

SUBDIVISION AMENDED PLAT CHECKLIST

Revised 4/12/2019

SUBDIVISION/PUD _____ Developer _____ Engineer _____

Phase _____ Zone _____ # of Lots _____ Potential Dwelling Units _____

Development Stage Checked Item/Details Approved N/A Criteria/Comments

A. Initial City Engineer Meeting
 1. Obtain & Discuss
 A) Process _____
 B) Time Frame _____
 C) Checklist _____
 D) All Drawings In ACAD _____
 E) Fees _____
 Filing \$400 min., Checking, Application #25

B. Sketch Meeting
 1. Required Documents
 A) 11" X 17" Copy of Original Plat _____
 With changes shown in Red and pdf
 1st or 3rd Thursday _____

C. Final Plat
 1. Application _____
 2. Field Staking _____
 3. Final Plat (24" X 36")
 A) Title Block
 1) Subdivision Name _____
 2) Location _____
 3) Date _____
 4) Scale _____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
5)	Engineer/Surveyor	_____	_____	_____
6)	Sheet Number	_____	_____	_____
B)	North Arrow	_____	_____	_____
C)	Boundary Description-Can be affected area only or total subd. (Requires signatures of all owners in boundary)	_____	_____	_____
	1) Closure	_____	_____	_____
	2) Matches Preliminary	_____	_____	_____
D)	Section Tie	_____	_____	_____
	1) Monuments	_____	_____	_____
	2) Line Bearing/Length	_____	_____	_____
	3) Basis of Bearing	_____	_____	_____
E)	Existing & Platted Streets	_____	_____	_____
	1) Names	_____	_____	_____
	2) Widths	_____	_____	_____
	3) Center Line Monuments	_____	_____	_____
F)	Existing Easements	_____	_____	_____
G)	Proposed Streets	_____	_____	_____
	1) Name/Number	_____	_____	_____
	2) Lengths/Bearings	_____	_____	_____
	3) Width	_____	_____	_____
	4) Curves	_____	_____	_____
	a) Numbers	_____	_____	_____
	b) Data Table	_____	_____	_____
H)	Proposed Easements	_____	_____	_____
	1) Location	_____	_____	_____
	a) Utility (Gas, Water, Sewer, Phone)	_____	_____	_____
	b) Mail	_____	_____	_____
	2) Size	_____	_____	_____
		_____	_____	Show on Plat (no notes)
		_____	_____	Per Ordinance

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
D) Lot Information	1) Border Line Lengths/Bearings	_____	_____	_____
	2) Numbers	_____	_____	_____
	3) Areas	_____	_____	_____
	4) Addresses	_____	_____	_____
J) Vicinity Map	K) Legend	_____	_____	_____
L) Soils Note	M) Flood Area	_____	_____	In Suspect Areas
	1) Area	_____	_____	_____
	2) Base Flood Elevation	_____	_____	_____
N) Certificates/Approvals	Signatures (Written Per Standards)	_____	_____	_____
	1) Utility Companies	_____	_____	_____
	a) Electric	_____	_____	_____
	b) Telephone	_____	_____	_____
	c) Gas	_____	_____	_____
	d) Cable T. V.	_____	_____	_____
	2) Post Office	_____	_____	_____
	3) Surveyor's Seal	_____	_____	_____
	4) Surveyor's Narrative	_____	_____	Describe area of all affected lots
	5) Owner's (Notarized)	_____	_____	All owners within new boundary
	a) Provide name, title and proof of authorized signing agent for the Owner's Dedication	_____	_____	_____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
D. Improvement Plans				Per Public Works Improvement Design Checklist
E. Approvals				
1. City Engineer				
A) Notice to Amend (before Planning Commission)				
1) Notice to Paper				(By City Engineer, 4-weeks if a street)
2) Notice to Owners within 300'				By Applicant (Model form from City)
2. Planning Commission of Amended Plat and Vacated Area (recommendation)				
3. City Attorney (Original of Plat provided by City Engineer)				
A) Bonding				
1) Performance Bond				Improvement Costs
2) City Bond Agreement				
B) Fee Submittal				
1) Filing Fee				\$400
2) Checking Fee				Actual Cost
3) Inspect Fees				1% of Bond
4) Sewer/Water Frontage Reimbursement				
C) Title Report				
D) Verify Notices Mailed				
E) Prepare Ordinance to Vacate Affected Area				
F) Attorney's Signature				

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
4. City Council approval of Amended Plat and Ordinance to Vacate	A) Work Meeting	_____	_____	_____
	B) Action Meeting	_____	_____	_____
	C) Mayor's Signature	_____	_____	_____
5 . Recorder	A) Sign	_____	_____	_____
	B) Record	_____	_____	_____
	C) Mylar Copy	_____	_____	_____

NOTICE OF PUBLIC MEETING

The undersigned, in accordance with City Ordinance, hereby gives Notice of a Proposed:

- PUD Plat Amendment _____
- PUD Vicinity Plan _____
- Condo Plat Amendment _____
- Condo Vicinity Plan _____
- Road Vacating _____
- RDO Plan _____
- Subdivision Lot Modification _____
- Subdivision Plat Amendment _____
- Zone Change _____

This proposal is within 300 feet of property you own. (map attached) This proposal will be discussed at a Planning Commission meeting to be held as follows:

DATE: _____
TIME: _____
PLACE: _____

If the Proposal is a Zone Change it would change the property shown on the map from:

_____ TO _____
(Current Zone Name) (Proposed Zone Name)

Anyone wishing to comment on this proposal should attend the Planning Commission meeting or you can send your **written comments to:**

Cedar City Corporation - Engineering
10 North Main Street
Cedar City, Utah 84720

The Planning Commission meeting is only the beginning of the approval process. By attending this meeting you will be able to follow the Proposal through the entire process to ultimate approval or disapproval.

Notice sent by: _____ Project Proponent- Phone # _____
(Signature- PRINT)

Please call the above number for any questions regarding this matter or attached map.

Eng/eng/forms NOTICE OF PUBLIC MEETING

CEDAR CITY CORPORATION
HAND DELIVERY
NOTIFICATION CERTIFICATION

NOTICE BY THE PETITIONER shall be given to all property owners of record within a 300-foot radius from the boundary of the proposal. Said notice shall be sent certified mail by the Petitioner to said property owners, or hand-delivered to the property owners (certificate of hand-delivery to be filed with City Engineer) in accordance with the most current Iron County Assessment Roll.

Address of Property: _____

Proposal Type:

- Condo Plat Amendment _____
- Condo Vicinity Plan _____
- PUD Plat Amendment _____
- PUD Vicinity Plan _____
- Road Vacating _____
- RDO Plan _____
- Subdivision Lot Modification _____
- Subdivision Plat Amendment _____
- Zone Change _____

I, _____ do hereby certify that notification was hand-delivered to the following property owners of record.

(Petitioner's Signature)

(Date)

Use additional pages as needed.
RETURN PROOF OF NOTIFICATION TO THE CITY ENGINEER'S OFFICE NO LATER THAN 5:00 PM, TUESDAY PRIOR TO THE TUESDAY WORK MEETING.