

# 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 <i>9-8-11</i>	Fees (Office Use)	Receipt Number (Office Use)	File Number (Office Use)
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## Subdivision and Property Information

Subdivision Name <i>Sleepy Hollow</i>		Number of Lots <i>1</i>
Approximate Address <i>546 Ogden Canyon</i>		Land Serial Number(s) <i>201330001 + 200310014</i>
Current Zoning <i>FR 1</i>	Total Acreage <i>1.14 acreage</i>	
Culinary Water Provider <i>Ogden City</i>	Secondary Water Provider	Wastewater Treatment <i>septic</i>

## Property Owner Contact Information

Name of Property Owner(s) <i>Keith &amp; Belinda Rounkles</i>		Mailing Address of Property Owner(s) <i>546 Ogden Canyon Ogden UT. 84401</i>
Phone <i>801 668 8844</i>	Fax	
Email Address <i>keithrounkles@comcast.net</i>		Preferred Method of Written Correspondence <input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Mail

## Authorized Representative Contact Information

Name of Person Authorized to Represent the Property Owner(s) <i>Keith &amp; Belinda Rounkles</i>		Mailing Address of Authorized Person <i>546 Ogden Canyon Ogden UT. 84401</i>
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 <i>Hansen &amp; ASS.</i>		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), *Keith & Belinda Rounkles*, 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.

*Keith Rounkles*  
(Property Owner)

*Belinda Rounkles*  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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



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

# 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: \_\_\_\_\_



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**Fee Schedule**

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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

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**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.

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**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.

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**First Determination**

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- 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



## Weber County

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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 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
- 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*)



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**For Your Information**

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26-1-7 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 receiving preliminary plan approval shall have eighteen (18) months from the date of the approval to receive a recommendation for final approval of the subdivision or the first phase thereof, from the Planning Commission. An extension of preliminary approval for an additional time period of up to eighteen (18) months may be granted by the Planning Director upon repayment of the subdivision application fees and the plan being brought into compliance with County, State and Federal ordinances current at the time of the extension.

The extension request shall be submitted and approved prior to the expiration of the original approval period.

(B) Time Limitation for Final Approval. A final subdivision plat for the first 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 not be received for recording and shall have no validity whatsoever. 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 not be received for recording and shall have no validity whatsoever. The Planning Commission may grant one time extension for final subdivision approval for a maximum of one (1) year per subdivision. A multiple phase subdivision may receive only one time extension, not one time extension per phase.

(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, 3<sup>rd</sup> 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 23<sup>rd</sup> Street, Ogden UT (801) 399-7160

This application can be filled out online at the following Planning Division web site: [www.co.weber.ut.us/planning](http://www.co.weber.ut.us/planning)  
Copies of the applicable Weber County Zoning Ordinances and other helpful information are also available at this web site.

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Staff process checklist for minor subdivisions (as defined in the Weber County Subdivision Ordinance 25-1-3.20)  
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

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Staff process checklist for subdivisions appealed to the County Commission

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Date

- \_\_\_\_\_ Provide a copy of applicant's appeal of Planning Commission recommendation and their minutes to the County Commission
- \_\_\_\_\_ Prepare staff report and place on County Commission agenda one week prior to public meeting date
- \_\_\_\_\_ Notify applicant of meeting and provide copy of staff report
- \_\_\_\_\_ Send out notices as required by state code
- \_\_\_\_\_ Place a copy of the label list of property owners in the file
- \_\_\_\_\_ 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 (appeal of the Planning Commission is the County Commission who acts as 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, then 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
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# 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 checked="" type="radio"/>	* <u>Ogden City Utilities</u>
<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input checked="" type="radio"/>	* <u>Rocky Mountain Power</u>
<input type="radio"/>	<input checked="" type="radio"/>	* <u>Qwest</u>
<input type="radio"/>	<input checked="" type="radio"/>	* <u>Questar Gas Company</u>
<input type="radio"/>	<input checked="" type="radio"/>	* <u>Weber County School District</u>
<input type="radio"/>	<input type="radio"/>	** _____

--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

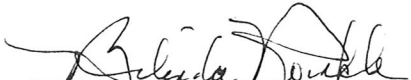
\*\* - Only if subdivision is new in the Ogden Valley

Petition to Vacate Lot 17 and Lot 18  
and Adjoining Road to North  
of the  
“Hermitage of Ogden Canyon Subdivision”

We the undersigned owners by our signature, petition the Weber County Commission to Vacate Lot 17 and Lot 18 and the 14.5 foot wide un-named road on the north side of said lots of the “Hermitage of Ogden Canyon Subdivision” Weber County, Utah Survey being situated in the Southeast Quarter of Section 18, Township 6 North, Range 1 West of the Salt Lake Base and Meridian on file in the office of the Weber County Recorders office.

  
\_\_\_\_\_  
Property Owner

9-8-11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Property Owner

9/8/2011  
\_\_\_\_\_  
Date



**Weber County Public Works Department  
Official Receipt**

**Receipt Date** 08-SEP-2011

08:15:51 AM

**Description** SUBDIVISION FEES

**From Client** THE OAKS

CHECK 645

**Total Received:** 645

**Empl Id / Receipt Nbr:** CDB - 21183

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Signature

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