



## SUBDIVISION APPLICATION

**For Office Use Only**

Date Rec'd \_\_\_\_\_

Application \_\_\_\_\_

\$ \_\_\_\_\_

Date of Submittal: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_

Authorization (Owner Signature): \_\_\_\_\_

*(If applicant is not owner, applicant must submit notarized authorization from all property owners)*

Project Name and Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subdivision Plat Type:**

- Preliminary Plat\*
- Final Subdivision Plat \*
- Condominium Subdivision Plat
- Planned Unit Development (PUD) Subdivision Plat
- Commercial Subdivision Plat
- Amending or Vacating a recoded subdivision, PUD, or condominium Plat (see Bountiful City Code § 14-20-501)

\*Preliminary and Final Plat Applications may be combined with approval of the City Engineer. Fee payment for both Preliminary and Final Approval still apply.

**Fees:**

Subdivision – Preliminary	\$400 Base Fee plus \$75 per lot
Subdivision – Final	\$250 Base Fee plus \$75 per lot
Subdivision Vacation	\$100 Base Fee
Plat Review (Subdivision/PUD/Condominium)	\$15 per lot (Applies after First Review with initial application)
Recording Fees	Per Davis County Records Office Mileage= current IRS Rate x 16 mi. (R/T)

**PRELIMINARY PLAT SUBMITTAL REQUIREMENTS  
(Bountiful City Code § 14-20-202)**

- A. The subdivider of a proposed subdivision shall submit to the Bountiful City Engineer a preliminary subdivision plan containing the following information:
1. The name and address of the subdivider and the engineer or surveyor preparing the plat.
  2. The proposed name of the subdivision.
  3. The legal description of the proposed subdivision.
  4. A scaled drawing (not smaller than one hundred (100) feet to one (1) inch) of the subdivision, illustrating the boundaries, lot lines, streets, easements, all areas to be dedicated to the public, natural hazards, flood zones and other important features to be contained within the subdivision, with sufficient information to locate accurately the property shown in the plan.
  5. The location, width, and other dimensions of all existing or platted streets, and other important features actually existing within the subdivision, such as water courses, buildings, power lines, storm drains, water and sewer lines, exceptional topography and any other notable features.
  6. Existing sanitary sewers, storm drains, water supply mains and culverts within the subdivision, if any, shall be shown on the plat.
  7. A north point arrow, scale bar, and date.
  8. The plat shall show existing and proposed contours of the entire proposed development at two (2)-foot intervals for average slopes less than ten percent (10%) grade, and five (5)-foot intervals for averages slopes over ten percent (10%) grade.
  9. For developments in the Residential Foothill Subzone, the subdivider shall submit a plat or detail drawings of each lot, drawn at a scale no greater than 1"=10', with contours at two (2) foot intervals, showing precisely for each lot the following:
    - i. The "usable land" as defined in this Title, and
    - ii. The "minimum building pad" as defined in this Title.
  10. All information required by §10-9a-603 of the Utah State Code.
- B. The subdivision plat shall be furnished to the City Engineer by the subdivider in such a number of copies as the City Engineer shall reasonably require.
- C. If the subdivision being submitted is only one phase of a larger development, then the entire intended subdivision shall be submitted to the City Engineer. It shall illustrate the total subdivision intended, including the street system envisioned for the entire area.

**FINAL SUBDIVISION PLAT SUBMITTAL REQUIREMENTS  
(Bountiful City Code § 14-20-204)**

- A. After receiving preliminary approval, the subdivider shall prepare and submit to the City Engineer a final subdivision plat, and in such a number of copies as the City Engineer shall reasonably require.
  
- B. A final subdivision plat shall meet the following requirements:
  - 1. It shall consist of a sheet of approved tracing linen or Mylar, to the outside or trim line dimension of nineteen (19) by thirty (30) inches.
  - 2. The borderline of the plan shall be drawn in heavy lines, leaving a space of at least one-half inch margin on all four sides.
  - 3. The top of the drawing must face either north or west, whichever best accommodates the drawing.
  - 4. All lines, dimensions and markings shall be made on the tracing linen with approved waterproof black India drawing ink.
  - 5. The plat shall be made to a scale large enough to clearly show all detail, and in any case not smaller than one hundred feet to the inch.
  - 6. Workmanship on the drawings shall be neat, clean-cut and readable.
  - 7. The plat shall contain all of the information and signature blocks required in this ordinance.
  
- C. A final subdivision plat shall contain the following information:
  - 1. The proposed name of the subdivision.
  - 2. The legal description of the proposed subdivision.
  - 3. A scaled drawing (not smaller than one hundred (100) feet to one inch) of the subdivision, illustrating the boundaries, lot lines, streets, easements, usable land and minimum building pad locations, when required, all areas to be dedicated to the public, and other important features to be contained within the subdivision, with sufficient information to locate accurately the property shown in the plat.
  - 4. A north point, scale bar and date.
  - 5. Signature blocks for every owner of an interest in the property, utilities supervisors, the City Planning Director (who shall sign for the Planning Commission), the City Engineer, the City Attorney, and the Mayor and City Recorder. All signatures by owners or other holders of interest in the property shall be notarized, in the following or similar language: "This instrument was acknowledged before me this (date) by (person acknowledging, title or representative, capacity, if any)."

6. An owner's dedication to the public of all public ways and rights given in the subdivision, in the following or similar language: "We, the undersigned owners of the above-described land, having caused the same to be subdivided into lots and streets to be known as \_\_\_\_\_ subdivision, do hereby dedicate for the perpetual use of the public all parcels of land shown on this plat as intended for public use, and do warrant to the City that the same are free of all encumbrances that could interfere with their use as herein dedicated."
7. A consent to dedication signed by all other holders of an interest in the property, including trust deed holders, in the following or similar language: "We, the undersigned holders of a trust deed on the above-described land, which is dated \_\_\_\_\_ and recorded at Book \_\_\_\_\_ on Page \_\_\_\_\_ of the records of Davis County, do hereby consent to the creation of this subdivision, and do hereby consent to the Owner's Dedication stated on this plat, and do hereby join in the dedication to the perpetual use of the public all parcels shown as intended for public use."
8. A Certificate of Survey from a registered land surveyor.
9. For subdivisions within the Residential Foothill Zone:
  - i. A statement on the face of the plat by the subdivider certifying to the City and to the public that all lots within the subdivision contain a minimum building pad as defined in the Bountiful City Code, and
  - ii. A statement on the face of the plat that slopes of thirty percent (30%) or greater are not usable and may not be disturbed excavated or used for construction.
10. A six (6) inch by three (3) inch space in the lower right corner of the drawing for recording information.

D. In order to obtain final approval, the subdivider must:

1. Submit a subdivision plat as described herein;
2. Comply with any stated conditions attached to the preliminary approval;
3. Submit to the City a reliable title report reflecting the exact description of the subdivision, and stating all matters of record affecting title to that land;
4. Submit finished engineering construction drawing for all site improvements including, but not limited to, streets, sewer, water, irrigation, storm drainage, erosion and landscaping.
5. Pay all required fees as shall be required by resolution of the City Council.

**The application must be signed and notarized by each property owner or authorized agent(s).**

## Property Owners Affidavit

I (we) \_\_\_\_\_, being first duly sworn, depose and say that I (we) am (are) the current owner(s) of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my (our) personal knowledge.

\_\_\_\_\_  
Owner's Signature

State of Utah                    )  
  §  
County of Davis                )

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

Notary Public: \_\_\_\_\_

## Agent Authorization

I (we), \_\_\_\_\_, the owner(s) of the real property located at \_\_\_\_\_, in Bountiful City, Utah, do hereby appoint \_\_\_\_\_, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize the aforementioned agent to appear on my (our) behalf before any City board or commission considering this application.

\_\_\_\_\_  
Owner's Signature

State of Utah                    )  
  §  
County of Davis                )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

Notary Public: \_\_\_\_\_