



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 2nd Tuesday of the month.

The Ogden Valley Township Planning Commission holds their meetings on the 4th 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 Land Use Codes. 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: _____
- The applicant can follow the agency review process through "Miradi" at <https://miradi.co.weber.ut.us/>. Please call the Planning Division office if you have questions at 801-399-8791.



The following is required for application form submittal:

Section 1

Preliminary Approval Checklist:

- Meet Preliminary Plan requirements of the Weber County Land Use Code Title 106
- Obtain signature of the owner(s) on the application and any authorized representatives

- Five (5) 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. This includes two (2) 24 x 36 copies of the phasing plan. Once all preliminary requirements have been met, two (2) full size copies and a digital copy shall be submitted to the Planning Division. This requirement shall be met prior to the submittal for final approval.

- All documents submitted in the subdivision application shall be accompanied by a PDF file of the respective document. All plans (including but not limited to subdivision plats, improvement drawings, architectural drawings, phasing plans, etc.), and subsequent submittals and revisions, shall be accompanied by a full scale set of PDF files of the respective plans.

- A written statement of feasibility from the County or State Health Department, which states the recommendation of the Health Department regarding sanitary sewage disposal, culinary water availability, and a Project Notification form from the Utah State Department of Environmental Quality Division of Drinking Water.

- A preliminary title report for each tax parcel included within the preliminary subdivision boundary shall be included with the preliminary plat application. The preliminary title report(s) shall be dated within 30 calendar days prior to the submittal of application and shall include a search of recorded documents back to patent identifying at a minimum:
 - a. All easements.
 - b. Reference (the entry number and or book and page number) to all deeds in chain of title.
 - c. All boundary line agreements.
 - d. All rights of way whether the parcel is subject to or has reserve rights.
 - e. All current owners.
 - f. All outstanding liens, taxes, etc.

- 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 Land Use Code Title 106 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

- Five (5) 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. This includes two (2) 24 x 36 copies of the phasing plan. Once all preliminary requirements have been met, two (2) full size copies and a digital copy shall be submitted to the Planning Division. This requirement shall be met prior to the submittal for final approval.



Weber County

Weber County Planning Division
www.co.weber.ut.us/planning
2380 Washington Blvd., Suite 240
Ogden, Utah 84401-1473
Voice: (801) 399-8791
Fax: (801) 399-8862

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 - c. All boundary line agreements.
 - d. All rights of way whether the parcel is subject to or has reserve rights.
 - e. All current owners.
 - f. All outstanding liens, taxes, etc.
- A non-refundable fee made payable to Weber County (see *Fee Schedule*)

For Your Information

Subdivision Time Limitations.

(A) Time Limitation for Preliminary Approval. Subdivision applications that have not received preliminary approval within 18 months from the date of submittal shall be void. Subdivisions that have received preliminary plan approval shall have eighteen (18) months from the date of the preliminary approval by the Planning Commission to receive a recommendation for final approval of the subdivision, or the first phase.

The Planning Director upon repayment of the subdivision application fees and the plan being brought into compliance with County ordinances, and State and Federal laws current at the time of the extension may grant an extension of preliminary approval for an additional time of up to eighteen (18) months. The extension request shall be submitted, and approved prior to the expiration of the original approval period. Only two time extensions for preliminary plan/plat extension will be granted. The Planning Director shall deny any requested time extension beyond the two that are based on financial, economic, or self-imposed hardship.

(B) Time Limitation for Final Approval. A final subdivision plat or a phase of a subdivision that receives a recommendation for final approval from the Planning Commission shall be offered to the County Commission for final approval and recording within one (1) year from the date of the Planning Commission's recommendation for final approval. After one (1) year from that date, the plat shall have no validity. Subdivisions with multiple phases must record a new phase within one year from the date of the previous phase being recorded until the subdivision is completed or the plat shall have no validity. The Planning Director may grant a onetime extension for final subdivision approval for a maximum of one (1) year. A multiple phase subdivision may receive only one time extension, not one time extension per phase. An additional time extension may be granted if the hardship is determined to be a county cause delay.



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(C) Any subdivision that has received preliminary or final approval, including a subdivision with multiple phases in which all of the phases have received preliminary approval, but has become non-conforming in any manner due to changes in applicable ordinances shall be allowed to retain the density which it was approved provided that the originally approved phasing plan is followed and the time limitations for preliminary and final approval are met.

For your convenience and project coordination, we have listed contact information for the following agencies:

Weber County Engineering, 2380 Washington Blvd., Suite 240, Ogden UT (801) 399-8374

Weber County Treasurer (*To verify taxes are paid*), 2380 Washington Blvd, 3rd Floor, Ogden UT (801) 399-8111

Weber County Fire District, 1871 N 1350 W, Ogden UT (801) 782-3580

Weber County Recorder/Surveyor, 2380 Washington Blvd., Ogden UT (801) 399-8020

Weber-Morgan Health Department – Environmental Health Division, 477 23rd Street, Ogden UT (801) 399-7160

- The County Commission is the appeal board for Title 106 Subdivisions of the Land Use Code. The County Commission may vary the standards in cases where unusual topographical or other exceptional conditions exist. The following are not considered exceptional conditions such as financial, economic, or self-imposed. The Planning Commission shall make a recommendation to the County Commission prior to the consideration of any variances. Subdivision time extensions are not variances and are addressed in *Subdivision Time Limits*. The illegal division of land does not constitute an exceptional condition.

This application can be found at the following Planning Division web site: www.co.weber.ut.us/planning Copies of the applicable Weber County Land Use Codes and other helpful information are also available at this web site.

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	Fees (Office Use)	Receipt Number (Office Use)	File Number (Office Use)
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Subdivision and Property Information

Subdivision Name Whispering Oaks Subdivision		Number of Lots 1
Approximate Address 4400 N 2900 E Liberty, UT 84310		Land Serial Number(s) 22-008-0075
Current Zoning FV-3	Total Acreage 5.25	
Culinary Water Provider Liberty Pipeline	Secondary Water Provider Liberty Pipeline	Wastewater Treatment Septic

Property Owner Contact Information

Name of Property Owner(s) Matthew and Julie Shupe		Mailing Address of Property Owner(s) 3930 N 3500 E Liberty, UT 84310
Phone 801-791-4461	Fax none	Preferred Method of Written Correspondence <input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail
Email Address majshupe@gmail.com		

Authorized Representative Contact Information

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

Surveyor/Engineer Contact Information

Name or Company of Surveyor/Engineer Landmark Surveying, Inc		Mailing Address of Surveyor/Engineer 4646 S 3500 W West Haven, UT 84401
Phone 801-731-4075	Fax none	Preferred Method of Written Correspondence <input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail
Email Address tyler@landmarksurveyutah.com		

Property Owner Affidavit

I (We), Matthew Shupe, 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.

[Signature]
(Property Owner)

(Property Owner)

Subscribed and sworn to me this 27th day of April, 2017.



[Signature]
(Notary)

**Weber County Corporation**

Weber County
 2380 Washington Blvd
 Ogden UT 84401

Customer Receipt	
Receipt Number	42733

Receipt Date
04/27/17

Received From:
 Shupe

Time: 14:15
 Clerk: taydelott

Description	Comment	Amount
PLAN SUBDIV FEE	1 lot sub	\$175.00
SURVEY SUBDIV	1 lot sub	\$175.00
ENG SUBDIV FEES	1 lot sub	\$175.00

Payment Type	Quantity	Ref	Amount
CHECK		1010	

AMT TENDERED: \$525.00
 AMT APPLIED: \$525.00
 CHANGE: \$0.00