

ELWOOD TOWN
SUBDIVISION APPLICATION
Conceptual, Preliminary, Final

Elwood City Hall
5235 W. 8800 N.
Elwood, UT 84337
Phone: (435) 257-5518

1. Applicant _____ Telephone _____
Mailing Address _____
Email Address _____
Interest in Property (e.g., owner, lessee, or agent) _____
(List all owners of the property in the spaces below. If there are additional owners than number of spaces on the subdivision application, please provide all owners' information on a separate paper.)

2. First Party (owner) _____ Telephone _____
Mailing Address _____
Email Address _____
Assessor's Parcel No. (s) _____ - _____ - _____; Acres _____

3. Second Party (owner) _____ Telephone _____
Mailing Address _____
Email Address _____
Assessor's Parcel No. (s) _____ - _____ - _____; Acres _____

4. Engineering / Land Surveyor _____ Telephone _____
Mailing Address _____
Email Address _____

5. Site Address / General Location of Property _____

6. Zoning of Property _____ Amount of Land ____ acres

7. Purpose/Use of Property _____

8. Minimum Information Required to File Application (application will not be accepted without all of the following):
 - a. Applicable Fees – check the applicable fees for the specific phase of the subdivision approval process
_____ \$ _____ Subdivision Filing Fee (\$125.00 per lot)
_____ \$ _____ Water Share Transfer Fee (\$200.00 – Proof of payment to Bear River Canal Company)
_____ \$ _____ Town Engineer Review Fee (at Town rate)
_____ \$ _____ Town Attorney Review Fee (when applicable, at Town rate)
 - b. Applicant's Affidavit and/or Agent Authorization
 - c. Proof of transfer of Water Shares to Bear River Canal Company

- d. Required signatures – see additional form for list of signatures and documentation
- e. See attached specific requirements for each phase of the subdivision approval process (mark which phase of the process)
 - i. _____ Conceptual Plan
 - ii. _____ Preliminary
 - iii. _____ Final

Applicant's Signature _____ Date _____

Applicant's Signature _____ Date _____

APPLICANT'S AFFIDAVIT

The Planning Commission normally meets on the first Tuesday of each month at 7:00 P.M., and the City Council normally meets on the second Tuesday of each month at 7:00 P.M. Each meeting has a deadline to submit a request for an item to be placed on the agenda. I understand that there are certain time sensitive deadlines that are different from the regular deadlines, as outlined in the Elwood Town Subdivision Ordinances, which I will be required to submit certain documents and information to the Town and its staff to be allowed to be placed on the agenda for a meeting in order to have my subdivision application considered. These deadlines are applicable, and are outlined in the Town Subdivision Ordinances, for whatever stage of the application process that I may be in. I also understand that if I, or an agent of mine including my engineer or surveyor, does not meet those submittal deadlines that I will have to wait for the next available meeting in order to have my application considered. I understand these deadlines and agree to abide by those deadlines.

I have been provided with the requirements of the Elwood Town Subdivision Ordinances and agree to abide by them. The Town will not officially accept a submittal regarding a subdivision application until the conditions and necessary parts of each stage of the subdivision application procedure are complete.

I, being duly sworn, depose and affirm that I am an owner of the property involved in the attached application and that the statements and answers therein contained and the information provided in the attached plans are all in respects true and correct to the best of my knowledge and belief. The signature given below is certification that the owners of record have knowledge of and consent to the filing of this application and supporting data.

Applicant's Signature _____ Date _____

Applicant's Signature _____ Date _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public
My Commission Expires:

AGENT AUTHORIZATION

(Required when the Applicant is **not** the property owner)

I, _____, the owner of real property located at _____, do authorize _____ to represent me as my agent with regard to this application affecting the above described real property, and to appear on my behalf before any Town Planning Commission or Town City Council considering this application. I hereby state that the Agent shall act in my stead and the Agent shall be bound by all representations made in the Applicant's Affidavit.

Applicant's Signature _____ Date _____

Applicant's Signature _____ Date _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public
My Commission Expires:

ELWOOD TOWN
SUBDIVISION APPROVAL PROCESS

The following are the requirements for a subdivision approval:

1. Conceptual Plan Requirements
2. Preliminary Subdivision Application
3. Final Subdivision Application
4. County Recording of Plat
5. Final Subdivision Plat must be approved and recorded before lots can be sold.

1. Conceptual Plan Requirements – 11.02.040

- A. Requirements
 1. Conceptual plan layout
 - a. Nine copies – Size 11” x 17”, paper
 2. Requirements of layout – 11.02.040(A)
- B. Zoning Administrator
 1. Review Conceptual Plan
 2. Send to Engineer for review
 3. Send to Planning Commission for review
- C. Pay engineering review fees
- D. Planning Commission review and approve
 1. Planning Commission Chair sign and date conceptual plan

2. Preliminary Subdivision Application – 11.02.100

- A. Requirements
 1. Application Form
 2. Preliminary Subdivision Application Fees
 3. Legal Description
 4. Preliminary Subdivision Plat
 - a. Twelve copies – Size 24” x 36”, paper
 - b. One digital copy
 - c. Other requirements – 11.02.100(D)
 5. Preliminary Subdivision Improvement Plan
 - a. Existing Conditions
 - b. Proposed Conditions
 6. Title Report
 7. Tax Clearance
 8. Evidence of Availability of Necessary Services
 - a. Culinary Water
 - b. Sanitary Sewer
 - c. Roads
 - d. Storm Drainage
 - e. Fire Protection
 - f. Electrical
 - g. Gas

- h. Field Drains
 - i. Irrigation
 - 9. Geotechnical Report
 - 10. Preliminary Grading Plan
 - 11. Preliminary Erosion Control Plan
 - 12. Preliminary Easement Plan
 - 13. Special Service District
 - 14. Additional Information and Materials – as required, 11.02.100(N)
- B. Pay Engineering and Attorney Review Fees
- C. Zoning Administrator and Town Recorder
 - 1. Determination of complete or incomplete application
- D. Zoning Administrator, Town Recorder and Engineer
 - 1. Determination of compliance to Subdivision Ordinance and other Land Use Ordinances
 - 2. Determination of Necessary Approvals and Recommendations – listed requirements - 11.02.400(B)
- E. Planning Commission Review and Approval
- F. Town Council Review

3. **Final Subdivision Application – 11.02.1200**

- A. Requirements
 - 1. Application Form
 - 2. Final Subdivision Application Fees
 - a. Town Recorder issues document that all fees paid
 - 3. Legal Description
 - 4. Final Subdivision Plat
 - a. Twelve copies – Size 11”x17”, paper
 - b. Two copies – Size 24”x 36”, paper
 - c. One Mylar copy of Final Subdivision Plat, one Mylar copy of Final Subdivision Plan
 - d. One digital copy
 - e. Other requirements – 11.02.1200(D)
 - 5. Final Subdivision Improvement Plan – One Mylar copy
 - a. Existing Conditions
 - b. Proposed Conditions
 - 6. Title Report
 - 7. Tax Clearance
 - 8. Evidence of Availability of Necessary Services
 - a. Culinary Water
 - b. Sanitary Sewer
 - c. Roads
 - d. Storm Drainage
 - e. Fire Protection
 - f. Electrical
 - g. Gas
 - h. Field Drains
 - i. Irrigation
 - 9. Geotechnical Report

10. Final Grading Plan
 11. Final Erosion Control Plan
 12. Final Easement Plan
 13. Special Service District
 14. Covenants, Conditions, & Restrictions
 15. Contiguous Holdings
 16. Improvement Construction Costs
 17. Subdivision Improvement Agreement
 18. Water Shares
 19. Local, State, and Federal Permits – as required
 20. Additional Information and Materials – as required, 11.02.1200(T)
 - B. Pay Engineering and Attorney Review Fees
 - C. Zoning Administrator and Town Recorder
 1. Determination of complete or incomplete application
 - D. Zoning Administrator, Town Recorder and Engineer
 1. Determination of compliance to Subdivision Ordinance and other Land Use Ordinances
 - E. Planning Commission Review and Approval
 - F. Town Council Review
- 4. County Recording – 11.02.1700**
- 5. Preconstruction Meeting – 11.02.2100**

Please note that this form is a shortened form of 11.02, and where applicable 11.03. If the Applicant has any questions regarding issues, specifics or deadlines, it is the responsibility and duty of the Applicant to refer to the full form of the Elwood Town Subdivision Ordinances for those details and explanations.