**From:** [Aydelotte,Tamara](mailto:taydelotte@webercountyutah.gov)  
**Sent:** Tuesday, June 6, 2023 8:08 AM  
**To:** [Chad Buck](mailto:ctbhomes19@gmail.com)  
**Subject:** RE: Singletree Acres Preliminary Plat

Chad,

I just need to get your development agreement ready for your signature. Then we can record it. I’ll let you know when it is ready. Hoping to get it recorded no later than tomorrow.

As for the subdivision, the following are required:

1. **Preapplication Meeting Notes** - Required (Please call 801-399-8371 to speak for a planner and setup a meeting.)
2. **Public Street Connectivity Plan** - Required
3. **Title Report** - Required, See minimum requirements [106-1-5 (13)](https://weber.municipalcodeonline.com/book?type=ordinances#name=Sec_106-1-5_Preliminary_Plan/Plat_Requirements_And_Approval_Procedure).
4. **Preliminary Plat** - See minimum requirements [106-1-5](https://weber.municipalcodeonline.com/book?type=ordinances#name=Sec_106-1-5_Preliminary_Plan/Plat_Requirements_And_Approval_Procedure) (For subdivision with 4 or more lots).
5. **Final Plat** - See minimum requirements [106-1-8](https://weber.municipalcodeonline.com/book?type=ordinances#name=Sec_106-1-8_Final_Plat_Requirements_And_Approval_Procedure) (For subdivision with 3 or fewer lots).
6. **Feasibility Letters** - See minimum requirements for culinary, secondary, and wastewater [106-1-4(b), (4) and 106-1-4(b), (5)](https://weber.municipalcodeonline.com/book?type=ordinances#name=Sec_106-1-4_Subdivision_Application_Requirements).

You can submit this email as the ‘Preapplication Meeting Notes’ document.

Reach out with further questions,

Tammy Aydelotte

Planner II

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