the City Engineer, at the time of building permit application. The City Engineer shall submit the address change to the Davis County Recorder's Office by affidavit.
- Sheets shall be so arranged that no lot is split between two (2) or more sheets, and wherever practicable, blocks in their entirety shall be shown on one (1) sheet.
- Lot numbers shall begin with numeral "1" and continue consecutively throughout the subdivision with no omissions or duplications. When a subdivision is developed in phases, the phase number shall precede each lot number. For example, phase 2 would be numbered 201, 202, 203, etc.
- All Lots shall include a 10-foot-wide Public Utility easement along all street frontages and at other locations and dimensions as required by any Public Utility company entitled to the use of a Public Utility easement pursuant to Section 54-3-27, Utah Code Annotated 1953, or successor statute.
- If a plat creates an easement, the plat shall include specific conveyance language and purposes for said easement. The side lines of all easements shall be shown by fine dashed lines. The widths of all easements and sufficient ties thereto to definitively locate the same with respect to the subdivision shall be shown. Any other easements shown on the plat shall specify to whom the easement is being conveyed, and for what purpose
- The side lines of all easements shall be shown by fine dashed lines. The width of all easements and sufficient ties thereto to definitively locate the same with respect to the subdivision shall be shown. All easements shall be clearly labeled and identified.

- If the Subdivision is adjacent to a waterway, the plat 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 100-year Flood as shown on the current Digital Flood Insurance Rate Map (DFIRM).
- All lands within the boundaries of the plat shall be accounted for either as lots, walkways, streets, alleys, excepted parcels, common areas, building areas, parking areas, drainage facilities, landscape areas, or permanent open space, etc
- All dimensions of irregularly shaped lots shall be indicated in each lot
- All bearings and lengths shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines
- Parcels not contiguous shall not be included in one (1) plat. Contiguous parcels owned by different parties may be embraced in one (1) plat, provided all owners join in dedication and acknowledgment
- Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc
- The information on the plat shall include description of project boundaries, public streets and easements (utility, drainage, access, etc.), as well as other design elements and the following:
 - Name of development, astronomic north arrow and basis thereof, date, and names of Developer, Owner or Owners of Record, and Engineer.
 - The title of each sheet of the final plat shall consist of the approved name and phase number of the subdivision in bold letters, and if applicable, the words "a Planned Unit Development (PUD)", followed by the words "City of North Salt Lake" at the top of the sheet.
 - Total acreage of development project; total number of lots and acreage of each.
 - Township, range, section (and quarter section, if portion).
 - Graphic scale
- The final plat shall contain the name of the surveyor, together with the date of the survey, the scale of the map and number of sheets. The following certificates, acknowledgments and descriptions shall appear on the title sheet of the final plat, and such certificates may be combined where appropriate
 - Registered land surveyor's certificate of survey;
 - A statement by the surveyor certifying that the lots in the subdivision comply with the applicable zoning ordinance in the area and dimension at the date of the survey
 - Owner's dedication certificate;
 - Notary public's acknowledgment for each signature on the plat;
 - A correct metes and bounds description of all property included within the subdivision or project;
 - Plats shall contain blocks for signatures of the Administrative Land Use Authority, City Engineer, City Attorney, and the Mayor with an attestation by the City Recorder;
 - A block for the Davis County recorder shall be provided in the lower right corner of the final plat;
 - Such other affidavits, certificates, acknowledgments, endorsements and notaries seals as are required by law, by this Title or by the City Attorney;

- A description of all property being subdivided 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, as applicable);
- The owner's dedication certificate, registered land surveyor's certificate of survey, and any other certificates contained on the final plat shall be in the form prescribed by the City Subdivision Standards and Specifications;
- The plat shall fully and clearly show all stakes, monuments and other evidence indicating the boundaries of the subdivision as found on the site. Any monument or benchmark that is disturbed or destroyed before acceptance of all improvements, shall be replaced by the developer under the direction of the City Engineer. The following required monuments shall be shown on the final plat:
 - i. The location of all monuments placed in making the survey, including a statement as to what, if any, points were reset by ties
 - ii. All right of way monuments at angle points and intersections as approved by the City Engineer
- Prior to recordation of the plat, the developer shall submit a current title report to be reviewed by the City Attorney. A "current title report" is considered to be one which correctly discloses all recorded matters of title regarding the property, and which is prepared and dated not more than thirty (30) days before the proposed recordation of the final plat
- When a subdivision contains lands which are reserved in private ownership for community use, including common areas, the developer shall submit with the final plat the name, proposed articles of incorporation and bylaws of the owner, or organization empowered to own, maintain and pay taxes on such lands and common areas.

PLAN SET REQUIREMENTS

- Complete and detailed construction plans and drawings of all improvements shall be prepared in conformance with the requirements of this Title and the adopted City Design Standards & Specifications Manual. Final approval of the project shall not be granted until the final construction plans have been reviewed and approved by the City Engineer. No construction shall be started until the final plat and final construction plans have been approved by the City. Plans for all utilities located in the street right of way shall be contained in the same plan set
- The following standards are set for the purpose of standardizing the drawings and to obtain uniformity in appearance, clarity, size and reproduction
 - All drawings shall be clear and legible and conform to good engineering and drafting practice. Electronic files shall be prepared to be reproducible at a print size of twenty four inches by thirty six inches (24" x 36") (trim line) with one-half inch (1 /2") border on top, bottom and right sides, left side one and one-half inches (1 1/2").

- The plans shall include the following information:
 - A qualified and licensed engineer's stamp and signature
 - North arrow
 - Elevations referenced to NAD 83 datum
 - Stationing and elevations for profiles
 - Standard engineering scale, either one inch equals twenty feet (1" = 20'), 30 feet (1" = 30') or forty feet (1" = 40') horizontally; one inch equals two feet (1" = 2'), four feet (4') or five feet (5') vertical. Variations in scale may be accepted when conditions warrant
 - Both plan view and profiles for curb and gutter plans shall be shown for each side of the street, street centerline profile may be eliminated, top of curb elevations with curve data must be shown for all curb returns
 - Size and location of culinary water lateral mains, meters, valves, elbows, air vacs, pressure reducing stations, and hydrants
 - Type of pipe
 - Size and location of irrigation lateral mains, meters, valves, fittings, drains, etc.
 - Size, location and profile of sewer, storm drains and subdrains and their manhole cleanouts. Approval of sewer infrastructure by South Davis Sewer District is required to be submitted with final plans
 - Detention and retention basins, including pertinent elevations, orifice diameter sizes, headwall details, etc
 - Calculation and traverse sheets giving bearings, distances and coordinates of the boundary of the subdivision and blocks and lots as shown on the final plat
 - Design data, assumptions and computations for proper analysis in accordance with sound engineering practice, along with appropriate plan, section and profile sheets for all essential infrastructure improvements.
- As needed, separate sheet of details for structures which are to be constructed. All structures shall be designed in accordance with minimum requirements established by the adopted ordinances and standards of the City

RECORDING REQUIREMENTS (after final approval)

- Executed final plat mylar complete with the surveyor's certification and signed owner's dedication
- Final title report updated within the previous thirty (30) days;
- Any executed documents required for recordation with the plat, such as easements, owner's association incorporation bylaws or protective covenants;
- Stormwater Management Agreement;
- Subdivision Improvement Agreement;
- Acceptable assurance document in accordance with section 13-5-150 for the installation of essential improvements:

- The developer may elect to install any required public landscaping improvements or infrastructure improvement prior to recordation of the plat in accordance with Utah State Code 10-9a-604.5, as amended; or
 - Post an improvement completion assurance equivalent to 100% of the estimated costs of the required public landscaping improvements or infrastructure improvements which are incomplete, not inspected or unaccepted at the time of recording the final plat.
- A CAD (Computer Aided Draft) file of the final plat and approved construction drawings;
- Payment of all applicable outstanding subdivision review fees, geologic hazard review fees, and subdivision improvement inspection fees in accordance with the City's Comprehensive Fee Schedule;
- Payment of all applicable water or storm water impact fees and connections fees associated with improvements to common areas in accordance with the City's Comprehensive Fee Schedule;
- Any other applicable agreement or fee as required by this Title, adopted Standards and Specifications Manual, approved development agreement, ordinance, regulation, or law.

REVIEW PROCESS

Community Development Department: The Community Development Department will determine if the final plat submission is complete and if all the fees have been paid. If all requirements are met, a letter of acknowledgment will be provided by the Community Development Department, and shall distribute plans, accompanied by the letter, for comment to all appropriate public and private entities.

Single Family, Two Family, and Townhome Subdivisions

Final plat review shall be limited to two (2) review cycles. Review cycle restrictions shall not apply to areas with identified or suspected geologic hazards. Initial review of the final plat and final subdivision improvement drawings shall be completed by the Development Review Staff within fifteen (15) business days of certification of complete application. An incomplete application shall not prohibit review staff from providing feedback on portions of the application submitted to assist in the preparation of a complete application.

Review Cycle 1

The review of the final plat application shall include redline corrections and requests for additional information which include specific citations of adopted ordinances, standards and specifications and shall be logged in a separate index of requested modifications or additions. The applicant shall have a period of twenty (20) business days to respond to each of the redline corrections or request for additional information and shall provide corrected drawings and a written response identifying and explaining the applicant's revision and reasoning for declining to make revision, if any. The explanation shall be comprehensive and specific, including citations to applicable standards and ordinances for the design and an index of requested revision or additions for each required correction. If the applicant fails to address a review comment in the response, the review cycle is not complete and the subsequent review cycle may not begin until all comments are addressed.

Review Cycle 2

The development review staff shall have a period of fifteen (15) business days to review the re-submittal and corrections and shall review the revised final plat plan set and any modifications made in the first review cycle for additional redline corrections and shall provide a second set of redline corrections and requests for additional information which include specific citations and a separate index of requested modifications. The applicant shall have a period of twenty (20) business days to respond to each of the redline corrections or request for additional information and shall provide corrected drawings and a written response identifying and explaining the applicant's revision and reasoning for declining to make revision, if any. The explanation shall be comprehensive and specific, including citations to applicable standards and ordinances for the design and an index of requested revision or additions for each required correction. If the applicant fails to address a review comment in the response, the review cycle is not complete and final plat may not be approved until all comments are addressed.

The development review staff shall review the resubmittal to determine that all redline corrections have been completed. Staff shall notify the applicant within ten (10) business days of resubmittal of incomplete corrections. Upon determination of completion of redline corrections, the final plat application shall be forwarded to the Administrative Land Use Authority for approval.

If the applicant makes material change to a plan set during any review cycle, the City shall have the discretion to restart the review process at the first review cycle.

Commercial, Industrial, or Multifamily Subdivisions

Initial review of the final plat and final subdivision improvement drawings shall be completed by the development review staff for certification of complete application. An incomplete application shall not prohibit review staff from providing feedback on portions of the application submitted to assist in the preparation of a complete application.

Upon certification of a complete application, the development review staff shall review the final plat and provide to the applicant any redline corrections and requests for additional information, as required by code or adopted standards and specifications. The applicant shall respond to each of the redline corrections or request for additional information and shall provide corrected drawings and a written response identifying and explaining the applicant's revision and reasoning for declining to make revision, if any. The explanation shall be comprehensive and specific to the corrections requested.

The development review staff shall review the resubmittal to determine that all redline corrections have been completed. Staff shall notify the applicant of incomplete corrections. Upon determination of completion of redline corrections, the final plat application shall be forwarded to the Administrative Land Use Authority for approval.

Administrative Land Use Authority Action

The Community Development Director, acting as the Administrative Land Use Authority shall review the final plat application for conformance to City Ordinance and any conditions of Preliminary Plat approval and shall verify the approvals from the City Engineer, City Attorney, applicable development review staff and affected entities. Upon verification of final plat approvals, the director shall send notice of approval to the applicant in writing and authorize the final plat mylar to be printed.

The City shall provide the applicant a signed and dated copy of the approved Subdivision Improvement Plans. The applicant shall submit an executed final plat mylar complete with the surveyor's certification and signed owner's dedication accompanied by the required documentation. Upon receipt of the mylar and associated documents, the Community Development Department shall obtain the required signatures of the City Engineer, City Attorney, Community Development Director, and Mayor. The signed and executed final plat mylar and associated document required for recordation, shall be delivered to the office of the Davis County Recorder for their review and recordation by the City Recorder.

The County Recorder and County Surveyor shall review the final plat for correctness and provide notification to the City of any deficiencies in the plat and the required recordation fees owed. The City shall forward the County Recorder corrections and notice of payment due to the applicant upon receipt. The applicant shall be responsible to provide any required corrections requested by the County Recorder and payment of all recordation fees directly to the County Recorder's Office.

The final plat approval shall become null and void unless the final plat is recorded within twelve (12) months after approval, except as otherwise provided for by written agreement with the City. This time period may be extended for up to six (6) months for good cause shown if the developer petitions the Community Development Director in writing requesting an extension prior to the expiration date of the final plat together with any applicable fees. Only one (1) extension of the final plat approval may be granted and is subject to review for and compliance to any ordinance, standards, or fee amendments which have occurred since the final plat approval. 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, parks fees, flood control fees, as well as the amounts the City uses to estimate bonds to ensure completion of improvements, have increased, the Community Development Director may require that the bond estimate be recalculated and bond security be increased as required, and that the developer pay any applicable fee increases as a condition of granting the extension. After Land Use Authority approval, completion of the required essential infrastructure improvements or filing of the bond agreement described herein, and signing of the plat by all those required, the plat shall be presented by the City Recorder to the Davis County recorder for recordation.