

Salt Lake County Public Works Department
Planning and Development Services Division
2001 S. State Street #N-3600
Salt Lake City, UT 84190-4050
Phone: 801-468-2000 FAX: 801-468-2169
Visit our web site:
<http://www.pwpds.slco.org>



Application Process for Major Subdivision 10 Or More Lots

The Salt Lake County Subdivision Ordinance:

The division of land for building has been taking place throughout the history of Salt Lake County. Consequently, the County is charged by state statute with the development of comprehensive plans to give meaning to this growth and regulations that can and should be used to manage the process of growth and land conversion. An important motivation for adopting subdivision regulations is to protect the public health, safety, and welfare, assure proper implementation of housing, highways, parks, and transportation goals of the comprehensive plan. The Salt Lake County Subdivision Ordinance (Title 18) provides a definition for a subdivision as follows:

“Subdivision” means any land that is divided, resubdivided or proposed to be divided into two or more lots, parcels, sites, units, plots or other division of land for the purpose, whether immediate or future, for offer, sale, lease or development either on the installment plan or upon any and all other plans, terms and conditions. Subdivision includes the division or development of land whether by deed, metes and bounds description, devise and testacy, lease, map, plat or other recorded instrument. Subdivision does not include a bona fide division or partition of agricultural land for agricultural purposes or of commercial, manufacturing or industrial land for commercial, manufacturing or industrial purposes. Further, this definition shall not apply to the sale or conveyance of any parcel of land which may be shown as one of the lots of a subdivision of which a plat has theretofore been recorded in the office of the county recorder. (Ord. 1473 (part), 2001: Ord. 1222 § 2, 1993: prior code § 19-1-1(24))



Typical Subdivision Regulations and Required Improvements:

Salt Lake County Subdivision regulations are uniformly applied, but from time to time may differ in the type of improvements required and the design standards to be followed by the developer depending upon

a number of factors such as: the size of the community, the extent of urbanization, the values of the community expressed in its general plan and other development policies, and the concept of growth control that the community has chosen to follow. However, these values and policies should not influence subdivision regulation to the point of threatening public health and safety. For this reason, the following are some of the improvements required by ordinance to be provided by all subdividers:

- Monuments;
- Streets and Alleys;
- Curb, Gutter and Sidewalks;
- Culinary Water Supply;
- Sewage Disposal;
- Storm Water Drainage;
- Street Lighting;
- Public Utilities;
- Land for Parks and Open Space; and,
- Design Standards that address: sensitive environmental areas, compliance with applicable general plans, coordination with abutting properties including logical pedestrian and vehicular connections, lot design, and block design/arrangement.



How to Apply for a Major Subdivision:

STEP 1: Obtain and Review the Salt Lake County Subdivision Ordinance (Title 18). It is highly suggested that you meet informally with a planner to discuss your proposal and review the issues, processes and fees associated with the application. Verify that the proposed subdivision proposal complies with the Salt Lake County General Plan and Zoning Ordinance.

STEP 2: The Applicant is Required to Submit the Following Information Prior to Scheduling a Pre-Submittal Review Meeting:

- A complete and notarized application form along with the pre-submittal review fee to the Planning and Development Services office located at:
Salt Lake County Government Center
2001 South State St.
Room #N3600
- A legal description of the parcel(s);
- A current lined aerial plat. Please outline subject property in a red marker
This information can be obtained from:
Salt Lake County Recorder’s Office
Salt Lake County Government Center
2001 South State St.
Room #N1600
- Sixteen (16) Conceptual Site Plans: the drawings must be on a minimum sheet size of 18" x 24", drawn to a suitable scale, and must include the following;
 - North point, scale & drawing date;

- The name of the proposed subdivision;
- Property lines, w/ dimensions, adjoining streets, rights-of-ways, structures on adjacent properties, easements, waterways, etc.;
- The location and distance to the nearest survey monument;
- Location of existing curb, gutter and sidewalk;
- Location of all existing vegetation on the site;
- All proposed lots, numbered and marked with all dimensions;
- Structures which will remain as well as those to be removed;
- The location of open waterways, canals, or ditches. You must also indicate any proposed relocation, realignment or abandonment of these water features;
- Existing sanitary and stormwater sewers, culinary water mains, gas mains, underground conduits or cables, culverts and overhead power lines;
- Contours at vertical intervals of not more than 2', except as may be necessary to explain any special land forms on the property;
- Alleys, easements, parks, and other public or permanent open space in or near the proposed subdivision site.

Note: The pre-submittal review fee is attributable to the total fees if a formal subdivision application is filed (non-refundable otherwise).

Note: The planner responsible for processing the pre-submittal information will visit the property to assess the site and surrounding area. Photographic images may be taken for use at the public hearings.

Note: Various County agencies will review your request and make recommendations to the Planning and Development Services Staff prior to the Pre-Submittal Review Meeting.

STEP 3: Attend a Pre-Submittal Review Meeting. You will be advised of the issues, requirements, fees and receive a checklist of submittal requirements from staff and agency representatives.

STEP 4: Attend the Planning Commission Scoping and Issues Identification Meeting. You will be notified of this public meeting date, at which you should be prepared to present your proposal in detail and answer questions.

STEP 5: Prepare the Required Submittals and Make Formal Application for Subdivision Review. Collect information and prepare documents requested from the checklist you received at the pre-application meeting and the Planning Commission meeting.

STEP 6: Preparation of the Preliminary Plat. Either you or a professional licensed engineer can prepare the preliminary plat. The preliminary plat is to be drawn at an appropriate size (using an engineers scale: 1"=10', 1"=20', etc.) on paper 22" X 28" or larger and must include the following information:

- Title Block showing;
 - The name of the proposed subdivision;
 - The street address or location;
 - The legal description including the Section, Township and Range, and parcel identification;

- A north arrow;
- The scale used;
- Property Owner/Agent name and address, including zip code, and telephone number;
- The location and distance to the nearest survey monument;
- All property in the immediate area of the proposed subdivision under the subdivider's control;
- The names of subdivisions and/or owners of property adjoining the proposed subdivision;
- All proposed lots, numbered and marked with all dimensions;
- All existing and proposed streets within the proposed subdivision and adjacent to it (within 200'), identified by their names and street numbers;
- Important features on/near the proposed subdivision which effect development such as, Structures which will remain as well as those to be removed;
- The location of wells, whether proposed, currently being used, or any which have been, or will be abandoned;
- Existing sanitary and stormwater sewers, culinary water mains, gas mains, underground conduits or cables, culverts and overhead power lines;
- The location of open waterways, canals, or ditches. You must also indicate any proposed relocation, realignment or abandonment of these water features;
- Contours at vertical intervals of not more than 2', except as may be necessary to explain any special land forms on the property;
- Alleys, easements, parks, and other public or permanent open space in or near the proposed subdivision site.

STEP 7: Planning and Development Services, Engineering Services. You will need to resolve any questions with the Planning and Development Services Engineering Staff Hydrologist related to surface and subsurface water existing, generated on, or crossing the proposed subdivision. You must obtain written preliminary drainage approval from the Hydrologist.

STEP 8: Water and Sewer Confirmation. Deliver 2 copies of the preliminary plat to personnel of the water company/district and sewer district that will serve the subdivision. They will indicate the water and sewer lines on the plat. You must also obtain a letter from them wherein each agency agrees to furnish its respective service. Deliver these letters and your plats to the Bureau of Water Quality, Division of Environmental Health, located the Salt Lake City/County Health Department, 788 E. Wood Oak Lane (5380 S.). The Health Department may require additional information for their review and you should work directly with them to satisfy their requirements. They charge an inspection fee of \$75.00 for septic tank percolation tests.

Note: If the proposed subdivision is not served by a water district you should contract with a certified well driller and have a well dug. You will need to furnish the well driller's log and a laboratory test of the water from the well to the Board of Health. If the proposed subdivision is not served by a sewer district you should contract with a licensed civil or sanitary engineer to conduct a percolation test on each of the proposed lots in the subdivision and forward the tests to the Board of Health. For more information contact the Board of Health at (801) 313-6700

STEP 9: Staff Review, Planning Commission Approval/Denial. The staff will deliver copies of your preliminary plat to the County Divisions and other agencies which are concerned with subdivision development, requesting their recommendation. Upon receiving the request for recommendations, the various divisions and agencies will review the application and prepare a recommendation to be sent back to the Planning and Development Services Staff. In the event these departments may ask for additional

information, respond directly to them. Conditions of approval or reasons for denial will be noted. The application will be scheduled for a Planning Commission public meeting after major issues have been resolved with the staff and other agencies. If the application is approved in the public meeting, the preliminary plat will be signed with any conditions indicated. If the application is denied, the reasons will be noted and you will have 10 days in which to file an appeal.

STEP 10: Authorization to Proceed with Final Plat. When you receive the signed copy of the approved preliminary plat, you are authorized to proceed with preparation of the final recording Mylar or Plat (as it will hereafter be referred to).

STEP 11: Preparation of Final Plat. The Plat is to be prepared by a licensed land surveyor on approved 5 mil Mylar. The Plat must be prepared in accordance with the conditions of the preliminary approval and the Subdivision Ordinance, and include all other information which may have been required.

STEP 12: Approval of Public Utilities and Land Drainage Easements. After the Plat has been prepared, approval of utility easements must be obtained from the utility companies concerned.

- Utah Power and Light Company: Submit 3 (three) copies of the Plat to the appropriate UP&L representative; See map for the name and address of whom to contact. The power company staff will need to review and make any required changes specific to their needs and approve by signature all 3 copies.
- U.S. West Communications: Submit the same 3 (three) copies of the Plat to U.S. West Communications at, 1425 W. 3100 S., West Valley City, UT, 84117. If you have any problems contact Jay Smith at (801) 974-8150. The telephone company staff will need to review and make any changes specific to their needs and approve by signature all 3 copies.
- Questar Gas Company: Submit the same 3 (three) copies of the Plat to Questar Gas Company, contact: Gina Butterfield at (801) 324-3923. The fuel company staff will need to review and make any changes specific to their needs and approve by signature all 3 copies.

Note: After receiving all the approvals described above, retain one signed copy to submit for final approval as specified in Step 9. Keep one copy for your records and one for your engineer's records.

STEP 13: Final Plat Approval: Submit your original Plat and one copy which has been signed by the utility companies (as explained above) to the planner responsible for processing the application.

The staff planner will examine the Plat for:

- Compliance with all the provisions of the preliminary approval;
- Compliance with the Salt Lake County Subdivision Ordinance - Title 18;
- The staff will then obtain the approval signature of the Planning Commission Chairperson and the City/County Health Department, and forward the plat to the Engineering staff for technical review.

Planning and Development Services, Engineering Technical Review:

- When you have satisfied all of the engineering requirements (including payment of any additional fees which may be required) the Plat will be approved and signed by the Director of the Planning and Development Services Division and forwarded to the District Attorney's office.

Final fee payments will include:

- A final engineering checking fee equal to 6% of the total bond amount, less the initial engineering review fee;
- Storm drainage impact fee to be determined by staff;
- Payment into the Highway Fund as determined by staff, if applicable.

District Attorney:

- The District Attorney will review the Plat to ensure that all necessary signatures for required dedication have been obtained, liens have been cleared, and required bonds have been submitted;
- When the Attorney is satisfied that all legal requirements are met, the Plat will be approved by signature and forwarded to the County Mayor.

County Mayor:

- The County Mayor, being assured that all provisions of the ordinance have been met, will approve and accept the Plat by official action and signature, the Plat will then be forwarded to the County Recorder for filing.

County Recorder:

- After you receive notice of approval from the County Mayor, you will need to go to the County Recorder's office and pay the filing fee required (as determined in Title 23 of the Fee Ordinance) before the Plat will be recorded.
- You cannot obtain a building permit until the subdivision has been recorded! The cost is \$30.00 + \$1.00 per lot.
- The Subdivision must be recorded within 1(one) year of the County Mayor's approval.

STEP 14: Federal Housing Administration (FHA). Developers that anticipate the use of FHA mortgage insurance programs should communicate with the Department of Housing and Urban Development, Subdivision Office at; 257 E. 200 S., Suite 550, Salt Lake City, Utah, 84111. Contact Brent Tucker at; (801) 524-5220.



Major Subdivision Application Fees:

Refer to the current fee schedule.



Bonding Information:

A Bond is an agreement between the applicant/developer and Salt Lake County that assures completion of on-site/ off-site improvements according to County specifications. Salt Lake County requires one of the following performance bonds:

1. Escrow - an account with an approved bank in which the bank agrees to hold the funds until the County directs them to be released;

2. Letter of Credit - document obtained from an approved bank granting permission to the County to draw on the developer's account, should the developer default;
3. Surety - insurance policy where the surety company guarantees performance by the developer;
4. Cashier's Check - a check to be deposited into a special account and held until the project is complete.

After you have decided which form of agreement you will use, contact the bond coordinator, prior to coming into the office. A 24-hour period must be allowed in order for the preparation of your paperwork.

No work will be allowed until the Salt Lake County Legislative Body has accepted the bond.

All bond release requests must be in writing. After a site inspection and approval, the bond coordinator will process the release of a bond. Where justified, on projects of \$100,000 or more, division policy allows a partial reduction in the performance bond amount for a \$100.00 fee.

The following is a schedule of fees which may apply to your project should you choose to file a performance bond to guarantee completion of the required on-site/off-site improvements.

- Bond Administration Fee: \$100.00 (does not apply to regular subdivisions, and must be paid prior to acceptance of the bond);
- Partial Bond Release Fee: \$100.00 per request;
- Reinspection Fee: A reinspection request and \$100.00 per request is required.

If you have any questions regarding Bonding, please contact the Bond Coordinator:
Shirley Rood (801) 468-2434
srood@slco.org



This information is considered reliable as of the date indicated below. However, changes to application fees, ordinance amendments and/or division policies may have occurred. Please verify all processes and fees prior to submitting your application.

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