



Fountain Green City
 375 N State
 Fountain Green, UT 84632
 (435) 445-3453

Fountain Green City - Simple Lot - Subdivision Checklist (For 10 lots or fewer)

No.	Simple Lot Subdivision - Submittal Contents:	Complete?
a.	A statement containing the zone, lot size, lot width, lot depth, and amount of frontage along a public street for each proposed lot.	
b.	Simple lot subdivisions shall not be approved until the applicant provides a plot plan that indicates the proposed utility plan hookups for each proposed lot.	
c.	Approval by the culinary water and sanitary sewer authority.	
d.	County Health Department approval for any septic system, if permitted.	
e.	The name of the applicant or authorized agent and contact information.	
f.	A title report showing ownership by the applicant and any and all encumbrances that may affect the property.	
g.	A property address and parcel number of all properties included in the application	
h.	A metes and bounds description of the property proposed to be split.	
i.	A subdivision name is optional. If a subdivision name is desired, it needs to be reviewed by the Office of the Sanpete County Recorder to ensure that the name does not conflict with any existing subdivision and the name is acceptable to their Office.	
j.	<p>A record of survey map, showing each new lot, which includes the following details:</p> <ul style="list-style-type: none"> i. the location of survey by quarter section and Township and range, ii. the date of survey, iii. the scale of drawing and north point, iv. the distance and 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, v. all measured bearings, angles, and distances separately indicated from those of record, vi. a written boundary description of property surveyed, vii. all monuments set and their relation to older monuments found, viii. a detailed description of monuments found and monuments set, indicated separately, 	

	<ul style="list-style-type: none">ix. the surveyor's seal or stamp,x. the surveyor's business name and address, andxi. a written narrative that explains and identifies:<ul style="list-style-type: none">1. the purpose of the survey,2. the basis on which the lines were established; and3. the found monuments and deed elements that controlled the established or reestablished lines.xii. If the narrative is a separate document, it shall contain:<ul style="list-style-type: none">1. the location of the survey by quarter section and by Township and range,2. the date of the survey,3. the surveyor's stamp or seal, and4. the surveyor's business name and address.xiii. The map and narrative shall be referenced to each other if they are separate documents.xiv. 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.	
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