

**MINOR SUBDIVISION
APPLICATION CHECKLIST**



***Incomplete applications will not be accepted or held.
All required items shall be submitted.***

Notice: All submitted minor subdivision applications shall be reviewed in accordance with §17-8-030 of the Draper City Municipal Code and all other applicable codes. Application submission in no way guarantees placement of the application on any particular agenda of any City reviewing body. It is strongly advised that all checklist items be submitted and fees be paid well in advance of any anticipated deadlines.

Staff Review	Applicant Review	ITEM	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee	_____ Minor Subdivision Plat \$400.00/unit or lot. _____ Review after 2nd review- \$3.00/unit or lot
<input type="checkbox"/>	<input type="checkbox"/>	Noticing Fee	Includes fee for signs, paper, envelopes, and postage. The noticing fee will be determined at time of submittal. Actual Costs Apply.
<input type="checkbox"/>	<input type="checkbox"/>	Soils Report and Geological Hazards Study	Geological Hazards Application to be submitted to the Building Department at Building@draperutah.gov . Provide application number: _____ You will not be eligible for public meeting until the report is approved.
<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet One (1) PDF Copy	Name of subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Title Report	
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map One (1) PDF Copy	<ul style="list-style-type: none"> • Drawn at a scale no smaller than 1"=100'. • North arrow & name of subdivision. • All existing and proposed roadways in the vicinity of the proposed development. • The nearest section corner tie.
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat One (1) PDF Copy	<ul style="list-style-type: none"> • Final plat prepared in accordance with Section 17-4-030 of the Draper City Municipal Code. Please note the physical Mylar copy will need to be printed and submitted to the City after approval of the application and prior to recordation. • Drawn at a scale no greater than 1"=80'. • North arrow, subdivision name, month, and year. • Layout with the names & widths of existing & future road right of ways. • A tie to a permanent survey monument at a section corner. • An accurate and complete survey to second order accuracy.

**MINOR SUBDIVISION
APPLICATION CHECKLIST**



Staff Review	Applicant Review	ITEM	NOTES
			<ul style="list-style-type: none"> • Boundary lines of the subdivision with bearings & distances. • Layout & dimensions of proposed lots with lot areas in square feet and addresses. • Location, dimensions, & labeling of other spaces including open spaces, parks, trails, & public spaces. • Easements shown on all lots. • Owner’s dedication language. • Signature blocks for utilities, agencies, and city departments as prescribed in DCMC.
<input type="checkbox"/>	<input type="checkbox"/>	Grading & Drainage Plan One (1) PDF Copy	<ul style="list-style-type: none"> • Drawn to a scale no smaller than 1”=100’. • North arrow & name of subdivision. • Road & lot layout. • Topographic contours at no greater interval than 2’. • Areas of substantial earth moving with an erosion control plan. • Location of any 100 year flood plain as designated by the Federal Emergency Management Agency (FEMA). • A storm drainage plan showing water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, orifice plates, outlets to off site facilities, & off site drainage facilities planned to accommodate project drainage and detention storage for the 2-year, 10-year, and 100-year storm event. An offsite discharge rate of one-tenth (0.1) cubic feet per second is permitted. • Location of existing water conveyance facilities, including water courses, flume, pipeline, canals, ditches, springs, wells, culverts, & storm drains. • Any existing wetlands.
<input type="checkbox"/>	<input type="checkbox"/>	Utility Plan One (1) PDF Copy	<ul style="list-style-type: none"> • Drawn to scale no smaller than 1”=100’. • North arrow & name of subdivision. • Road & lot layout. • All existing & proposed utilities including: sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, & street lights. • Location & dimensions of all utility easements.
<input type="checkbox"/>	<input type="checkbox"/>	Street Tree Plan	Street Tree Plan prepared in accordance with Section 17-5-060 of the Draper City Municipal Code and Draper City Tree Guide.
<input type="checkbox"/>	<input type="checkbox"/>	Documents That May Be Required	_____ Hydraulic and hydrologic storm drainage calculations.

**MINOR SUBDIVISION
APPLICATION CHECKLIST**



Staff Review	Applicant Review	ITEM	NOTES
			<p>_____ A traffic report when required by the planning commission or city engineer.</p> <p>_____ Any necessary agreements with adjacent property owners regarding storm drainage or other matters pertinent to subdivision approval.</p> <p>_____ Maintenance agreements for sub-surface drains serving the subdivision.</p> <p>_____ When the subdivision is located within the Sensitive Lands Overlay District, additional reports are required as outlined in Title 9, Land Use & Development Regulations, Chapter 16, Sensitive Lands Overlay District.</p> <p>_____ NRI, if applicable See Draper City Municipal Code Chapter 9-24 to see if NRI is required for your site.</p>

**MINOR SUBDIVISION
APPLICATION AFFIDAVIT**



PROPERTY OWNER

STATE OF UTAH }
 } ss
COUNTY OF SALT LAKE }

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) am (are) applying. I (we) further declare:

- While city staff may offer suggestions regarding my application, I (we) understand I (we) am (are) responsible to ensure the application complies with the Draper City Municipal Code and all other applicable state and federal laws;
- I (we) acknowledge City staff cannot bind the City and the decision-making body with jurisdiction has the sole authority to review and approve my (our) application; and
- I (we) am (are) free to retain advisors of my (our) own choosing to assist me (us) with all aspects of my (our) application.

Optional:

I (we) 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 my (our) agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

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

(Notary)
Residing in Salt Lake County, Utah

My commission expires: _____