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# AMENDED FINAL PLAT APPLICATION

Fee: Same as original plat fee

*For Office Use Only:*  
File No. \_\_\_\_\_  
Receipt No. \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

Agent (If Applicable): \_\_\_\_\_ Telephone: \_\_\_\_\_

Address/Location of Subject Property: \_\_\_\_\_

Tax ID of Subject Property: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Phase: \_\_\_\_\_

**Submittal Requirements: 1-large paper copy, 1-11 X 17, 1 disk in 2004 or newer Auto-Cad format, and digital copy of all plans submitted to [planning@hildalecity.com](mailto:planning@hildalecity.com)**

1. The final plat shall show:

- \_\_\_\_\_ a. The name or designation of the subdivision that is distinct from any plat already recorded in the County Recorder's office, as approved by the Planning Commission.
- \_\_\_\_\_ b. The boundaries, course, and dimensions of all of the parcels of ground divided, by their boundaries, course, and extent, whether the owner proposes that any parcel of ground is intended to be used as a street or for another public use, and whether any such area is reserved or proposed for dedication for a public purpose.
- \_\_\_\_\_ c. The lot or unit reference, block or building reference, street or site address, street name or coordinate address, acreage or square footage of all parcels, units, lots, and the length and width of the blocks and lots intended for sale.
- \_\_\_\_\_ d. Every existing right-of-way and easement grant of record for communications infrastructure, for underground facilities as defined in Section 54-8a-2 of the Utah Code and for other utility facilities. Where the same is granted to a specific entity, that entity must be clearly identified.
- \_\_\_\_\_ e. True angles and distances to the nearest established street lines or official monument, which shall be accurately described on the plat and shown by appropriate symbols.
- \_\_\_\_\_ f. All street center line data must be shown, together with its relationship to the property lines, corners, etc.
- \_\_\_\_\_ g. The accurate location of all monuments shall be shown on the plat, and shall be identified, including all United States, State, County or other official monuments.
- \_\_\_\_\_ h. The dedication to the public of all streets and highways included in the proposed subdivision (except approved private streets).

- \_\_\_\_\_i. Street monuments shall be installed by the subdivider in accordance with the requirements of City Standards. Locations of said monuments shall be approved by the City Engineer and indicated on the subdivider's plat by the appropriate symbols.
- \_\_\_\_\_j. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for common uses by all property owners.
- \_\_\_\_\_k. Where it is proposed that streets be constructed on property controlled by a public agency or utility company, approval for the location, improvement and maintenance of such streets shall be obtained from the public agency or utility company and entered on the final plat in a form approved by the City Attorney.

2. Required Forms & Certificates: In addition the final plat shall contain the standard forms for the following:

- \_\_\_\_\_a. A registered professional land surveyor's certificate of survey, together with a statement that: (a) the surveyor holds a license in accordance with Title 58, Chapter 22 of the Utah Code, Professional Engineers and Professional Land Surveyor's Licensing Act; (b) the surveyor has completed a survey of the property described on the plat in accordance with Section 17-23-17 of the Utah Code and has verified all measurements; (c) has placed monuments as represented on the plat. **Plat must signed and stamped by the licensed surveyor prior to final plat submittal.**
- \_\_\_\_\_b. The owner's certificate of dedication of all streets, roads, rights-of-way or other parcels intended for the use and benefit of the general public.
- \_\_\_\_\_c. Mortgagee or other lien holder's Consent to Record, if applicable.
- \_\_\_\_\_d. A notary public's acknowledgement space for the signature of the mortgagee and/or each owner signing the plat.
  
- \_\_\_\_\_g. Certificate of approval of the City Council, as evidenced by the signature of the Mayor
- \_\_\_\_\_h. Certificate of approval as to form executed by the City Attorney.
- \_\_\_\_\_i. A one and one-half inch by five inch (1 ½" x 5") space in the lower right-hand corner of the drawing for the use of the County Recorder.

3. Other Information Required: The following information or documentation shall be submitted:

- \_\_\_\_\_a. A completed form from the Washington County Treasurer's office (see attached copy of form) for property located within the subdivision verifying that all taxes or special assessments payable on all property within the limits of the subdivision are paid in full
- \_\_\_\_\_b. An original copy for Staff review of the proposed deed restrictions or CC&Rs in proposed final form with signature lines for all owners of any interest in the subdivision who would sign the final subdivision plat must be submitted with final plat application. After being approved by staff this document shall be signed, acknowledged by a notary public, and recorded in the office of the County Recorder along with the final plat.
- \_\_\_\_\_c. Title report for the property being subdivided.
- \_\_\_\_\_d. A disk of the final plat prepared in 'Auto-Cad 2004' (or newer format)

**Application Process:** The following steps occur:

- A completed application with all required documents and fee payment as outlined above is submitted to the Planning Department along with the paper copy of the amended plat.
  
- A paper copy of the amended plat is submitted to the City Engineer for review. The City Engineer will red line the plat and email the subdivision engineer of required changes that need to be made. If a plat is still not ready for the City Engineers signature after the second submittal, an additional fee must be paid before the Engineer performs another review. An approved mylar of the final plat must

be signed by the City Engineer before the City Council meeting at which the amendment is to be submitted

- A plat amendment without the notarized signatures of all the owners of record on the mylar or on consent to record forms will require a public hearing. The applicant will be required to pay all notification and/or publication costs for notice of the hearing.

Requirements for recordation:

1. Amended plat approval by the City Council
2. Bond or other financial security in place.
3. Payment of any applicable impact fee.
4. Two disks of the final plat provided in 'Auto Cad 2004' format – one for the City, and one for the County Recorder.
5. Review of the title report by the City Attorney.
6. All signatures must be on the mylar, including property owners of record according to the title report, City officials and Ash Creek Special Service District Superintendent. The City Attorney is the last signer of the mylar just prior to recordation.
7. Someone from the City Attorney's office will accompany the developer's representative to the County Recorder's office for recordation. The developer pays recording fees.

A development with CC&R's should submit a copy of the CC&R's to the Planning Staff and one to the City Attorney for review at the time the plat amendment is submitted.

**Note: An amended plat that includes the abandonment of a dedicated road or for a subdivision that is not fully improved requires a different application and procedure**

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(Office Use Only)

Date Received: \_\_\_\_\_ Application Complete:  YES  NO

Date application deemed to be complete: \_\_\_\_\_ Completion determination made by: \_\_\_\_\_