



Application No. _____
(For Office use Only)

SUBDIVISION APPLICATION

Fee: See "Consolidated Fee Schedule"

Application for property located at : _____

Date : _____ Total Acreage: _____ Current zone: _____

Property Owner: _____ Phone No.: _____
(Current property owner must sign application)

Subdivision Name: _____ Number of lots: _____

Subdivider/Agent: _____ Phone No.: _____

Email: _____ Fax: _____ Cell No. _____

Mailing Address : _____ Zip Code: _____

Engineer : _____ Phone No. : _____

Email: _____ Fax: _____ Cell No. _____

Mailing Address: _____ Zip Code: _____

LEGAL DESCRIPTION FOR THE PROPERTY MUST ACCOMPANY THIS APPLICATION

1. The street(s) from which access will be provided is/are: _____

2. The minimum required lot area is: _____. The area of the smallest lot shown is: _____.

(Continued on next page.)

3. The minimum required width is: _____. The width of the narrowest lot shown is: _____.
4. Is this one phase of a larger project: Yes _____ No _____
5. Fee total (see attached "Consolidated Fee Schedule") : _____
6. The following information must also be submitted with the application:
 - a. A document verifying proof of ownership and completion of the attached affidavit. The current property owner must be the applicant but may designate an authorized agent to act in his/her behalf. Proof of ownership may include a Davis County Recorder's printout indicating ownership with corresponding parcel number, a warranty deed, quit claim deed, or tax notice.
 - b. Property address and legal description. A legal description can be obtained from the deed, tax notice, or Davis County Recorder's Office.
 - c. Property plat from the Davis County Recorder's Office. The subject property should be clearly marked in red. Notification of this proposal will be sent to the adjacent property owners by Farmington City in accordance with City ordinances.



SCHEMATIC PLAT REQUIREMENTS

1. The Subdivider of a major subdivision, after receiving schematic plan approval, shall file an application for preliminary plat approval with the Farmington City Planning Department on a form prescribed by the City, **together with seven prints of the preliminary plat and one digital copy emailed to the Planning Secretary.** At the same time, the Subdivider shall pay an application fee as published in the “Consolidated Fee Schedule” (attached).

2. The preliminary plat shall be clearly and legibly drawn with approved waterproof drawing ink at a scale not less than one inch equaling 100 feet. The plat shall be so drawn that the top of the sheet is either north or east, whichever accommodates the drawing best. Dimensions shall be in feet and decimals thereof and bearings in degrees, minutes and seconds.

3. A. Requirements: The subdivider shall submit two (2) copies of the proposed schematic plan to the city planning department. The planning department will determine if the appropriate plan is submitted if the application is complete and if all the fees have been paid. If all requirements are met, a letter of acknowledgment will be provided by the planning department, and the subdivider shall distribute plans, accompanied by the letter, for comment to all appropriate public and private entities.

B. Items Included: The proposed schematic plan shall include the following items: (Ord. 2006-28, 4-19-2006)

1. The proposed name of the subdivision.

2. A subdivision yield plan pursuant to title 11, chapter 12 of this code if a conservation subdivision or a planned unit development is proposed by the applicant.

3. A vicinity plan showing significant natural and manmade features on the site and within five hundred feet (500') of any portion of it; the property boundaries of the proposed subdivision; the names of adjacent property owners; topographic contours at no greater interval than five feet (5'); and north arrow.

4. A proposed lot and street layout.

5. A description of the type of culinary and irrigation water system(s) proposed; also, documentation of water rights and secondary water shares.

6. A description of the size and location of sanitary sewer and stormwater drain lines and subsurface drainage.

7. A description of those portions of the property which are included in the most recent flood insurance rate maps prepared by FEMA.

8. The total acreage of the entire tract proposed for subdivision.

9. Proposed changes to existing zoning district boundaries or zoning classifications or conditional use permits, if any. (Ord. 2000-13, 4-19-2000)



PRELIMINARY PLAT REQUIREMENTS

1. The Subdivider of a major subdivision, after receiving schematic plan approval, shall file an application for preliminary plat approval with the Farmington City Planning Department on a form prescribed by the City, **together with seven prints of the preliminary plat and one digital copy emailed to the Planning Secretary.** At the same time, the Subdivider shall pay an application fee as published in the “Consolidated Fee Schedule” (attached).

2. The preliminary plat shall be clearly and legibly drawn with approved waterproof drawing ink at a scale not less than one inch equaling 100 feet. The plat shall be so drawn that the top of the sheet is either north or east, whichever accommodates the drawing best. Dimensions shall be in feet and decimals thereof and bearings in degrees, minutes and seconds.

3. The following information shall be included on the preliminary plat:
- a. A vicinity sketch at a scale of not less than 1000 feet to the inch which defines the location of the subdivision within the City.
 - b. The name of the subdivision. Such subdivision name shall not duplicate or nearly duplicate the name of any subdivision in the City or in the incorporated and unincorporated area of Davis County.
 - c. The date, north point, written and graphic scales
 - d. A legal description to define the location and boundaries of the proposed subdivision;
 - e. The location, names and existing widths of adjacent streets;
 - f. The names and numbers of adjacent subdivisions and the names of owners of adjacent unplatted land;
 - g. The contours, at one-foot intervals, for predominant ground slopes within the subdivision between level and five percent, and two-foot contours for predominant ground slopes within the subdivision over five percent. Such contours shall be based on Davis county

datum. The closest City survey monument shall be used and its elevation called out on the map. Survey monument information shall be obtained from the Davis County Surveyor or City Engineer;

- h. At the discretion of the City, a grading plan showing, by appropriate graphic means, the proposed grading of the subdivision. Contours should be consistent with Section 12-6-030(2)(j). Proposed subdivisions located in the Foothill Zone shall comply with requirements of Chapter 30 in the Farmington City Zoning Ordinance;
- i. The location of all isolated trees worthy of preservation with a trunk diameter of four inches or greater, within the boundaries of the subdivision, and the outlines of groves or orchards;
- j. The boundaries of areas subject to 100-year flooding or storm water overflow, as determined by the City, and the location, width and direction of flow of all watercourses, including all existing and proposed irrigation and natural runoff channels and courses;
- k. The existing use or uses of the property and the outline of any existing buildings and their locations in relation to existing or proposed street and lot lines drawn to scale;
- l. Location and dimensions of proposed sites to be dedicated or reserved for open space or recreational use;
- m. Any proposed lands to be reserved in private ownership for community use;
- n. The locations, proposed names, widths and a typical cross section of curbs, gutters, sidewalks, and other improvements of the proposed street and access easements;
- o. Layout of all lots, including the average and minimum lot size, lot dimensions, and consecutive numbering;
- p. Preliminary location and size of sanitary sewers, water mains, pressurized irrigation lines, and any other public or private utility;
- q. Preliminary indication of needed storm drainage facilities with preliminary runoff calculations and location, size, and outlets of the drainage system;
- r. The location of any of the foregoing improvements which may be required to be constructed beyond the boundaries of the subdivision shall be shown on the subdivision plat or on the vicinity map as appropriate;

- s. If it is contemplated that the development will proceed by phases, the boundaries of such phases shall be shown on the preliminary plat along with the estimated construction schedule for each phase;
- t. The words “Preliminary Plat—Not to Be Recorded” shall be shown on the plat.

4. Soil Report:

- a. A soil report, based upon adequate test borings and excavations, prepared by a civil engineer specializing in soil mechanics and registered by the State of Utah, shall be required prior to preliminary approval of any subdivision plat. The soil report shall include, among other things, a description of the soil types and characteristics on the site, describe whether or not ground water was encountered in any of the test borings and at what elevation it was encountered, and shall identify the location of any seismic zones or flood zones on the property.
- b. If the soil report indicates the presence of critically expansive soils, high water table, the presence of toxic or hazardous waste, or other soil problems which, if not corrected, would lead to structural defects of the proposed buildings, damage to the buildings from the water, premature deterioration of the public improvements, or which would represent a public health hazard, a soil investigation of each lot in the subdivision may be required by the City Engineer. The soil investigation shall recommend corrective actions intended to prevent damage to proposed structures and/or public improvements. The fact that a soil report has been prepared shall be noted on the final plat and a copy attached to the preliminary plat application.



FINAL PLAT REQUIREMENTS

1. The Subdivider shall file an application for final plat approval with the Farmington City Planning Department on a form prescribed by the city, **together with seven prints of the preliminary plat and one digital copy emailed to the Planning Secretary.** and all required fees. Application for final plat approval shall be made within twelve (12) months after approval or conditional approval of the preliminary plat by the Planning Commission. This time period may be extended for up to twelve (12) months for good cause shown if the Subdivider petitions the Planning Commission for an extension prior to the expiration date. Only one extension may be granted.
2. The final plat shall consist of a sheet of approved tracing linen or mylar to the outside or trim line dimensions of 19 x 30 inches. The border line of the plat shall be drawn in heavy lines leaving a space of at least one and one-half inches on the left margin of the sheet for binding, and not less than a one-half inch margin in from the outside or trim line around the other three edges of the sheet. The plat shall be so drawn that the top of the sheet either faces north or east, whichever accommodates the drawing best. All lines, dimensions and markings shall be made on the tracing linen with approved waterproof black drawing ink.
3. The final plat shall be drawn at a scale of not less than 1 inch equaling 100 feet, and the workmanship on the finished drawing shall be neat, clear, and readable.
4. The location of the subdivision within the City shall be shown by a small scale vicinity map on the first sheet.
5. The title of each sheet of the final plat shall consist of the approved name and unit number of the subdivision in bold letters followed by the words "Farmington City" at the top of the sheet.
6. Wherever the City Engineer has established a system of coordinates, the survey shall use such system. The adjoining corners of all adjoining subdivisions shall be identified by lot and block numbers, subdivision name and place of record, or other proper designation.

7. An accurate and complete boundary survey to second order accuracy shall be made of the land to be subdivided. A traverse of the exterior boundaries of the tract, and of each block, when computed from field measurements on the ground shall close within a tolerance of one (1) foot to twenty thousand (20,000) feet of perimeter.

8. The final plat shall show all survey, mathematical information, and data necessary to locate all monuments and to locate and retrace all interior and exterior boundary lines appearing thereon, including bearing and distance of straight lines, and central angle, radius, and arc length of curves, and such information as may be necessary to determine the location of the beginning and ending points of curves.

9. Sufficient linear, angular and curve data shall be shown to determine readily the bearing and length of the boundary lines of every block, lot and parcel which is a part thereof. Sheets shall be so arranged that no lot is split between two or more sheets, and wherever practicable, blocks in their entirety shall be shown on one sheet.

10. All lots, blocks, and parcels offered for dedication for any purpose shall be delineated and designated with dimensions, boundaries, and courses clearly shown and defined in every case. No ditto marks shall be used for lot dimensions. Lot numbers shall begin with the numeral "1" and continue consecutively throughout the subdivision with no omissions or duplications. When a subdivision is developed in phases, the phase number shall precede each lot number. For example, phase two would be numbered 201, 202, 203, etc.

11. An address shall be placed on each lot shown on the final plat. Addresses shall conform to the established grid system for Davis County and shall include optional addresses for corner lots.

12. The square footage of each lot shall be shown.

13. Parcels offered for dedication other than for streets or easements shall be designated by letter.

14. The plat shall show the right-of-way lines of each street, and the width of any portion being dedicated, and widths of any existing dedications. The widths and locations of adjacent streets and other public properties within fifty (50) feet of the subdivision shall be shown with dotted lines. If any street in the subdivision is a continuation or an approximate continuation of an existing street, the conformity or the amount of nonconformity of such street to such existing streets shall be accurately shown.

15. All streets within the subdivision shall be assigned a name. Numerical names are preferred. Streets which have an alphabetic name shall also be assigned a coordinate reference number which conforms to the numbering system adopted by the City. All numbering shall be accomplished by the City Engineer.

16. The side lines of all easements shall be shown by fine dashed lines. The widths of all easements and sufficient ties thereto to definitely locate the same with respect to the subdivision shall be shown. All easements shall be clearly labeled and identified.

17. If the subdivision is adjacent to a waterway or any other area which is subject to flooding, the plat shall show the line of high water with a continuous line and shall also show with a fine continuous line, any lots subject to inundation by a one hundred (100) year flood. The base flood elevation (BFE) of any lot within the 100 year flood plain shall be shown.

18. The plat shall show fully and clearly stakes, monuments, and other evidence indicating the boundaries of the subdivision as found on the site. Any monument or bench mark that is disturbed or destroyed before acceptance of all improvements, shall be replaced by the Subdivider under the direction of the City Engineer. The following required monuments shall be shown on the final plat:

- a. The location of all monuments placed in making the survey, including a statement as to what, if any, points were reset by ties;
- b. All right-of-way monuments at angle points and intersections as approved by the City Engineer.

19. The title sheet of the plat shall show the name of the engineer or surveyor, together with the date of the survey, the scale of the map, and the number of sheets. The following certificates, acknowledgements, and descriptions shall appear on the title sheet of the final plat:

- a. Registered land surveyor's "Certificate of Survey"
- b. Owner's dedication certificate;
- c. Notary public's acknowledgment for each signature on the plat;
- d. A description of all property being subdivided with reference to maps or deeds of the property as shall have been previously recorded or filed. Each reference in such description shall show a complete reference to the book and page of records of the County and commence from Section corners of known location, bearing, and distance. The description shall also include reference to any vacated area with the vacation ordinance number indicated;
- e. Blocks for authorized signatures of the Planning Commission, City Engineer, Farmington Area Pressurized Irrigation District or Weber Basin Conservancy District, Central Davis Sewer District, City Attorney, and City Council shall be provided along the

bottom or right side of the plat.

- f. A block for the Davis County Recorder shall be provided in the lower right corner of the plat.
- g. Such other affidavits, certificates, acknowledgements, endorsements, and notary's seals as are required by law, by the Subdivision Ordinance, or by the City Attorney.

20. Prior to recordation of the plat, the Subdivider shall submit a current title report to be reviewed by the City Attorney. A "current" title report is considered to be one which is prepared and dated not more than one (1) month before the proposed recordation of the final plat.

21. A note shall be placed on the final plat indicating that a soil report has been prepared and submitted to the City for the proposed subdivision in accordance with the provisions of the Subdivision Ordinance.

22. When a subdivision contains lands which are reserved in private ownership for community use, the Subdivider shall submit, with the final plat, the name, proposed articles of incorporation, and bylaws of the owner or organization empowered to own, maintain and pay taxes on such lands.

23. At the time a final plat of a subdivision is submitted to the City, the Subdivider shall submit the following documents:

- a. Calculation and traverse sheets giving bearings, distances, and coordinates of the boundary of the subdivision and blocks and lots as shown on the final plat.
- b. Design data, assumptions and computations for proper analysis in accordance with sound engineering practice, along with appropriate plan, section, and profile sheets for all public improvements.
- c. A copy of the UPDES permit and Storm Water Pollution Prevention Plan containing all information required by the UPDES permit.

24. At the time a final plat of a subdivision is submitted to the City, the Subdivider shall also submit the final plat and construction drawings in AutoCAD and pdf format showing required items as described herein.