



**SUBDIVISION PLAT PLAN REVIEW CHECK LIST**

<b>Project Name:</b>		<b>Date:</b>	
<b>Address:</b>		<b>Parcel ID No:</b>	
<b>Location:</b>			

**Subdivision Plat Review:**

The intent of the subdivision plat review is to verify compliance with the current City ordinances, state regulations and federal laws before requesting the City Engineer’s signature.

**Next Submittal (If needed):** The applicant is responsible for the submittal of any pertinent reports and documentation that may help to verify the compliance with local, city, state and federal laws for the proposed development.

All the responses to the plan review comments must be done in writing and stamped, signed and dated by a Utah State Licensed Professional as required by the Utah State Division Of Professional Licensing (DOPL).

Please, submit the following reports, plans, and documents:

- Title report or A.L.T.A. survey
- A revised set of plans/ plat.

**Subdivision Plat review item**

**Answer**

Does the plat include the subdivision name?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A UCA 10-9a-603 (1)(a)
Does the subdivision plat include the 1/4 section, Township, Range, principal meridian, and county of its location?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A UCA 10-9a-603 (1)(b)
Does the plat include a vicinity map?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the plat include a North arrow?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the plat include a written and graphic scale?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the plat include the section line basis of bearing including enough data for retracement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A UCA 10-9a-603 (1)(b)
Does the plat include a section tie (section corner, 1/4 corner, or lot corner of recorded subdivision)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A UCA 10-9a-603 (1)(b)
Does the subdivision include a section corner tie to two adjoining monuments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A UCA 10-9a-603 (1)(b)
Does the plat include a Surveyor's seal with the surveyor’s stamp?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



- Does the plat include the Surveyor's business name and address?  Yes  No  N/A
- Does the plat include a legal description with bearings and distances?  Yes  No  N/A  
UCA 10-9a-603 (1)(b)
- Does the subdivision legal description agree with the metes and bounds bearings and distances shown on the drawing?  Yes  No  N/A  
UCA 10-9a-603 (1)(b)
- Does the property legal description close within 0.010 feet?  Yes  No  N/A
- Does the subdivision plat show the total acres on each parcel areas in square feet and acres?  Yes  No  N/A  
UCA 10-9a-603 (1)(c)
- Are the horizontal curves data shown including radius, chord bearing, chord length, arc length and direction (turning left or right)?  Yes  No  N/A  
UCA 10-9a-603 (1)(b)
- Are the adjacent parcels labeled with the property owner's name and Assessor Parcel Tax ID number?  Yes  No  N/A
- Are the public and private streets labeled with names and/or addresses?  Yes  No  N/A  
UCA 10-9a-603 (1)(c)
- Are public streets labeled as "Public Use" and private streets as "Private Use"?  Yes  No  N/A  
UCA 10-9a-603 (1)(c)
- Does the plat show the parcel's new address?  Yes  No  N/A  
UCA 10-9a-603 (1)(c)
- Are all the recorded easements shown as described on the title report?  Yes  No  N/A  
UCA 10-9a-603 (1)(d)
- Are the new public utility easements shown accordingly including lot front, rear and sides dimensions?  Yes  No  N/A  
UCA 10-9a-603 (1)(d)
- Does the plat show the ROW width from ROW line to ROW line?  Yes  No  N/A  
UCA 10-9a-603 (1)(b)
- Does the plat show the ROW width from ROW line to the road centerline?  Yes  No  N/A  
UCA 10-9a-603 (1)(b)
- Is the road centerline shown with bearings and distances?  Yes  No  N/A  
UCA 10-9a-603 (1)(b)

### **Specific Land Use Disclaimers**

- Does the plat include the Flood Hazard FEMA information?  Yes  No  N/A
- Does the plant show the buffer zones for public wells according to the Division of Drinking Water guidelines?  Yes  No  N/A

### **Signature Blocks**

- Does the plat include a Surveyor's certificate?  Yes  No  N/A
- Does the plat include an Owner's dedication and consent to record section?  Yes  No  N/A
- Does the plat include a Public Notary Acknowledgment section?  Yes  No  N/A



- Does the plat include a signature block for the Park City Recorder?  Yes  No  N/A  
PCMC 15-7.1-7 A(3)
- Does the plat include a signature block for the Park City Mayor?  Yes  No  N/A  
PCMC 15-7.1-7 A(1)
- Does the plat include a signature block for the Park City Attorney?  Yes  No  N/A  
PCMC 15-7.1-7 A(3)
- Does the plat include a signature block for the City Engineer?  Yes  No  N/A  
PCMC 15-7.1-7 A(3)
- Does the plat include a signature block for the Planning Commission Chairman?  Yes  No  N/A  
PCMC 15-7.1-7 A(1)
- Does the plat include a signature block for the Snyderville Basin Water Reclamation District?  Yes  No  N/A  
PCMC 15-7.1-7 A(4)

**OFFICE USE ONLY – Submit a copy of the plan review check list with a revised set of plans**

Reviewed by: .....

Date: .....