

Sanpete County
PLANNING COMMISSION APPLICATION

160 NORTH MAIN SUITE 201
MANTI, UTAH 84642

PHONE 1-435-835-2115
FAX 1-435-835-2114

Names of applicant _____

Name of project _____

Project address or plat serial numbers _____

Project description _____

Zoning _____ Acreage _____

Applicants address _____ Contact person _____

City _____ State _____ Zip _____ Address _____

Phone _____ Fax _____ City _____ State _____ Zip _____

Phone _____ Fax _____

Items which must accompany this application

1. All requirements in the Zoning Ordinance, or Subdivision Ordinance for your project. Zoning and subdivision books can be picked up at the county clerks office.
2. In some cases a photocopy of the plat may be required. (Obtained from county recorder).
3. Legal description and plat being considered. (County recorder).
4. Provide addressed legal size envelopes (**4"X 9.5"**) for all property owners abutting your property and property owners directly across the street from your property. Do not stamp or put a return address on the envelope. Every time you meet with the planning commission or county commissioners, these envelopes need to be provided.

Notes _____

Applicant's signature _____ Date _____

Amount paid _____

Zoning administrator _____ Date _____

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH }
 }ss
COUNTY OF SANPETE }

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and 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 also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying and the Sanpete County Planning Staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn before me this ____ day of _____, 20____.

(Notary)

Residing in _____ County, Utah

My commission expires: _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(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 agent authorization who duly acknowledged to me that they executed the same.

(Notary)

Residing in _____ County, Utah

My commission expires: _____

Sanpete County Subdivision Process

<u>PROCESS STEPS</u>	<u>DATE</u>	<u>SIGNATURE OF COMPLETION</u>
<u>CONCEPT PLAN</u>		
Received (Zoning Administrator)	_____	_____
Completed Application (Zoning Administrator)	_____	_____
Approval (Planning Commission)	_____	_____
<u>PRELIMINARY PLAN</u>		
Received (Zoning Administrator)	_____	_____
Plat Review (County Recorder))	_____	_____
Completed Application (Zoning Administrator)	_____	_____
Approval (Planning Commission)	_____	_____
<u>FINAL PLAT</u>		
Received (Zoning Administrator)	_____	_____
Completed Application (Zoning Administrator)	_____	_____
Approval (County Recorder)	_____	_____
Approval (Planning Commission)	_____	_____
Approval (County Commission)	_____	_____

THE APPLICANT IS CAUTIONED THAT THIS CHECKLIST IS ONLY A GUIDE AND IS NOT INTENDED TO BE OR SUBSTITUTE FOR COMPLETION OF ALL SUBDIVISION REQUIREMENTS. PLEASE REFER TO THE SUBDIVISION ORDINANCE TITLE 13 FOR FULL REQUIREMENTS.

Subdivision and Planned Unit Development Concept Plan Checklist		To be completed by Applicant	To be completed by Staff
Municipal annexation request form			
Application form with this checklist			
Payment of review fees			
3 copies of <i>Concept Plan</i> (See Chapter 13.22) Plans shall contain the following items as appropriate:			
C O N C E P T P L A N	A. Municipal annexation request form		
	B. Proposed name of subdivision		
	C. A vicinity plan		
	D. Proposed lot and street layout		
	E. Description of water system/documentation		
	F. Description of sewer or sanitary system		
	G. Description of method of financing improvements		
	H. Acreage of entire tract proposed/maintenance plans (refer to 14.76.030 and 14.76.060)		
	I. Geologic Hazards (if any)		
	J. Written statement of feasibility/overall impact		
	K. Letters of feasibility 1. Water system proposed 2. Sanitary system proposed		
<i>All concept plan review materials should be included with copies of this checklist prior to submission to zoning administrator's office at least 21 days prior to the next regularly scheduled planning commission meeting.</i>			

Subdivision and Planned Unit Development Preliminary Plan Checklist		To be completed by Applicant	To be completed by Staff
3 copies of <i>Preliminary Plan</i> (See Chapter 13.23) Plans shall contain the following drawing requirements:			
P R E L I M I N A R Y P L A N	A. Perimeter outline drawing of proposed plan area		
	B. Traverse map of monumented perimeter of plan area (See 13.23.030 and 13.24.050)		
	C. Contour map 2 foot - (level and 5% grade) 5 foot - (>5% grade)		
	D. Lot and street layout		
	E. Dimensions of all lots to nearest foot (Accuracy as required in Chapter 13.24)		
	F. Total acreage of entire proposed subdivision		
	G. Lots and blocks number consecutively and Addresses on Mylar		
	H. Locations and identification of all existing and proposed public and private easements		
	I. Existing and proposed street names		
	J. Street profiles to show proposed grades		
	K. Drawn to scale 1"=100', with: basis of bearings, true north point, name of subdivision, name of county, township, range, section, and quarter section, block and lot number of property under consideration		
	L. Location of trees (See 13.23.030)		
	M. An affidavit (certificate for clear title) (See 13.23.030)		
	N. Sites, if any, reserved or dedicated for public use		
	O. Sites, if any, for community facilities, or other uses		
P. Location, function, ownership, and manner of maintenance of common open space or non-buildable area not otherwise reserved or dedicated for public use.			

Subdivision and Planned Unit Development Preliminary Plan Checklist		To be completed by Applicant	To be completed by Staff	
3 copies of the following shall accompany and be part of the submission:				
P R E L I M I N A R Y P L A N	SUPPORTINT DOCUMENTS REQUIRED	A. Report on sewer or sanitary system		
		B. A vicinity plan		
		C. A map at suitable scale showing the following: 1. Proposed storm water drainage systems 2. Boundaries of 100 year storm water overflow 3. Composite utilities plan 4. Proposed location of private wells & sewage		
		D. All covenants, grants of easements or restrictions to be imposed on the use of the land, buildings, and structures		
		E. Soil suitability letter		
		F. Geologic maps and investigation reports		
		G. Utility company letters 1. Irrigation Company Notification (Waiver)		
		H. An environmental impact assessment		
		I. Change applications for each lot and/or State approvals for central water systems for culinary usage in subdivisions.		
		J. Verification and approval of roads to compliance with all road standards contained within this code.		
		K. A signed Subdivision Improvements Agreement may be required for minor subdivisions.		
		L. Letter from U.D.O.T. and/or County Road giving approval for access to and from any State or County regulated road or highway.		
		M. Letter of waiver concerning Fire Protection & Police Response.		
		N. County Recorder Approval.		

Subdivision and Planned Unit Development Preliminary Plan Checklist		To be completed by Applicant	To be completed by Staff
The summary statement shall include:			
SUMMARY STATEMENT OF PROPOSAL (13.23.050)	A. Total development area, and number of proposed dwelling units		
	B. Total number of off-street parking spaces (if any)		
	C. Estimated number of gallons per day of water requirements where distribution system is utilized		
	D. Estimated number of gallons per day of sewage to be treated, by a sewage treatment facility (if any)		
	E. Estimated construction costs and proposed method of financing improvements and utilities.		
	F. Survey notes of subdivision perimeter survey, and copies of all monument records.		
	(13.23.070) G. Planning commission approval.		
	(14.52.050) H. Impact on emergency services such as fire & police protection. Impact fees assessed.		
	I. Impact on roads.		
<i>All preliminary plan review materials should be included with copies of this checklist prior to submission to zoning administrator's office at least 21 days prior to the next regularly scheduled planning commission meeting.</i>			

Subdivision and Planned Unit development Final Plat Checklist		To be completed by Applicant	To be completed by Staff
1 original and 7 prints of the final plat (See Chapter 13.24) Plats shall contain the following drawing requirements:			
F I N A L P L A T	A. Plat prepared and certified by registered land surveyor licensed in the state of Utah		
	B. Plat delineated in permanent ink, mylar, electronic form, or equivalent		
	C. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside with the lot dimensions		
	D. If plat is revised, a copy of the old plat shall be provided for comparison purposes. All surveys shall be tied into the state coordinate system		
	E. All blocks and all lots within each block shall be consecutively numbered and addresses for all streets and lots		
	F. On curved boundaries and all curves in the plat, sufficient data shall be given to enable the re-establishment of the curves on the ground. This curve data should include: 1. Radius of curve; 2. Central angle; 3. Tangent; 4. Arc length		
	G. Excepted parcel shall be marked "Not included in this subdivision" and the boundary completely indicated by bearings and distances		
	H. All streets, walkways, and alleys designated as such, streets named; bearings and dimensions given		
	I. All easements shall be designated as such and bearings and dimensions given		
	J. All lands within the boundaries of the plat shall be accounted for either as lots, walkways, streets, alleys, or as excepted parcels.		
	K. All dimensions of irregularly shaped lots shall be indicated in each lot		
	L. All bearings and lengths for lot lines		
	M. Only one non-contiguous parcel per plat		
	N. Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of an arc		

Subdivision and Planned Unit Development Final Plat Checklist		To be completed by Applicant	To be completed by Staff
O. The information on the final plat shall include:			
INFORMATION ON THE FINAL PLAT (13.24.030)	1. Name of subdivision; north arrow; and date		
	2. Name and address of owner or owners of record		
	3. Total acreage of subdivision; total number of lots		
	4. Township, range, section (quarter section, if portion)		
	5. Graphic scale		
	6. Any additional information required by local ordinance; or by state law		
P. Signatures required on the plat:			
SIGNATURES REQUIRED ON THE FINAL PLAT (13.24.030)	1. Board of County Commissioners		
	2. County Planning Commission		
	3. County Attorney		
	4. Owner(s) of record		
	5. Notary Public		
	6. Engineer's Certificate		
	7. Surveyor's Certificate		
	8. Other signatures required (County Clerk)		
Drawings showing layout, profile, and detail design of:			
SUPPORTING DOCUMENTS REQUIRED (13.24.070)	A. Utility company letters		
	B. Plan, profile and typical cross-section drawings of roads, bridges, culverts, sewers and other drainage structures		
	C. Grading and drainage plan.		
	D. Erosion control plan (if required)		
	E. Exact copy of a certificate of a title insurance company or attorney's opinion on all encumbrances that affect the property		

Subdivision and Planned Unit Development Final Plat Checklist		To be completed by Applicant	To be completed by Staff
SUPPORTING DOCUMENTS REQUIRED (Cont'd) (13.24.070)	F. Proof of dedication of existing easement or right-of-way (if any)		
	G. Letters of intent from any agency receiving dedicated land (if any)		
	H. Railroad crossing permits (if any)		
	I. Protective covenants, trust agreements, homeowner's association bylaws, deed restrictions, etc. for governing additional requirements of the land and lot owners within the subdivision		
	J. Monument record		
	K. Federal housing program required documentation (if any)		
	L. Change applications or approval from State, if using a central water system. (Sec 13.28.210)		
	M. Letter from State, approving Sanitary Sewer System.		
	N. Letter from Zoning Administrator and/or County Road Supervisor, approving the roads.		
	O. Financial Responsibilities 1. Improvements agreement signed 2. Bond or arraignment made to finance infrastructure + 10% retainer.		
SUMMARY STATEMENT OF PROPOSAL (13.24.080)	A revised proposal summary statement shall be submitted to reflect any changes made from the summary statement of the approved preliminary design plan.		
<i>All final plat review materials should be included with copies of this checklist prior to submission to zoning administrator's office at least 21 days prior to the next regularly scheduled planning commission meeting</i>			



Sanpete County Building Inspection Department & Zoning

160 North Main; Suite 201 Manti, UT 84642 Telephone: (435) 835-2113 Fax: (435) 835-2114

ROAD ACCESS (APPROACH) DISCLOSURE FORM

1. Permittee's name: _____ Telephone: _____.

2. Permittee's building lot property serial number: _____.

3. Road, permittee want to have access (an approach) on to: [check appropriate box(s) and note road name(s)]

State Highway: _____ County Road: _____.

This form is for verifying that the permittee, as named above, has or will be granted access (an approach) from his building lot / private road / road right-way easement onto the county road or state highway, as described above and below.

The permittee must provide to the road supervisor and building inspector a copy of the following:

- 1. The permittee's building lot plot plan.
- 2. A property plat map of the property being built on, (obtainable from the county recorder).
- 3. Documentation that the permittee has a legal right to use the described private road or right- away that crosses any property other than the property that's to be built on. (Must be a recorded right-of-way or easement - ongoing with the building lot affected)

All the documentation that is required above and this form must be submitted to the building inspector before a building permit can be issued. Road supervisors may attach any documentation that may clarify road approach issue.

4. Approximate county address(es) of road(s) approach access(es): [determined by zoning administrator]

County road access location: (county address) _____.

Highway road access location: (county address) _____.

COMPLETE APPROPRIATE SECTIONS: (by road supervisor)

5. COUNTY ROAD: The Sanpete County Road Supervisor will approve the road access (approach) as described on the permittee's plot plan, plat map and as field marked at site of access (approach):

County Road approach requirements: _____.

_____.

Signature _____ Date _____.

*Steve Keller (Sanpete County Road Supervisor) 450 West 600 South, Manti; Office Telephone: (435) 835-6441 Cell: (435) 979-9321

6. HIGHWAY: The State Of Utah Department Of Transportation Local Road Supervisor will approve the road access (approach) as described on the permittee's plot plan, plat map, and as field marked at the site of access (approach):

Print Name _____ Signature _____ Date _____.

*Josh Peterson (Richfield District Permits Officer) 210 West 800 South, Richfield; Telephone: (435) 893-4722 or (435) 893-4799
*Laurie Huntsman (Richfield District Permits Co.) 210 West 800 South, Richfield; Telephone: (435) 893-4712 or (435) 893-4799

SANPETE COUNTY BUILDING INSPECTOR
160 North Main; Suite 201
MANTI, UTAH 84642
Telephone Number: (435) 835-2113 Fax Number: (435) 835-2114

POLICE PROTECTION /FIRE PROTECTION & AMBULANCE SERVICE
DISCLAIMER AFFIDAVIT

I understand that in receiving and paying for a building permit in a rural area of Sanpete County; and, if required, when requesting police protection, fire protection, ambulance service, or any combination of these services, that because of distance , travel, weather, terrain, or other conditions that may affect response time, or prohibit response to requested assistance, I hereby accept full responsibility for protection of my life or other lives present on my property, all building structures and personal property.

I understand and accept the above statement as applicable to property which I intend to occupy and develop, and structures I intend to lawfully erect in an unincorporated area of Sanpete County.

Property Serial #

Legal Address of Property

Dated this _____ day of _____ 20_____

Signature of owner

Subscribed and sworn before me this _____ day of _____ 20 _____ ,

in the County of _____ State of Utah.

Notary Public

My Commission expires: _____

SANPETE COUNTY
CITY BUFFER ZONE APPLICATION NOTICE

160 NORTH MAIN, SUITE 201
MANTI, UTAH 84642

PHONE 1-435-835-2115
FAX 1-435-835-2114

CITY NOTICE OF ZONING / BUILDING PERMIT REQUEST

Names of applicant _____ Date _____

Name of project _____

Project address or plat serial numbers _____

Project description _____

Zoning _____ Acreage _____

Applicants address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Contact person _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Buffer Zone: Comprising of the RA-1, RA-2, BC and Industrial zones located within 1 mile of the Municipality where a proposed development and/or change of use, is required to give notice to the Municipality, allowing the Municipality the ability to review and recommend utility services (power, water and sewer) and road development standards relative to the Municipalities Development Plan, Annexation Plan and/or Expansion Area.

ACTION TAKEN

1. Does the city anticipate annexation of this property into the city limits? Yes No

Comment: _____

2. Are the city roads that service this project adequate? Yes No

Comment: _____

3. Services provided by the city

Water: Explain _____ Yes No

Power: Explain _____ Yes No

Sewer: Explain _____ Yes No

4. County road and utility easement development directives as per the municipality's development plan, annexation plan and/or expansion area for; existing roads, development roads & future roads.

Explanation: _____

City Representative _____ Date _____

Additional City Officials Signatures _____