

GRANTSVILLE CITY MINOR SUBDIVISION CHECKLIST

Section 1) Please consider the following information before submitting a minor subdivision application:

- 1) An application for a minor subdivision may be submitted to the zoning administrator **by appointment only**; and,
- 2) A minor subdivision shall not:
 - Have more than four (4) lots total, nor
 - Include the construction and dedication of new infrastructure, unless approved by the planning commission and city council;
 - Be a part, phase, or undeveloped remnant, of a previously approved minor or major subdivision; and shall have adequate culinary water, sewer and electrical services, and roads readily available at such time as it is developed for commercial or residential use.

Section 2) A Complete Minor Subdivision Application Shall Include the Following:

_____ The application form;

_____ All fees;

_____ An original mylar which is 24" x 36" in size, and;

_____ Five (5) 24" X 36" paper prints of the mylar, for distribution to;

- (1) zoning administrator;
- (2) city planner;
- (3) public works director or county health department if not connecting to city water and/or sewer systems;
- (4) County Recorder; and
- (5) City Fire Department.

_____ Fourteen (14) 11" X 17" copies of the plat for distribution to each planning commission and city council member; and;

_____ Proof of ownership demonstrated by a title report and vesting documents of conveyance completed within the previous six months;

_____ Utility approval forms;

_____ Evidence of availability of sewer systems, or if on septic systems or a private well a letter showing a completed Tooele County Health Department Subdivision Feasibility Study deeming the project feasible;

_____ Names and addresses on mailing labels with a like number of stamped envelopes of the owners of all properties located within 300 feet of the proposed subdivision

_____ A plat map from the Tooele County Recorder's Office indicating parcel;

_____ Approval of the subdivision name from the Tooele County Recorder's office;

_____ If the applicant is not the owner of record, a notarized statement that the applicant has been authorized by the owner to make application;

_____ Any unpaid fees owed to Grantsville City for development of land, or code enforcement of building permits.

_____ Signature blocks required on the mylar are:

- (1) city engineer;
- (2) city attorney;
- (3) city public works director;
- (4) county treasurer indicating at the time of signing that the property taxes for the property taxes due and owing have been paid in full;
- (5) the signature block on the plat for the Tooele County Recorder's office to sign when plat is recorded;
- (6) city fire department;
- (7) county surveyor;
- (8) city planning commission chair; and
- (9) Mayor's block with an attest for the City Recorder.

_____ Four signature blocks on the mylar must be signed by the required approving authority before the application and mylar are submitted to the city. They include the city public works director, the city fire department, the county surveyor, and the county treasurer.

_____ The minor subdivision mylar must contain the following statement if curb, gutter and sidewalk are waived by the Planning Commission:

“The approval of this minor subdivision was granted upon condition that the owner or owners of each lot in this subdivision will immediately install or pay for the installation of sidewalk, curb, gutter or other required and specified offsite improvements, within ninety days of a written notice from Grantsville City to complete said

improvements. The requirement to install or pay for said improvements was an agreement of the original owner of this subdivision and is a covenant running with these lots and subsequent owners of these lots shall also assume the same obligation when they acquire ownership of the same.”

Section 3) A Minor Subdivision Must Conform to All of the Following:

- All lots shall front on a city street or an approved private road.
- Land may be required to be dedicated along existing city streets to increase the right-of-way to current city standards.
- A minor subdivision shall be filed on a plat drawn and stamped by a licensed surveyor, and shall not be created by deed alone.
- If a proposed minor subdivision is located in a zoning district other than in an Agricultural (A) or Rural Residential (RR) zoning district, the adjoining public or private road approved by the Planning Commission shall be fully improved on the side of the street fronting the development with a minimum paved travel surface width of 24 feet or half the street pavement width per the street classification whichever is greater. All associated improvements such as sidewalk, curb, gutter, or alternate drainage shall also be constructed to city standards for a “Public Road, Standard Street Section” as specified in Grantsville City’s Technical Specifications and Standard Drawings, unless waived by the city council.
- A drainage plan may be required by the city maintenance director and the installation of related flood control improvements along with other city or private utilities as may be necessary.
- No building permit shall be issued in the minor subdivision until such time as all of the required improvements and the installation of utilities have been completed or until a financial assurance has been filed with the city that complies with the requirements of Chapter 21, Section 7 of GLUMDC. The City Council may also require that the subdivision improvements be guaranteed for two years after their installation, in a manner consistent with guarantees required for a standard subdivision.

Section 4) A Minor Subdivision Proceeds Through The Process In The Following Manner:

- 1) The zoning administrator determines the completeness of an application. If the application is not complete the application is returned to applicant for corrections.

- 2) Once determined complete, the plat goes to the engineer and public works director who verify plat accuracy.
- 3) Application is scheduled on the next available planning commission agenda for consideration.
- 4) Planning commission holds a public hearing and makes a recommendation to the council.
- 5) The application is then scheduled on a city council agenda, where another public hearing is held. The council will vote on the item at the council meeting following the public hearing meeting.