

Preliminary Plat Submittal Checklist

This checklist shall comply with 11.02.100 of the Apple Valley Land Use Code.

The Town cannot review an application until it is complete.

Description: In a title block located in the lower right-hand corner of the sheet the following is required:

- ☐ The proposed name of the subdivision.
- ☐ The location of the subdivision, including the address and the section, township and range.
- ☐ The names and addresses of the owner or subdivider if other than the owner.
- ☐ Date of preparation and North point.
- ☐ Scale shall be of sufficient size to adequately describe in legible form all required elements.

Existing Conditions: The preliminary plat shall show:

- ☐ The location of the nearest monument.
- ☐ The boundary of the proposed subdivision and the acreage included.
- ☐ All property contiguous to the property to be subdivided and under the control of the subdivider, even though only a portion is being subdivided. (Where the plat submitted covers only a part of the subdivider's tract, a sketch of the prospective street system of the unplatted parts of the subdivider's land shall be submitted, and the street system of the part submitted shall be considered in light of existing master street plan or other commission studies.) And all property contiguous to the proposed subdivision.
- ☐ The location, width, and names/numbers of all existing streets within two hundred feet (200') of the subdivision and of all prior streets or other public ways, easements, utility rights of way, parks and other public open spaces, within and adjacent to the tract.
- ☐ The location of all wells and springs or seeps, proposed, active and abandoned, and of all reservoirs or ponds within the tract and at a distance of at least one hundred feet (100') beyond the tract boundaries.
- ☐ Existing ditches, canals, natural drainage channels and open waterways and proposed realignments.
- ☐ Contours at vertical intervals not greater than five feet (5').
- ☐ Identification of potential geotechnical constraints on the project site (such as expansive rock and soil, collapsible soil, shallow bedrock and caliche, gypsiferous rock and soil, potentially unstable rock or soil units including fault

lines, shallow ground water, and windblown sand) and recommendations for their mitigation.

Proposed Plan: The Subdivision plans shall show:

- ☐ The layout of streets, showing location, widths and other dimensions of proposed streets, crosswalks, alleys and easements.
- ☐ The layout, numbers and typical dimensions of lots. Designation of buildable area is required for each lot.
- ☐ Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision.
- ☐ Easements for water, sewers, drainage, utilities, lines and other purposes.
- ☐ Typical street cross sections and street grades where required by the Planning Commission.
- ☐ A tentative plan or method by which the subdivider proposes to handle the stormwater drainage for the subdivision.
- ☐ Approximate radius of all centerline curves on highways or streets.
- ☐ Each lot shall abut a street shown on the subdivision plat or on an existing publicly dedicated street, or on a prescriptive easement (Double frontage or flag lots shall be prohibited except where conditions make other design undesirable.)
- ☐ All remnants of lots below minimum size left over after subdividing of a larger tract shall be added to adjacent lots or common areas, rather than allowed to remain as unusable parcels.
- ☐ Where necessary, copies of any agreements with adjacent property owners relevant to the proposed subdivision shall be presented to the planning commission.
- ☐ A letter from Ash Creek Special Service District, and Big Plains Water Special Service District, and Rocky Mountain Power indicating if the proposed plan meets their standards and if so, a preliminary plan for needed services and timeframe for availability of services.
- ☐ If the subdivision is to be built in phases, the plat shall show possible phasing lines.
- ☐ A tentative plan or method for providing nondiscriminatory access to the subdivision for purposes of placement of communications infrastructure and for purposes of placement of utility infrastructure.

Required Copies of Plans:

- ☐ An electronic copy of each drawing.
- ☐ Two (2) copies of all full scale drawings.

- ☐ One copy of each drawing on eleven inch by seventeen inch (11"x17") sheets or eight and one-half by eleven (8 ½ x 11) if the project is small and the plans are legible at that size.

Subdivision Improvement Plans: The Subdivision Improvement Plans shall be prepared by a licensed engineer and shall be submitted with the Preliminary Plat application.

- A. Final plan and profile must be prepared in accordance with, but not limited to the following standards:

- ☐ Current Apple Valley Town standards and specifications.
- ☐ Apply Valley Town drainage manual.
- ☐ Big Plains Water Special Service District construction standards.
- ☐ Ash Creek Special Service District construction standards.
- ☐ Apple Valley Town power standards and specifications as required.
- ☐ Applicable fire code.
- ☐ Rocky Mountain power standards and specifications if applicable.
- ☐ South Central Communications standards and specifications if applicable.

- B. Specific geotechnical recommendations for the design and construction of the proposed subdivision shall include the following if applicable:

- ☐ A general assessment of the requirements needed to develop on the site.
- ☐ Site preparation and grading and the suitability of onsite soils for use as structural fill.
- ☐ Stable cut and fill slopes including recommendations concerning the effects of material removal and the introduction of water.
- ☐ Recommendations for foundation type and design criteria, including, but not limited to, bearing capacity of natural or compacted soils, provisions to mitigate the effects of expansive, compressible, or collapsible soils, differential settlement and varying soil strength, and the effects of adjacent loads.
- ☐ Anticipated total and differential settlement.
- ☐ Special design and construction considerations, as necessary, such as the excavation and replacement of unsuitable materials, excavation difficulties, stabilization, or special foundation provisions for problem soil conditions.
- ☐ Design criteria for restrained and unrestrained retaining or rockery wall.
- ☐ Moisture protection and surface drainage.

- C. Subdivision Improvement Plans must contain a signature block for all required utilities, including the Public Works Director or Consultant, Big Plains Water Special Service District representatives, Ash Creek Special Sewer District and town Engineer. Drawings shall be a minimum of twenty-two inches by thirty four inches (22"x34") (full size) and shall be provided in an electronic format and a paper format as requested by the Town.

Final Plat Submittal Checklist

This checklist shall comply with 11.02.140 of the Apple Valley Land Use Code.

The Town cannot review an application until it is complete.

Required Information: The final plat shall show:

- ☐ The name or designation of the subdivision that is distinct from any plat already recorded in the county recorder's office, as approved by the Town.
- ☐ The boundaries, course, and dimensions of all of the parcels of ground divided, by their boundaries, course, and extent, whether the owner proposes that any parcel of ground is intended to be used for a street or for another public use, and whether any such area is reserved or proposed for dedication for a public purpose.
- ☐ The lot or unit reference, block or building reference, street or site address, street name or coordinate address, acreage or square footage of all parcels, units, lots, and the length and width of the blocks and lots intended for sale.
- ☐ Every existing right of way and easement grand of record for communications infrastructure, for underground facilities as defined in Utah Code 54-8a-2 and for other utility facilities. Where the same is granted to a specific entity, that entity must be clearly identified.
- ☐ True angles and distances to the nearest established street lines or official monument, which shall be accurately described on the plat and shown by appropriate symbols.
- ☐ All street centerline data must be shown, together with its relationship to the property lines, corners, etc.
- ☐ The accurate location of all monuments shall be shown on the plat, and shall be identified, including all United States, state, county or other official monuments.
- ☐ The dedication to the public of all streets and highways included in the proposed subdivision (except approved private streets).
- ☐ Street monuments to be installed by the subdivider in accordance with the requirements of the Town standards. Locations of said monuments shall be approved by the Town engineer and indicated on the subdivider's plat by the appropriate symbols.
- ☐ Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for common uses by all property owners.
- ☐ Where it is proposed that streets be constructed on property controlled by a public agency or utility company, approval for the location, improvement and maintenance of such streets shall be obtained from the public agency or utility company and entered on the final plat in a for approved by the Town attorney.
- ☐ The parent parcel number, as shown on the records of the Washington County Recorder in St. George, Utah.

Required Forms and Certificates: In addition, the final plat shall contain the standard forms for the following:

- ☐ A registered professional land surveyor's signed certificate of survey, together with a statement that: a) the surveyor holds a license in accordance with Utah Code 58-22, professional engineers and professional land surveyors licensing act; b) the surveyor has completed a survey of the property described on the plat in accordance with Apple Valley Town Design Standards and the Utah Code and has verified all measurements; and c) has placed monuments as represented on the plat.
- ☐ The owner's certificate of dedication of all streets, roads, rights of way or other parcels intended for the use and benefit of the general public.
- ☐ Mortgagee or other lienholder's consent to record, if applicable.
- ☐ A notary public's acknowledgment of the signature of the mortgagee or each owner signing the plat.
- ☐ Certificate of approval of Big Plains Water Special Service district.
- ☐ Certificate of approval of Ash Creek Special Service District.
- ☐ Certificate of approval of the Town Engineer.
- ☐ Certificate of approval as to form executed by the Town attorney.
- ☐ A one and one-half inch by five-inch (1 ½" x 5") space in the lower right-hand corner of the drawing for the use of the county recorder.
- ☐ Certificate of approval of the county treasurer.

Other Information Required: The following information or documentation shall be submitted with the final plat:

- ☐ A statement that all taxes or special assessments payable on all property within the limits of the subdivision are paid in full, or a letter stating that a satisfactory bond has been filed to secure such payment.
- ☐ An original copy for staff review of the proposed deed restrictions or CC&Rs in proposed final form with signature lines for all owners of any interest in the subdivision who would sign the final subdivision plat must be submitted with final plat application. After being approved by staff this document shall be signed, acknowledged by a notary public, and recorded in the office of the county recorder along with the final plat.
- ☐ An up to date title or subdivision report for the property being subdivided.
- ☐ An electronic copy of the final plat.

Simple Lot Subdivision Submittal Checklist

This checklist shall comply with 11.02.050 of the Apple Valley Land Use Code.

The Town cannot review an application until it is complete.

Submittal Contents: A simple lot subdivision application shall include, at a minimum, each of the following:

- ☐ A current title report showing ownership by the applicant.

- ☐ Name of the applicant or authorized agent and contact information.
- ☐ Property address, acreage, boundary, and tax identification number.
- ☐ Date, scale, and North arrow.
- ☐ Vicinity map showing the property's location relative to municipal boundaries and roads that serve the property.
- ☐ A statement containing the zone, lot size, and amount of frontage along a public street for each proposed lot.
- ☐ A metes and bounds description of the property proposed to be subdivided.
- ☐ A subdivision name.
- ☐ A record of survey map, showing each new lot, which includes the following details:
 - The location of survey by quarter section and township range.
 - The date of survey.
 - The scale of the drawing and North point.
 - The distance course of all lines traced or established, giving the basis of bearing and the distance and course to two or more section corners or quarter corners, including township and range, or to identified monuments within a recorded subdivision.
 - All measured bearings, angles, and distances separately indicated from those of record.
 - A written boundary description of property surveyed.
 - All monuments set and their relation to older monuments found.
 - A detailed description of monuments found and monuments set, indicated separately.
 - The surveyor's seal or stamp.
 - The surveyor's business name and address.
 - A written narrative that explains and identifies:
- ☐ The purpose of the survey.
- ☐ The basis on which the lines were established.
- ☐ The found monuments and deed elements that controlled the established or reestablished lines.
 - If the narrative is a separate document, it shall contain:
- ☐ The location of the survey by quarter section and by township and range.
- ☐ The date of the survey.
- ☐ The surveyor's stamp or seal.
- ☐ The surveyor's business name and address.
 - The map and narrative shall be referenced to each other if they are separate documents.
 - The map and narrative shall be created on material of a permanent nature on stable base reproducible material in the sizes required by the county surveyor.

Site-Specific Contents: The following documents shall accompany the simple lot subdivision application when deemed necessary by the Town Engineer:

- Soils Report: The applicant shall provide a detailed soils report addressing the following issues for the subdivision: hill stabilization, road design, foundation design, groundwater impacts, and general soil stability. The report must be stamped and signed by a Civil Engineer licensed in the state of Utah.
- Storm Water Plan: The applicant shall provide a detailed storm water plan for the subdivision. This plan shall include all calculations showing that it meets all applicable all applicable codes, standards, and specifications. Plans and calculations shall be stamped and signed by a civil engineer licensed in the state of Utah.
- Other Hazard Information: This may include FEMA floodplain information or other information to mitigate natural hazards.