

# Weber County Subdivision Application

**All subdivisions submittals will be accepted by appointment only. (801) 399-8791. 2380 Washington Blvd. Suite 240, Ogden, UT 84401**

Date Submitted / Completed <u>9/16/11</u>	Fees (Office Use)	Receipt Number (Office Use)	File Number (Office Use)
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## Subdivision and Property Information

Subdivision Name <u>Powell Subdivision 1 + 2</u>		Number of Lots <u>2</u>
Approximate Address <u>622 SOUTH 3600 WEST 84404</u>		Land Serial Number(s) #1: <u>150450050</u> #2: <u>152030001</u>
Current Zoning <u>A-1 Agricultural</u>	Total Acreage <u>6.747</u>	
Culinary Water Provider <u>Taylor West Weber Water</u>	Secondary Water Provider <u>N/A</u>	Wastewater Treatment <u>SEPTIC</u>

## Property Owner Contact Information

Name of Property Owner(s) <u>LORI LONG</u>		Mailing Address of Property Owner(s) <u>622 SOUTH 3600 WEST OGDEN, UT 84404</u>
Phone <u>801-732-1278</u>	Fax	
Email Address <u>Annianda@aol.com</u>		Preferred Method of Written Correspondence <input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail

## Authorized Representative Contact Information

Name of Person Authorized to Represent the Property Owner(s)		Mailing Address of Authorized Person
Phone	Fax	
Email Address		Preferred Method of Written Correspondence <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail

## Surveyor/Engineer Contact Information

Name or Company of Surveyor/Engineer <u>DOUG @ LANDMARK SURVEYING</u>		Mailing Address of Surveyor/Engineer
Phone	Fax	
Email Address		Preferred Method of Written Correspondence <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail

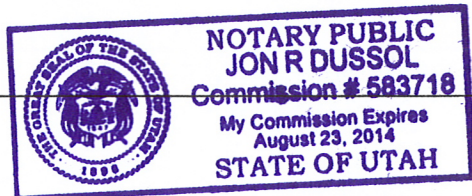
## Property Owner Affidavit

I (We), Annianda, depose and say that I (we) am (are) the owner(s) of the property identified in this application and that the statements herein contained, the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

LORI LONG  
\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this 16 day of September, 2011.



[Signature]  
\_\_\_\_\_  
(Notary)

**Authorized Representative Affidavit**

I (We), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorized as my (our) representative(s), \_\_\_\_\_, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the County considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the Representative Authorization Affidavit who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)



# Subdivision Application

This Subdivision application identifies submittal requirements and processes for subdividing land in the unincorporated lands of Weber County.

While the Planning Division staff distributes copies of your application to County agencies and other applicable utility agencies responsible for reviewing your application, the applicant is responsible for following up with them if they need additional information.

- A pre-application meeting with the applicant and the appropriate staff is required prior to application submittal; please call (801) 399-8791 to make an appointment.

Date of pre-application review meeting: \_\_\_\_\_ Time: \_\_\_\_\_

Staff member assigned to process application: \_\_\_\_\_

APPLICATION DEADLINE: Thirty (30) days prior to the applicable Planning Commission meeting

The Western Weber County Township Planning Commission holds their meetings on the 2<sup>nd</sup> Tuesday of the month.

The Ogden Valley Township Planning Commission holds their meetings on the 4<sup>th</sup> Tuesdays of the month.

Subdivisions will only be placed on a Planning Commission agenda upon receipt of reviewing agency recommendations including the County Engineer's Office and the Weber County Fire District.

This application is subject to all applicable Weber County Zoning and Subdivision Ordinances. It is important that the applicant read and understand the ordinances to prevent delays in the approval of their subdivision.

## Process

The Planning Division will only accept complete applications with supporting documents as outlined below. Submitting an application does not guarantee that this application will be placed on the next Planning Commission agenda. The following steps/timeline/process tracks your application:

- Complete Application Form
- Staff determination that the application is complete
- Referral agencies are requested to review submittal
- Applicant coordinates as needed with reviewing agencies
- Staff report is drafted and a copy given to applicant
- Application placed on an upcoming agenda by staff
- Planning Commission meeting scheduled Date: \_\_\_\_\_



**Fee Schedule**

A subdivider proposing a subdivision in the unincorporated territory of Weber County shall deposit with the County non-refundable fee for planning, surveying and engineering subdivision review processing and improvement inspection at the time of submission of the preliminary plan to help defray the review costs incurred by the County. All of these fees shall be in accordance with the fee schedule listed below:

**Planning/Surveying/Engineering - First Review**

Lots	Planning Processing Fee	Surveying Review Fee	Engineering Review Fee
1-4	\$150 + \$25 per lot/unit	\$150 + \$25 per lot/unit	\$150 + \$25 per lot/unit[*]
5+	\$250 + \$20 per lot/unit	\$400 + \$20 per lot/unit	\$150 + \$50 per lot/unit

Notes:

\* \$150 + \$50 per lot/unit where the lots/units have improvements

**Planning/Surveying/Engineering - Subdivision Change Fees**

Changes	Planning Processing Fee	Surveying Review Fee	Engineering Review Fee
Each	\$125	\$125	\$125

Time Extensions require the Subdivision Fees for Planning, Engineering, and Surveying to be repaid.

**Subdivision Extension**

A onetime, one-year extension of final approval can be granted by the Planning Commission for \$300. An eighteen-month extension of preliminary approval may be granted by the Planning Director after repayment of subdivision fees. Please see the Weber County Subdivision Ordinance for details.

**First Determination**

Is this a minor subdivision meeting the following definition as found in the Weber County Subdivision Ordinance 26-1-3.20:

“Minor Subdivision”:

- a. A subdivision consisting of three (3) or fewer lots and for which no streets will be created or realigned.
- b. An amended subdivision consisting of five (5) or fewer lots and for which no streets will be created or realigned.
- c. A subdivision phase consisting of five (5) or fewer lots which has a valid preliminary approval and meets all conditions of that preliminary approval, including proposed street layouts.

If YES, skip to [Section 2](#) of this checklist (Page 3). If NO, complete Sections 1 & 2



The following is required for application form submittal:

### Section 1

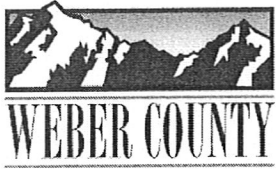
#### ***Preliminary Approval Checklist:***

- Meet Preliminary Plan requirements of the Weber County Subdivision Ordinance 26-1-5
- Obtain signature of the owner(s) on the application and any authorized representatives
- Twelve (12) full size 24 x 36 copies, and one (1) reduced size 11 x 17copy, and one (1) reduced size 8 1/2 x 11 copy of a preliminary plan meeting the requirements listed in this ordinance
- An electronic copy of the respective subdivision plans drawn to full-scale and saved in PDF, DWG, DWF **and** JPEG format
- A written statement of feasibility from the County or State Health Department, which states the recommendation of the Health Department regarding sanitary sewage disposal, and culinary water availability
- A non-refundable fee made payable to Weber County (see *Fee Schedule*)

### Section 2

#### ***Final plat checklist***

- Meet final plat requirements of the Weber County Subdivision Ordinance 26-1-8 and other requirements as determined necessary by the referral agencies as approved by preliminary approval
- Obtain signature of the owner(s) on the application and any authorized representatives
- Twelve (12) full size 24 x 36 copies, and one (1) reduced size 11 x 17 copy, and one (1) reduced size 8 1/2 x 11 copy of a preliminary plan meeting the requirements listed in this ordinance.
- An electronic copy of the respective subdivision plans drawn to full-scale and saved in PDF, DWG, DWF **and** JPEG format including improvement drawings.
- A written statement of feasibility from the County or State Health Department, which states the recommendation of the Health Department regarding sanitary sewage disposal, and culinary water availability
- A non-refundable fee made payable to Weber County (see *Fee Schedule*)



# Weber County Public Works Department Official Receipt

Receipt Date 16-SEP-2011

01:02:02 PM

Description 2 LOT SUBDIVISION

From Client POWELL SUBDIVISION

CHECK 600

Total Received: 600

Empl Id / Receipt Nbr: AM - 21205

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Signature

\*\*\* Please Retain This Receipt For Your Personal Records \*\*\*

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Staff process checklist for minor subdivisions (as defined in the Weber County Subdivision Ordinance 26-1-3.20)  
approved by staff

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Date

- \_\_\_\_\_ Confirm that the proposal meets the definition for a minor subdivision
- \_\_\_\_\_ Confirm that the subdivision meets the requirement for the zone for which it is proposed
- \_\_\_\_\_ Determine if the application meets requirements of the subdivision ordinance
- \_\_\_\_\_ Make sure that the application has been filled out completely with the appropriate fees paid
- \_\_\_\_\_ Make sure that the required documents (water, waste water, and electronic copies) have been submitted
- \_\_\_\_\_ Send application to review agencies
- \_\_\_\_\_ Provide the applicant with a copy of the staff report that has been prepared in response to the application at least 3 days in advance of any meetings
- \_\_\_\_\_ Either approve, deny, or refer subdivision to the Planning Commission for approval  
If referred to the Planning Commission, follow *Checklist for subdivisions that require Planning Commission Recommendation* below
- \_\_\_\_\_ Send applicant notice of decision
- \_\_\_\_\_ Send subdivision mylar to agencies for signatures
- \_\_\_\_\_ Prepare appropriate county covenants for recording with the subdivision plat

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Staff process checklist for subdivisions requiring Planning Commission recommendation (vacating, deferrals, amendments, and subdivisions that do not meet the requirements of a minor subdivision)

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Date

- \_\_\_\_\_ Confirm that the subdivision meets the requirements for the zone for which it is proposed
- \_\_\_\_\_ Determine if the application meets the requirements of the subdivision ordinance
- \_\_\_\_\_ Make sure that the application has been filled out completely with the appropriate fees paid
- \_\_\_\_\_ Make sure that the required documents (water, waste water, and electronic copies) have been submitted
- \_\_\_\_\_ Send application to review agencies
- \_\_\_\_\_ Provide the applicant with a copy of staff report that has been prepared in response to the application at least 3 days in advance of any meetings
- \_\_\_\_\_ Provide notice of public meeting with the Planning Commission for recommendation to County Commission
- \_\_\_\_\_ Conduct meeting allowing broad input from the applicant. Findings based on applicant's compliance with the Ordinances
- \_\_\_\_\_ Preserve the record of the proceedings to document the law and evidence that was considered by the land use authority
- \_\_\_\_\_ Send applicant notice of decision
- \_\_\_\_\_ Review subdivision plat to ensure that all agency comments have been addressed
- \_\_\_\_\_ Request financial guarantee for subdivision improvements
- \_\_\_\_\_ Have financial guarantee reviewed by the engineering office and if accepted, have Legal Counsel review and sign documents
- \_\_\_\_\_ Send subdivision mylar to agencies for signatures
- \_\_\_\_\_ Prepare staff report for County Commission (legislative body) agenda one week prior to meeting for approval and acceptance of the financial guarantee and any road dedication
- \_\_\_\_\_ Notify applicant of meeting
- \_\_\_\_\_ Prepare appropriate county covenants for recording with the subdivision plat
- \_\_\_\_\_ Have the owner(s) of record sign the plat in front of a notary
- \_\_\_\_\_ Owner(s) and staff go to the recorder's office to record plat and documents



# Weber County Planning Division

## WEBER COUNTY AGENCY REVIEW SUBDIVISIONS

<u>PAPER</u>	<u>ELECTRONIC</u>	<u>AGENCY</u>
<input type="radio"/>	<input checked="" type="radio"/>	ENGINEERING
<input type="radio"/>	<input checked="" type="radio"/>	SURVEYORS
<input type="radio"/>	<input checked="" type="radio"/>	ASSESSORS
<input type="radio"/>	<input checked="" type="radio"/>	TREASURERS
<input type="radio"/>	<input checked="" type="radio"/>	HEALTH
<input type="radio"/>	<input checked="" type="radio"/>	FIRE

## OTHER AGENCY REVIEW

<u>PAPER</u>	<u>ELECTRONIC</u>	<u>AGENCY</u>
<input type="radio"/>	<input type="radio"/>	* <u>Taylor West Weber Water District</u>
<input type="radio"/>	<input type="radio"/>	* _____
<input type="radio"/>	<input type="radio"/>	* <u>Rocky Mountain Power</u>
<input type="radio"/>	<input type="radio"/>	* <u>Qwest</u>
<input type="radio"/>	<input type="radio"/>	* <u>Questar Gas Company</u>
<input type="radio"/>	<input type="radio"/>	* <u>Weber County School District</u>
<input type="radio"/>	<input type="radio"/>	** <u>Weber Pathways</u>

--If processing by paper, please respond to this review request **by returning this form** and the attached plan **within 14 days** to:

*Weber County Planning Commission, 2380 Washington Blvd., Ste 240, Ogden, UT 84401-1473*

--If processing through Miradi, submit your response **within 14 days**

-- If you have any questions or need further information, please call 399-8791, Fax 399-8862

Thank You, Kary Serrano

\* - Preliminary/Final Approval

\*\* - Only if subdivision is new in the Ogden Valley