



## COMMUNITY DEVELOPMENT DEPARTMENT

220 East Morris Avenue, Suite 150

South Salt Lake City, Utah 84115

[www.ssldc.gov](http://www.ssldc.gov)

# PLAT APPLICATION

(NEW PLATS, PLAT AMENDMENTS, CONSOLIDATIONS, SUBDIVISIONS, VACATIONS)

## CHECKLIST PRIOR TO SUBMITTAL

1. Complete Application & Affidavit **(REQUIRED)**
2. Nonrefundable Fees – This includes \$2/postcard for Public Notices, which are mailed out to all adjacent property owners within 600 feet. All plats are reviewed by a 3<sup>rd</sup> party consultant for accuracy. These consultant fees are passed on to the applicant to the City's actual cost. These consultant fees will be invoiced at the end of the project. **(REQUIRED)**
3. Current Title Report – issued no longer than 30 days from date of application submittal **(REQUIRED)**
4. Alta Survey – issued no longer than 30 days from date of application submittal **(REQUIRED)**
5. Utility Will Serve Letters – (Rocky Mountain Power, Enbridge, Comcast/Centurylink, Mt. Olympus Improvement District, Jordan Valley Water, or South Salt Lake Engineering) **(REQUIRED)**
6. Soils Report
7. Traffic Study
8. Drainage Report
9. Site Plan – The site plan shall include the following information: **(REQUIRED)**
  - a. A vicinity plan showing significant natural and manmade features, property boundaries and existing structures on the site and adjacent to any portion of the site, and all existing and all proposed adjacent streets.
  - b. Existing plat/proposed plat amendment
  - c. Name and correct address of the development
  - d. Location and name of the street(s)
  - e. Property boundaries, topography in two foot contours, any designated wetlands, flood plain or geologic hazard
  - f. Identification of surrounding land uses
  - g. Exact location of proposed structures
  - h. Circulation diagram, vehicular and pedestrian. Show all driveway locations and dimensions.
  - i. Proposed and existing parking areas, lighting, landscaped areas, and trees.
  - j. Location of existing or proposed fences
  - k. Plans for utility provisions and disposal of any hazardous materials
  - l. Locations of existing or proposed accessory structures
  - m. Locations of existing and proposed signs
10. Civil Plans – A full civil plan set that at minimum includes the following information: **(REQUIRED)**
  - a. Itemized construction cost estimates for all utility, right of way and common area construction
  - b. Preliminary Civil Plan showing the following:
    1. All facilities related to the project within 100 feet of the plan area.
    2. Layout, dimensions, and names of existing and future road right of ways.
    3. North Arrow, a tie to a permanent survey monument at a section corner, and a development name.
    4. The boundary lines of the development with bearings and distances
    5. Layout and dimensions of proposed lots or units and area in square feet
    6. Location, dimensions, and labeling of other spaces including required open spaces, parks, public spaces, common areas, etc.

7. Location or manmade features including bridges, railroad tracks, building, etc.
- c. Grading and Drainage Plan showing the following
  1. North arrow, road, and lot layout, and subdivision name
  2. Areas of substantial earth moving with an erosion control plan
  3. Location of existing water courses, canals, ditches, springs, wells, culverts, storm drains, etc.
  4. Location of any flood plain
  5. A storm drainage plan showing water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, orifice plates, outlets to off-site facilities, and off-site drainage facilities planned to accommodate the project drainage. Drainage plans are to facilitate the 10 year storm event. An off-site discharge rate of 0.2 cubic feet per second is the maximum allowed.
  6. Storm drain calculations
- d. Utility Plan showing the following:
  1. North arrow, road and lot layout, and development name.
  2. All existing and proposed utilities including: sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, and street lights.
  3. Fire flow calculations at all hydrant locations
  4. Location and dimensions of all utility easements
  5. Provisions for solid waste collection

11. Proposed design schematic of each building(s) elevation, including materials and colors

12. Floor Plans – Interior layout and dimensions of entire building(s), current and proposed uses

13. Plat- TWO separate plats shall be submitted: **(REQUIRED)**

- a. Plat with a site plan overlay; and
- b. Plat without a site plan.

Both shall include the following information:

- a. Name and location of the development
- b. North arrow, scale and date of the drawing
- c. Accurately drawn boundaries and all bearings and dimensions, tied to monuments and survey points
- d. Indicate that all lot corners will be set
- e. Lots, blocks, streets, easements, and parcels clearly delineated with dimensions and bearings as appropriate
- f. Street names, lot/unit addresses, and intersection coordinates
- g. Licensed land and surveyor's certificate
- h. Owners dedication certificates and acknowledgements
- i. Signature blocks for all utility providers (See next page)
- j. Signature blocks for South Salt Lake Community Development Department, City Engineer, City Attorney (Approval as to Form), Planning Commission, South Salt Lake City Approval (signed by the Mayor with attest City Recorder), Fire Marshal, Salt Lake County Health Department, and Salt Lake County Recorder. (See next page)
- k. All other Affidavits, certificates, acknowledgements, endorsements, and notary seals that may be required.
- l. Buildable areas, pad sites, and other items of special interest.
- m. Any required Public Right of Way dedications.
- n. 10-foot wide public utility easement.
- o. Other items as needed for specific development as directed by staff

14. CC&R's/HOA incorporation papers and bylaws, if applicable

15. Street name availability letter from Salt Lake County, if applicable

16. Applicant Letter – Written to Community Development describing proposed project

17. Other Items as requested by staff

**\*\* ALL PLANS SHALL BE PREPARED, STAMPED AND SIGNED BY A LICENSED  
ENGINEER/SURVEYOR IN THE STATE OF UTAH \*\***

SUBMIT VIA EMAIL OR IN-PERSON –  
[planning@sslc.gov](mailto:planning@sslc.gov)

\*\* ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED \*\*

*It is the applicant's responsibility to provide a complete application and obtain all applicable city, county, or state code approval requirements. All application fees are nonrefundable. Submitting an application in no way guarantees placement on any specific agenda.*

*Applicants are responsible for addressing and correcting any inaccurate or incomplete application documentation. Inactive applications automatically void after 180 days. All voided applications require submittal of a new application, including payment of all costs and fees.*

#### TITLE BLOCKS AND PLAT LANGUAGE FOR ALL SUBDIVISION MYLARS

##### ***Planning Commission***

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

\_\_\_\_\_  
Planning Commission Approval

##### ***South Salt Lake Community Development***

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

\_\_\_\_\_  
Community Development Director

##### ***South Salt Lake Fire Marshal***

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

\_\_\_\_\_  
South Salt Lake Fire Marshal

##### ***South Salt Lake City Engineer***

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

\_\_\_\_\_  
South Salt Lake City Engineer

##### ***Approval as to Form***

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

\_\_\_\_\_  
South Salt Lake City Attorney

##### ***South Salt Lake City Approval***

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

\_\_\_\_\_  
Attest: Recorder \_\_\_\_\_ Mayor

##### ***Salt Lake County Health Department***

Approved this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

\_\_\_\_\_  
Salt Lake County Health Department

##### ***Utility Company Name (company that has provided a Utility Will Server Letter)***

Approved this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

\_\_\_\_\_  
Utility Company

Note the Rocky Mountain Power and Enbridge plat notes must be on all subdivision mylars. Please contact the companies directly to get this language.

##### ***Salt Lake County Recorder***

Recorder # \_\_\_\_\_

State of Utah, County of Salt Lake, Recorded and filed at the request of: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_ Fee: \_\_\_\_\_

\_\_\_\_\_  
Deputy Salt Lake County Recorder

**Owner's Dedication**

Know all men by these presents that, the undersigned owner(s) [Entity Name], a Utah [limited liability company], of the above described tract of land to be hereafter known as

[XYZ] SUBDIVISION

does hereby certify to have caused this plat to be prepared and does hereby dedicate for the perpetual use of the public all public roads and other areas shown on this plat as intended for public use. The undersigned owner(s) also hereby conveys to any and all public utility companies a perpetual, non-exclusive easement over the public utility easements shown on this plat, the same to be used for the installation, maintenance, and operation of utility lines and facilities. The undersigned owner(s) also hereby conveys any other easements as shown on this plat to the parties indicated and for the purposes shown hereon.

In witness whereof the owner has hereunto set this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_.

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[Entity Name], a Utah limited liability company,

[Jane Doe], Managing Member

**Stormwater Language**

Owner hereby conveys to South Salt Lake City and its agents a non-exclusive perpetual easement over, on and in [Lot Number] for the purpose of access to the private stormwater management system(s) for the management, inspection, maintenance and repair thereof.

**COMMUNITY DEVELOPMENT DEPARTMENT**

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South Salt Lake City, Utah 84115

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(NEW PLATS, PLAT AMENDMENTS, CONSOLIDATIONS, VACATIONS)

Name of Project: \_\_\_\_\_

Project Architect/Engineer \_\_\_\_\_

Location: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Property ID#(s): \_\_\_\_\_

\_\_\_\_\_

Total Acres: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Fee Title Owner: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name, and I am the party with whom the City should communicate regarding any matter pertaining to this application.

The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until all application requirements have been met, including the payment of any applicable fees, deposits, and/or bonds.

I further understand that additional fees may be charged for the City's review of the proposal if the City requires the services of outside consultants in its review. A deposit into an out-of-pocket with the City may be required to cover such costs, depending on the scope of the application. An accounting of costs will be made available to the applicant upon request if the City draws upon the out-of-pocket account to reimburse its outside consultant expenses associated with a particular application. The applicant may also be required to refresh its out-of-pocket account if initial deposits are insufficient to facilitate the full extent of required review. Any unused portion of the applicant's out-of-pocket deposits will be refunded to the applicant upon final disposition of the application.

SIGNATURE OF APPLICANT: \_\_\_\_\_

NAME OF APPLICANT (PRINTED): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**FOR CITY USE ONLY**

Fee Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

# PROPERTY OWNER'S AFFIDAVIT for property located at

Address: \_\_\_\_\_

Project Name / Business Name: \_\_\_\_\_

## PROPERTY OWNER

I/we \_\_\_\_\_, being duly sworn, depose and say that I/we am/are the current owner(s) of the property identified in this application and that I/we have read the application and attached exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if applicable)

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_, personally appeared before me \_\_\_\_\_ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
Notary Public  
Residing in Salt Lake County, Utah  
My Commission expires: \_\_\_\_\_

## AGENT AUTHORIZATION

I/we, \_\_\_\_\_, the owner(s) of the real property described above, do hereby appoint my/our agent \_\_\_\_\_ to represent me/us with regard to this application affecting the above described real property located in the City of South Salt Lake, and to appear on my/our behalf before any City Board or Commission considering this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if applicable)

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_, personally appeared before me \_\_\_\_\_ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
Notary Public  
Residing in Salt Lake County, Utah  
My Commission expires: \_\_\_\_\_