



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

Fountain Green City - Preliminary Plat - Subdivision Checklist (For 11 or more lots)

No.	Preliminary Plat Drawings, Minimum Contents (Drawn to scale, 50 ft to the inch):	Complete?
a.	A legal description of the subdivision which shall be located in a title block in the lower right corner of the plat and shall include the subdivision name and the location including the section, Township and range.	
b.	Its location as forming a part of a larger tract or parcel, where the plat submitted covers only a part of the subdivider's ownership. In such case, a sketch of the prospective future street system of the un-platted parts shall be submitted; and the street system of the party submitted shall be considered in the light of adjustments and connections with the future street system of the larger area;	
c.	The names and addresses of the subdivider, the engineer or surveyor of the subdivision, and the owners of the land immediately adjoining the land to be subdivided;	
d.	Contour map at appropriate intervals;	
e.	Building setback lines and numbering sequence;	
f.	Public utility easements;	
g.	The location, widths and other dimensions of all existing or platted streets and other important features such as railroad lines, water courses, utility lines, exceptional topography and structures within the proposed subdivision and within a two hundred-foot (200') perimeter of the subdivision;	
h.	Existing storm drains, water supply mains, and culverts within the tract and immediately adjacent thereto;	
i.	The location, widths and other dimensions of proposed streets, alleys, easements, parks, and other open spaces and lots, with proper labeling of spaces to be dedicated to the public;	
j.	North point, scale and date;	
k.	Plans or written statements regarding the width and type of proposed pavement; location, size and type of proposed sanitary septic disposal facilities; proposed water mains and hydrants and other proposed utilities; proposed stormwater drainage facilities and other proposed improvements; planting and parks; and any grading of individual lots;	
l.	Verification of culinary water availability; and	



m.	Vicinity map.	
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Fountain Green City - Final Plat - Subdivision Checklist (For 11 or more lots)

No.	Final Plat Contents (Dimensions should be 24 inches X 36 inches):	Complete?
a.	Subdivision name, approved by the planning commission and the general location of the subdivision, in bold letters at the top of the sheet;	
b.	A north point and scale of the drawing and the date;	
c.	Accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision properly tied to public survey monuments. These lines should be slightly heavier than street and lot lines;	
d.	The names, widths, lengths, bearings and curve data on centerlines of proposed streets, alleys and easements; also, the boundaries, bearings and dimensions of all portions within the subdivision, as intended to be dedicated to the use of the public; the lines, dimensions, bearings and numbers of all lots, blocks and parts reserved for any reason within the subdivision. All lots and blocks are to be numbered consecutively under a definite system approved by the City. All proposed streets shall be named or numbered consecutively under a definite system approved by the City. All proposed streets shall be named or numbered in accordance with and conform with the adopted street naming and numbering system of the City;	
e.	True angles and distances to the nearest established street lines or official monuments which shall be accurately described in the plat and shown by appropriate symbol. Basis of bearings shall be clearly stated.	
f.	Total dimensions of all lines including lengths, bearings, radii, chords, internal angles and location of points of curvaton.	
g.	The dedication to the public of all streets included in the subdivision. Street monuments shall be installed by the surveyor as designated on the plat and as required by Sanpete County.	
h.	Vicinity map.	
i.	The location, names and existing widths of adjacent streets.	
j.	The names and numbers of adjacent subdivisions, and the names of owners of adjacent un-platted land.	
k.	The boundaries of areas subject to flooding or storm water overflow as determined by the City approved civil engineer.	



l.	Location and size of septic tanks/drain fields, water mains and any other private or public utility.	
m.	Indication of needed storm drain facilities with location, size and outlets of the drainage system, if applicable.	
n.	<p>The standard forms approved by the planning commission for all subdivision plats lettered for the following:</p> <ul style="list-style-type: none"> i. Description of land to be included in subdivision, ii. Registered professional engineer and/or land surveyor's "certificate of survey," iii. Owner's dedication which shall warrant and defend and save the City harmless against any easements or other encumbrances on the dedicated streets which will interfere with the City's use, maintenance, and operation of the streets, iv. Notary public's acknowledgment, v. Planning Commission's certificate of approval, vi. The certificate of acceptance from the engineer chosen by the City, vii. City Council's certificate of acceptance, viii. City Clerk's certificate of attest; 	
o.	A three-inch-by-three-inch space in the lower right-hand corner of the drawing for recording information shall be provided unless a standard approved subdivision plat form is used.	



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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.	A record of survey map, showing each new lot, which includes the following details: <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, 	



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	<ul style="list-style-type: none">viii. a detailed description of monuments found and monuments set, indicated separately,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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AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH

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 (we) also acknowledge that I (we) have received written instructions regarding the process for which I (we) are applying. I (we) have received a copy of the Fountain Green Subdivision Ordinance (Chpt. 10), General Design Standards (Chpt. 11), and the General Plan. I (we) acknowledge that I (we) have read the Subdivision Ordinance (Chpt. 10) and General Design Standards (Chpt. 11), or that my (our) agent has read these chapters, and that he (she) understands the provisions of the Subdivision Ordinance (Chpt. 10) and General Design Standards (Chpt. 11), and that he (she) will fully and completely comply with the provisions and requirements therein contained. The City staff have indicated they are available to assist me (us) in making this application.

_____ (Property Owner)

_____ (Property Owner)

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

_____ (Notary Public)

Residing in: _____

Commission Expires: _____



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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 City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

_____ (Property Owner)

_____ (Property Owner)

On this _____ day of _____, 20____, personally appeared before me _____, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

_____ (Notary Public)

Residing in: _____

Commission Expires: _____



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