Subdivision Complete Application Checklist

(Preliminary Plat)

- 1. Electronic application form submitted through the on-line application portal that clearly indicates the type of application, property address, applicant information, and other pertinent information.
- 2. Submission of a preliminary plat (see attached checklist for minimum requirements) and other drawings and documentation conforming to the requirements of Section 18.10.030, technical reports in accordance with Section 18.10.050, supplementary materials as required by this Title and mailing labels (if required) for notifications, including a copy of all plans in PDF format.
- 3. Authorization for application submittal from the property owner and, if applicable, authorized agent, in the form of an owner 's affidavit.
- 4. Application fees set forth in the adopted fee schedule:

a. Minor Subdivision (up to 5 lots) \$990.00b. Major Subdivision (> 5 lots) \$1640.00

c. Additional Fees:

i. Geology Assessment \$200.00

ii. Prepaid Engineering \$90.00 per lot

Preliminary Plat Completeness Review Checklist
Does the application include:
Clear indication of the type of application, property address, applicant information (18.08.060.A.1)
Authorization for application submittal from the property owner or authorized agent (18.08.060.A.2)
Does the Preliminary Plat include: (18.10.030)
Title block with the name of the subdivision (not a duplicate subdivision name)
Address, section, township and range, municipality and county
Name and addresses of the owner, applicant, and engineer/surveyor
Date of preparation
North arrow and scale (no less than 1" = 100')
Location of project benchmark tied to the County Land Survey system
Boundary lines of the subdivision in solid heavy line
Legal description of the subdivision boundaries with total acreage
All property under control of the subdivider, including previous & future phases
Location, width, names of all existing streets within 200' of the subdivision
Other public ways, railroad/utility rights of way, parks and other open spaces
All buildings, structures, houses, and/or permanent easements on and adjacent to the property
Location of all wells and/or reservoirs in or within 100' of the subdivision boundary
Existing sewers, water mains, culverts in or within 100'; showing pipe sizes, manholes, etc.
Boundary lines of all adjacent tracts of land, showing ownership and parcel identification number
Existing and proposed realignment of ditches, canals, natural drainage channels, and open waterways
Contours at vertical intervals of not more than two feet
All existing and proposed fire hydrants in and within 500' of the proposed subdivision
Accurate locations of all natural features such as lakes, ponds, streams, creeks, State Waters, Wetlands,
floodplain boundaries, riparian buffers, Wildlife and Priority Habitats
The layout of proposed streets, crosswalks, alleys, including location, widths and other dimensions
Street cross-sections (existing and proposed) which may be on a separate sheet
The layout, numbers and dimensions of lots in compliance with the underlying zone
Parcels of land to be dedicated or temporarily reserved for public use or set aside as common area
Building setback lines
Preliminary stormwater plan or method
Phasing plan (if applicable)
Evidence of any agreements with adjacent property owners relative to drainage, easements, protection strips
improvement bonds (if applicable)
For FCOZ areas:
Slope analysis showing <30%; 30% - 40%; 40% - 50%; >50%
Identified natural hazards: avalanche, rockfall, landslide, liquefaction, and/or surface fault rupture
Perennial and ephemeral streams, including ordinary high-water mark and stream setback

Subdivision Complete Application Checklist

(Final Plat)

- 1. Electronic application form submitted through the on-line application portal that clearly indicates the type of application, property address, applicant information, and other pertinent information.
- 2. Submission of a final plat and other drawings and documentation conforming to the requirements of Section 18.10.040 (see attached checklist), technical reports in accordance with Section 18.10.050, and subdivision improvement plans as required in Chapter 18.14, including a copy of all plans in PDF format..
- 3. Authorization for application submittal from the property owner and, if applicable, authorized agent, in the form of an owner 's affidavit.
- 4. Application fees set forth in the adopted fee schedule:
 - a. Agency Review \$535.00

Final Plat Completeness Review Checklist		
Does the application include:		
Clear indication of the type of application, property address, applicant information (18.08.060.A.1)		
Authorization for application submittal from the property owner or authorized agent (18.08.060.A.2)		
Does the Final Plat include: (18.10.040)		
Title block with the approved name of the subdivision		
A legend defining all lines and symbols used on the plat		
Address, section, township and range, municipality and county		
Name and addresses of the owner, applicant, and engineer/surveyor		
Date of preparation		
North arrow and scale (no less than 1" = 100')		
Location of project benchmark tied to the County Land Survey system		
The lengths of lot lines and boundary lines shall be shown as decimals of a foot with a precision of 0.00'		
Accurate angular and lineal dimensions for all lines, angles and curves used to describe boundaries, streets,		
alleys, easements, areas to be reserved for public use and other important features. Boundaries, lots and streets		
shall be shown as solid lines, with outside subdivision boundary lines indicated as a heavier, more substantial		
line than lot, street and easement lines. Easements shall be shown as dashed lines.		
All curve data, including radii, internal angles, points and curvatures, tangent bearings and length of all arcs,		
identified at correct location or in a curve table.		
Lot addresses and approved street names and numbers		
The clearly labeled point of beginning.		
Location (with centerline control, matching the County's record data), width, names of all existing streets within		
200' of the subdivision		
Other public ways, railroad/utility rights of way, parks and other open spaces		
The dimensioned relationship between existing and proposed utility easements with proposed lot lines. Include		
recording reference(s) of existing easements and provide a utility approval line for proposed easements Location of all wells and/or reservoirs in or within 100' of the subdivision boundary		
Existing sewers, water mains, culverts in or within 100'; showing pipe sizes, manholes, etc.		
Recording information of adjoining subdivisions. Ownership with parcel identification numbers of adjoining lots		
and parcels.		
Existing and proposed realignment of ditches, canals, natural drainage channels, and open waterways		
Contours at vertical intervals of not more than two feet		
The accurate location of all survey monuments and fire hydrants to be installed shown by the appropriate symbol.		
The layout of proposed streets, crosswalks, alleys, including location, widths and other dimensions		
Street cross-sections (existing and proposed) which may be on a separate sheet		
The layout, numbers and dimensions of lots in compliance with the underlying zone		
Accurate outlines and legal descriptions of parcels to be dedicated or temporarily reserved for public use or set		
aside as common area		
Building setback lines		
Preliminary stormwater plan or method		
The dedication to the Magna Metro Town through an appropriate dedication statement		
Evidence of any agreements with adjacent property owners relative to drainage, easements, protection strips and		
improvement bonds (if applicable)		
Does the Boundary description include:		
A caption with reference to current vesting deed(s), location by Quarter Section, Township & Range, Base &		
Meridian, and if applicable -existing lot(s) and subdivision(s)		
A survey tie to an existing Public Land Survey monument, or a recognized street or subdivision monument.		
All necessary bearings, distances and curve data to complete the description and provide a mathematical closure of 0.01' (one hundredth) of a foot or less.		
Narrative (bound) calls to and along adjoining subdivisions, parcels, streets, and rights of way as necessary to define the intent of the description.		

Recording reference to any additional	easements required for property access (where applicable).
Total development area in square fee	(0.00) and acres (0.000).
For FCOZ areas:	
Non-buildable areas (where applicab	e)
Perennial and ephemeral stream and/	or wetland setback line (where applicable)

Subdivision Complete Application Checklist

(Preliminary and Final Plat Combination)

- 1. Electronic application form submitted through the on-line application portal that clearly indicates the type of application, property address, applicant information, and other pertinent information.
- 2. Submission of a preliminary and final plat (see attached checklist for minimum requirements) and other drawings and documentation conforming to the requirements of Section 18.10.030, technical reports in accordance with Section 18.10.050, and subdivision improvement plans as required in Chapter 18.14, including a copy of all plans in PDF format.
- 3. Authorization for application submittal from the property owner and, if applicable, authorized agent, in the form of an owner 's affidavit.
- 4. Application fees set forth in the adopted fee schedule:

a. Minor Subdivision (up to 5 lots) \$990.00b. Major Subdivision (> 5 lots) \$1640.00

c. Additional Fees:

i. Geology Assessment \$200.00

ii. Prepaid Engineering \$90.00 per lot