



**Town of Apple Valley**  
 1777 N Meadowlark Dr  
 Apple Valley UT 84737  
 T: 435.877.1190 | F: 435.877.1192  
 www.applevalleyut.gov

Fee: \$5,000.00 + \$100 per lot

**Preliminary Plat Application**

**Applications Must Be Submitted By The First Wednesday of the Month**

Owner:		Phone:	
Address:		Email:	
City:	State:	Zip:	
Agent: (If Applicable)		Phone:	
Address/Location of Property:		Parcel ID:	
Subdivision Name:		Phase:	
For Planned Development Purposes: Acreage in Parcel _____ Acreage in Application _____ # of Lots _____			
Proposed Use			
Signature		Title	Date

Official Use Only	Amount Paid: \$	Receipt No:
Date Received:	Date Application Deemed Complete:	
By:	By:	

**Submittal Requirements: The preliminary plat application shall provide the following:**

- 1. Description: In a title block located in the lower right corner of the sheet, the following is required:
  - \_\_\_\_\_ a. The proposed name of the subdivision
  - \_\_\_\_\_ b. The location of the subdivision, including the address and section, township and range.
  - \_\_\_\_\_ c. The names and addresses of the owner or subdivider, if other than named above.
  - \_\_\_\_\_ d. Date of preparation, and north point.
  - \_\_\_\_\_ e. Scale shall be of sufficient size to adequately describe in legible form, all required conditions of Title 11 Subdivisions.
  
- 2. Existing Conditions: The preliminary plat shall show:
  - \_\_\_\_\_ a. The location of the nearest monument.
  - \_\_\_\_\_ b. The boundary of the proposed subdivision and the acreage included.
  - \_\_\_\_\_ c. All property under the control of the subdivider, even though only a portion is being subdivided. (Where the plat submitted covers only a part of the subdivider's tract, a sketch of the prospective street system of the unplatted parts of the subdivider's land shall be submitted, and the street system of the part submitted shall be considered in light of existing Master Street Plan or other Commission studies.)
  - \_\_\_\_\_ d. The location, width and names/numbers of all existing streets within two hundred (200)

feet of the subdivision and of all prior streets or other public ways, utility rights of way, parks and other public open spaces, within and adjacent to the tract.

- \_\_\_\_\_e. The location of all wells and springs or seeps, proposed, active and abandoned, and of all reservoirs or ponds within the tract and at a distance of at least one hundred feet (100') beyond the tract boundaries.
- \_\_\_\_\_f. Existing sewers, water mains, culverts or other underground facilities within the tract, indicating the pipe sizes, grades, manholes and the exact locations.
- \_\_\_\_\_g. Existing ditches, canals, natural drainage channels and open waterways and any proposed realignments.
- \_\_\_\_\_h. Contours at vertical intervals not greater than five (5) feet.
- \_\_\_\_\_i. Identification of potential geotechnical constraints on the project site (such as expansive rock and soil, collapsible soil, shallow bedrock and caliche, gypsiferous rock and soil, potentially unstable rock or soil units including fault lines, shallow groundwater, and windblown sand) and recommendations for their mitigation.
- \_\_\_\_\_j. Information on whether property is located in desert tortoise take area.

3. Proposed Plan: The subdivision plans shall show:

- \_\_\_\_\_a. The layout of streets, showing location, widths, and other dimensions of proposed streets, crosswalks, alleys and easements.
- \_\_\_\_\_b. The layout, numbers and typical dimensions of lots.
- \_\_\_\_\_c. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision.
- \_\_\_\_\_d. Easements for water, sewers, drainage, utilities, lines and other purposes.
- \_\_\_\_\_e. Typical street cross sections and street grades where required by the Planning Commission. (All street grades over 5% should be noted on the preliminary plat)
- \_\_\_\_\_f. A tentative plan or method by which the subdivider proposes to handle the storm water drainage for the subdivision.
- \_\_\_\_\_g. Approximate radius of all center line curves on highways or streets.
- \_\_\_\_\_h. Each lot shall abut a street shown on the subdivision plat or on an existing publicly dedicated street. (Double frontage or flag lots shall be prohibited except where conditions make other design undesirable)
- \_\_\_\_\_i. In general, all remnants of lots below minimum size left over after subdividing of a larger tract must be added to adjacent lots, rather than allow to remain as unusable parcels.
- \_\_\_\_\_j. Where necessary, copies of any agreements with adjacent property owners relevant to the proposed subdivision shall be presented to the Planning Commission.
- \_\_\_\_\_k. A letter from Ash Creek Special Service District , and Big Plains Water Special Service District, and Rocky Mountain Power indicating if the proposed plan meets their standards and if so, a preliminary plan for needed services and timeframe for availability of services.
- \_\_\_\_\_l. Will this subdivision be phased? If yes, show possible phasing lines.
- \_\_\_\_\_m. A tentative plan or method for providing non-discriminatory access to the subdivision for purposes of placement of communications infrastructure, and for purposes of placement of utility infrastructure.

4. Required copies of plans:

- \_\_\_\_\_a. Three copies of all full-scale drawings.

\_\_\_\_\_ b. One copy of each drawing on an 11 x 17 inch sheets. (8 ½ x 11 inch is acceptable if the project is small and the plans are readable at that size).

- 5. Warranty Deed or preliminary title report or other document (see attached Affidavit) showing evidence that the applicant has control of the property.
- 6. Signed and notarized Acknowledgement of Water Supply (see attached).

**Note:** It is important that all applicable information noted above is submitted with the application. An incomplete application will not be scheduled for Planning Commission consideration. A deadline missed due to an incomplete application, could result in a month's delay. Planning Commission meetings are held on the first Wednesday of each month at 6:00 p.m. The deadline to submit an application to be placed on an agenda is no later than 12:00 noon ten (10) full business days before the Planning Commission meeting at which you plan for your application to be heard.

## **PURPOSE**

The preliminary plat application is the first step in land development process in those instances where land is divided for eventual sale. The process is established to ensure that all proposed divisions of land conform to the Town's General Plan and to adopted development standards of the Land Use Ordinance.

## **WHEN REQUIRED**

The preliminary plat is required any time land is to be divided, re-subdivided or proposed to be divided into two (2) 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 installment plan or upon any and all other plans, terms and conditions. It is not required on agricultural divisions where the agricultural parcel is divided to be combined with another agricultural parcel, nor is it required when two un-subdivided properties are merged, or where the boundary between two un-subdivided properties are adjusted.

The preliminary plat must be approved before a final plat can be processed and recorded.

Subdivision approval process:

1. Determine current zoning for property.
2. If zoning fits desired subdivision, meet with Planning Staff to discuss the proposed project.
3. Obtain a preliminary plat application form and complete the application and have a plat prepared by an engineer to meet the requirements on the preliminary plat application.
4. Submit completed application, preliminary plat, and required fee to the Planning Department before noon on the Wednesday two weeks before desired Planning Commission meeting.
5. Appear at the scheduled Planning Commission meeting to discuss preliminary plat, hear comments, answer questions, and receive recommendation of approval or disapproval from the Planning Commission.
6. Appear at the next scheduled Town Council meeting that occurs after the Planning Commission meeting at which a recommendation was received. Hear Town Council comments, answer questions, and receive Town Council decision. Town Council can approve the plat with conditions, recommend changes and send it back to the Planning Commission, or deny the plat.
7. If preliminary plat is approved, have construction drawings for utilities and streets prepared by an engineer according to the Town standards. Construction drawings must be approved by the Planning and Zoning department, Town Engineer, Rocky Mountain Power, South Central Communications, Ashcreek Special Service

District, Southwest Public Health Department, Big Plains Water Special Service District, and any other utility provider approved by the Town. Approval means changes are made and all required signatures are obtained.

8. The owner/developer has read and understand that the Fee Schedule for the Town of Apple Valley requires that any engineering review costs incurred by the Town of Apple Valley or Big Plains Water Special Service District for review of any and all plans and or designs needed as part of the approval of their construction plans, shall be paid for by the owner/Developer.
9. Once the preliminary plat is approved by the Town Council, the applicant has one year after receiving approval of the preliminary plat to submit the final plat to the Planning Commission for action. The Planning Commission may authorize a one-year time extension, provided the extension request is made before the one-year time limit is reached. The Planning Commission will review and make recommendation to the Town Council on the final plat when submitted. The Town Council will typically review the Planning Commission recommendation within 1-2 weeks after the Commission action on the final plat.

## **APPEALS**

The Planning Commission makes a recommendation to the Town Council, so there is no appeal. The Town Council's action on a preliminary plat is final unless appealed to the appropriate court.



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Parcel ID# \_\_\_\_\_

**ACKNOWLEDGEMENT OF WATER SUPPLY**

I/We, \_\_\_\_\_ am/are the applicant(s) of the application known as  
 \_\_\_\_\_ located on parcel(s)  
 \_\_\_\_\_ within the Town of Apple Valley, Washington County, Utah.

By my/our signatures(s) below, I/we do hereby acknowledge and agree to the following:

1. Approval of a development application by the Town does not guarantee that sufficient water will be available to serve the zone, project, subdivision, or development for which this application is being submitted; and
2. Prior to receiving approval for the application, the applicant shall be required by the Town of Apple Valley to provide a Preliminary Water Service letter from the Big Plains Water Special Service District ("District") which verifies the conditions required to provide services to the project, subdivision or development; and
3. The applicant assumes the entire risk of water availability for the project, subdivision or development and/or application.

Signature(s):

_____	_____	_____
Name	Applicant/Owner	Date
_____	_____	_____
Name	Applicant/Owner	Date
_____	_____	_____
Name	Applicant/Owner	Date

State of \_\_\_\_\_ )  
 \_\_\_\_\_ )§  
 County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me, \_\_\_\_\_ a notary public, personally appeared \_\_\_\_\_, proved on the basis of satisfactory evidence to be the person(s) whose name(s) (is/are) subscribed to this instrument, and acknowledged (he/she/they) executed the same.

Witness my hand and official seal. \_\_\_\_\_  
 (seal) (notary signature)

SUBDIVISION APPROVAL PROCESS

**AFFIDAVIT PROPERTY**

**OWNER**

STATE OF UTAH )  
 )§  
COUNTY OF WASHINGTON )

I (We) \_\_\_\_\_, being duly sworn, deposed 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 identified 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 and the Apple Valley Town planning staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Residing in: \_\_\_\_\_ My

Commission Expires: \_\_\_\_\_

**AGENT AUTHORIZATION**

I (We), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my(our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative body in the Town of Apple Valley considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Residing in: \_\_\_\_\_ My

Commission Expires: \_\_\_\_\_

SUBDIVISION APPROVAL PROCESS

	PROJECT NAME	Check
	PROCESS (Must be done in this order)	
1	SUBMIT FOR A ZONING CHANGE (IF NEEDED) TO PLANNING MANAGER	
	PLANNING BRING TO JUC FOR INPUT & COLLECTS WILL SERVE LETTERS (WATER,POWER & SEWER)	
2	PLANNING COMMISSION MEETS AND SUBMITS RECOMMENDATION FOR ZONING TO TC	
3	TOWN COUNCIL MEETS AND CONSIDERS AND VOTES ON ZONING CHANGE (IFAPPROVEDGONEXTSTEP)	
4	SUBMIT PRELIMINARY PLAT TO JUC (Joint Utility Committee) FOR COMMENTS	
5	OBTAIN WATER DISTRICT PRELIMINARY WILL-SERVE LETTER FOR SUBDIVISION	
6	OBTAIN SEWER DISTRICT PRELIMINARY WILL-SERVE LETTER FOR SUBDIVISION	
7	OBTAIN POWER COMPANY PRELIMINARY Will-SERVE LETTER FOR SUBDIVISION	
8	OBTAIN PHONE COMPANY PRELIMINARY Will-SERVE LETTER FOR SUBDIVISION	
9	OBTAIN COMMENTS FROM APPLE VALLEY PUBLIC WORKS DEPARTMENT	
10	OBTAIN COMMENTS FROM UDOT IF APPLICABLE	
11	OBTAIN COMMENTS FROM APPLE VALLEY FIRE DEPARTMENT	
12	OBTAIN COMMENTS FROM PLANNING AND ZONING	
13	PLANNING SUBMITS PRELIM. PLAT TO PLANNING C. FOR VOTE W/WILL-SERVE LETTRS&COMMENTS	
14	PLANNING WILL SUBMIT PRELIMINARY PLAT TO TOWN COUNCIL FOR THEIR VOTE	
15	IF APPROVED SUBMIT PROPOSED CONSTRUCTION PLANS TO PUBLIC WORKS MANAGER	
16	P.W. MGR WILL DISTRIBUTE PLANS TO JUC MEMBERS FOR PLANS TO BE REDLINED	
17	PUBLIC WORKS MANAGER RETURN REDLINES TO DEVELOPER FOR CORRECTIONS	
18	DEVELOPER SUBMIT CORRECTED MASTER PLANS TO PUBLIC WORKS MANAGER	
19	Power Signs off on Master Plans (All Signatures collected by Public Works Manager)	
20	Water Signs off on Master Plans	
21	Phones Signs off On Master Plans	
22	Sewer Signs off On Master Plans	
23	FIRE CHIEF SIGNS OFF ON PLAN	
24	UDOT SIGNS OFF ON PLANS IF APPLICABLE	
25	Town Engineer signs off on Master plans	
26	PUBLIC WORKS SIGN OFF ON PLANS (ROADS, STORM WATER & PLANS MEET ALL CODES)	
27	SUBMIT FINAL PLAT TO TOWN PLANNING MANAGER (WHO COLLECTS ALL SIGNATURES)	
28	FINAL PLAT REVIEWED AND SIGNED BY TOWN ENGINEER	
29	FINAL PLAT IS APPROVED AND SIGNED BY MAYOR	
30	FINAL PLAT IS REVIEWED AND SIGNED BY PLANNING COMMISSION CHAIRMAN	
31	FINAL PLAT IS REVIEWED AND APPROVED BY TOWN ATTORNEY	
32	DEVELOPER TO SUBMIT ENGINEERS ESTIMATE FOR SUBDIVISION IMPROVEMENT COSTS	
33	DEVELOPER TO PROVIDE GUARANTEE BOND IF RECORDING PRIOR TO COMPLETION	
34	OR COMPLETE IMPROVEMENTS FIRST	
35	DEVELOPER PROVIDES 1 YEAR WARRANTY BOND OF 10-20 % OF COST	
36	PUBLIC WORKS MANAGER ISSUE NOTICE TO PROCEED ON CONSTRUCTION	
37	FINAL PLAT IS RECORDED BY TOWN ATTORNEY WITH RECORDING PAID BY DEVELOPER	

## SUBDIVISION APPROVAL PROCESS

38	DEVELOPER CAN START SELLING LOTS OR BUILDING HOMES	
39	AFTER 1 YEAR SUBDIVISION IS INSPECTED AND PUNCH LIST PROVIDED TO DEVELOPER	
40	DEVELOPER FINISHES PUNCH LIST AND REQUEST RELEASE OF WARRANTY BOND	
41	PUBLIC WORKS MANAGER INSPECTS IF PUNCH LIST IS COMPLETE	
42	IF PUNCH LIST IS COMPLETE THE WARRANTY BOND IS RELEASED	