



**Weber County**

Weber County Planning Division  
[webercountyutah.gov/planning](http://webercountyutah.gov/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: \_\_\_\_\_

The Western Weber County Planning Commission holds their meetings on the 2nd Tuesday of the month. The Ogden Valley Planning Commission holds their meetings on the 4th Tuesdays of the month.

Applications must be submitted and deemed complete forty-five (45) days prior to the applicable Planning Commission meeting. 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
- The staff report is drafted and a copy is given to the applicant
- Application placed on an upcoming agenda by staff
- Planning Commission meeting scheduled
- The applicant can follow the agency review process through "Miradi" at <https://miradi.co.weber.ut.us/>.



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## Fee Schedule

An applicant proposing a subdivision in the unincorporated territory of Weber County shall deposit with the County a 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	\$520 + \$25 per lot/unit	\$400 + \$25 per lot/unit[*]	\$230 + \$25 per lot/unit[*]
5+	\$815 + \$25 per lot/unit	\$400 + \$25 per lot/unit	\$385 + \$50 per lot/unit

Notes:

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

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

Changes	Planning Processing Fee	Surveying Review Fee	Engineering Review Fee
Each	\$250	\$100	\$100

Time Extensions require the Subdivision Fees for Planning, Engineering, and Surveying to be repaid. \$225

### Subdivision Extension

A one-time, 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.

## Subdivision Type Determination

***Is this a Small Subdivision meeting the following definition as found in the Weber County Land Use Code Title 101 Chapter 1 Section 7?***

Small Subdivisions:

1. A subdivision consisting of three or fewer lots and for which no streets will be created or realigned.
2. An amended subdivision consisting of five or fewer lots and for which no streets will be created or realigned.
3. A subdivision phase consisting of five or fewer lots which have a valid preliminary approval and meets all conditions of that preliminary approval, including proposed street layouts.

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



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## Section 1

### Preliminary Application Checklist:

- Geologic Clearance: If the proposed subdivision is in a potential geologic hazard area, a geologic site reconnaissance will be required to be submitted with the preliminary plans. Further geotechnical and geologic studies may be required if the property is not cleared with the geologic site reconnaissance. All geotechnical and geologic reports will be required to be stamped, signed and dated by an approved Utah State Geologic and Geotechnical Engineer.
- Complete Subdivision Application form including a notarized signature of the owner(s) of the property.
- One (1) full size 24 x 36 copy, 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 the Weber County Land Use Code Title 106. This includes, if applicable, one (1) 24 x 36 copy of the phasing plan.
- 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, and culinary water availability.
- A will-serve letter from the culinary water provider or a signed Petition to Weber Basin Water Conservancy District for the Allotment of Water. Prior to recording the plat a well permit from the Health Department and the State Department of Natural Resources Division of Water Rights for at least one of the lots within the development and a covenant which advises the new lot owners that a well permit must be gathered for the remaining lots must be submitted.
- 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 an 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 the 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*)



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## 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 the signature of the owner(s) on the application and any authorized representatives
- One (1) full size 24 x 36 copy, 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 one (1) 24 x 36 copy of the phasing plan. Once all preliminary requirements have been met, one (1) full-size copy 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, and culinary water availability.
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### For Your Information

#### Subdivision Time Limits.

- (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 one-time extension for final subdivision approval for a maximum of one (1) year. A multiple phase subdivision may receive a one-time extension, not a one-time extension per phase. An additional time extension may be granted if the hardship is determined to be a county cause delay.
- (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

- The county commission is the appeal board for the subdivision ordinance. 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



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extensions are not variances and are addressed in section 106-1-7, "Subdivision time limitations." 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](http://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		Number of Lots	
Approximate Address		Land Serial Number(s)	
Current Zoning	Total Acreage		
Culinary Water Provider	Secondary Water Provider	Wastewater Treatment	

## Property Owner Contact Information

Name of Property Owner(s)		Mailing Address of Property Owner(s)	
Phone	Fax		
Email Address		Preferred Method of Written Correspondence Email      Fax      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 Email      Fax      Mail	

## Surveyor/Engineer Contact Information

Name or Company of Surveyor/Engineer		Mailing Address of Surveyor/Engineer	
Phone	Fax		
Email Address		Preferred Method of Written Correspondence Email      Fax      Mail	

## Property Owner Affidavit

I (We), \_\_\_\_\_, 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. I (we) acknowledge that during the subdivision review process, it may be determined that additional requirements, covenants and/or agreements may be required to be constructed or entered into.

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

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

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

## Authorized Representative Affidavit

I (We), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize 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 out agent in matters pertaining to the attached application.

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

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

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

\_\_\_\_\_  
Notary