



SUBDIVISION PLAT PLAN REVIEW CHECK LIST

Project Name:		Date:	
Address:		Parcel ID No:	
Location:			

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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



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

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

Reviewed by: Date:

<p>SNYDERVILLE BASIN WATER RECLAMATION DISTRICT</p>	<p>Reviewed for conformance to Snyderville Basin Water Reclamation District standards on this ____ day of _____, 20____</p> <p>By: _____ Engineering Department</p>
<p>PLANNING COMMISSION</p>	<p>Recommended by the Park City Planning Commission this ____ day of _____, 20____</p> <p>By: _____ Chair</p>
<p>ENGINEER'S CERTIFICATE</p>	<p>I find this plat to be in accordance with information on file in my office this ____ day of _____, 20____</p> <p>By: _____ Park City Engineer</p>
<p>APPROVAL AS TO FORM</p>	<p>Approved as to form this ____ day of _____, 20____</p> <p>By: _____ Park City Attorney</p>



COUNCIL APPROVAL AND ACCEPTANCE	Approval and acceptance by the Park City Council this ____ day of _____, 20____ By: _____ Mayor
CERTIFICATE OF ATTEST	I certify this plat was approved by Park City Council this ____ day of _____, 20____ By: _____ Park City Recorder
PUBLIC SAFETY ANSWERING POINT APPROVAL	Approved this ____ day of _____, 20____ By: _____ Summit County GIS Coordinator
RECORDED	State of Utah, County of Summit, and filed at the request of _____ _____ Fee Recorder Time: ____ Date: _____ Entry: _____