Subdivision Amendment Application

Syracuse City Community Development
1979 West 1900 South, Syracuse, UT 84075
Phone: (801) 825-1477 ext 4   Website: www.syracuseut.com
Fax: (801) 614-9626   Email: planning@syracuseut.com   **Updated 4-3-15**

Subdivision Information

Current Subdivision Name:	Approximate Address:
Lot Numbers to be Amended and/or Vacated:	New Lot Numbers, if Applicable:

New or Amended Subdivision Name:

Total Acreage of Current Subdivision:	Total Acreage of Amended Subdivision	

Brief Description of Purpose for the Amendment:

Property Owner Contact Information: *(if more than one property owner, attach additional sheets as necessary)*

Property owner(s):

Address:		City:		State:	ZIP:
Office Phone :	Cell Phone:		Email:		

Applicant Contact Information: *(if different from owner)*

Applicant name:

Address:		City:		State:	ZIP:
Office Phone:	Cell Phone:		Email:		

NOTE: Applicant shall furnish the information on this form for purposes of identification and expediting the request in full knowledge that it may become public record pursuant to provisions of the Utah State Government Records Access and Management Act (GRAMA). Use of this information will be only for necessary completion and execution of the requested transaction. If applicant so chooses not to supply any requested information, applicant accepts the additional time in processing or inability to process the application at all. If applicant is an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform a member of the Department staff upon submission of the application. Syracuse City does not currently share any private, controlled, or protected information with any other person or government entity.

I hereby certify that the requested Plat Amendment would comply with all required conditions and standards of the Syracuse City Land Use Ordinance. I understand that submitting this application does not guarantee approval and is subject to the discretion of the City Land Use Authority and compliance with all requirements of Syracuse Title X. I hereby accept responsibility for meeting all requirements outlined herein, including payment of all fees and attending City Land Use Authority meetings as notified by the Community Development Department, and understand that failure to do so may result in postponement of action by said Authority. I also understand that approval of the requested Plat Amendment by City Council is valid for a period of twelve months for recording purposes.

_____   _____
Applicant Signature   Date

_____   _____
Property Owner Signature   Date

FOR OFFICE USE ONLY			
Date Received and Paid:	Received by:	Receipt #	**Application and Noticing Fees:**
			$550 Application Fee $ 550
			$ 50 per Lot _____Lots $_____
Payment Type: ☐ Cash ☐ Credit Card ☐ Check#_____			$ 6 per Public Notice Sign _____Signs $_____
Land Use Authority Date:			$ 1 per Mailing Notice _____Notices $_____
City Council Decision and Date:			**Total** $_____

Guidelines and Checklist

DISCLAIMER: *The City is providing the following information as a service to those wishing to apply for Plat Amendment approval of property within Syracuse City limits. No one shall consider this form as comprehensive in representing the obligations of the applicant. In the event of a conflict or discrepancy between this document and City Ordinances or State or Building Codes, the more strict rules shall apply.*

For purposes of noticing the public of a land-use decision related to a Subdivision Amendment, applicant shall provide the Community Development Department, as required by City Ordinance, with the following:

Description	Fee	Comments
Application	$550 + $50 per lot	Fee includes initial City Planning and Engineering staff review and **ONE** set of initial plan corrections as identified by City Planning and Engineering staff.
Public Notice Signs	$6 per sign	Sign required per road frontage abutting subject property
Noticing	$1 per address	Actual costs incurred by City to provide each notice
Mailing List	Obtained from Davis County	The applicant must obtain a notification list of all owners of real property located within 300 feet of the subject property boundary from the Davis County Recorder's office located at 61 S Main Street, Farmington 84025. Please have the Excel file format list emailed directly to planning@syracuseut.com.

The Community Development Department encourages applicants to contact City staff for assistance in addressing and understanding all requirements for any Subdivision Amendment. This form includes all necessary information for filing a complete application that will allow the City to process and review it in the timeliest manner possible. City staff will not process incomplete applications, so please include the following: **Read and check each box to acknowledge understanding of all requirements**

☐ Application and noticing fee payment per the current Syracuse City Fee Schedule
☐ CD of AutoCAD files, in .dwg file format, or email of drawings, in .pdf format, to planning@syracuseut.com
☐ Mailing list of adjacent property owners within 300 feet of the subject property (Obtained from Davis County)
☐ Three 22"x34" plats and plan & profile sheets plus two 11"x17" copies that include:
    ☐ Amended Subdivision name with the words "Syracuse City" shown at top center of first page
    ☐ Name, address, and phone number of Subdivider
    ☐ Inset vicinity map
    ☐ Outside or trim-line dimension of 19"x30" with border line of 1½" on left margin and a ¼" minimum border on remaining sides
    ☐ Plat drawn with top of sheet as either north or east with all lines, dimensions, and markings in waterproof black ink (no adhesives)
    ☐ Plat at standard engineering scale and with date, north point, and a written or graphic scale
    ☐ Legal description defining Subdivision boundaries that agrees with drawing shown accurately with bearings and dimensions
    ☐ Survey, mathematical information, and plan data to locate and retrace all interior and exterior boundary lines
    ☐ Location, names, and existing widths of adjacent streets
    ☐ Identification of all adjoining subdivisions and land by lot, subdivision name, and land owner(s)
    ☐ Names, widths, lengths, bearings, and curve data on centerlines of proposed streets, alleys, easements, etc.
    ☐ Streets and lots numbered and consecutively addressed according to addressing provided by City staff
    ☐ All lots, blocks, and parcels delineated and designed with a number, dimension, area, boundaries, and courses
    ☐ Monuments and stakes at all key locations to establish lot corners, intersections, P.T., P.C., etc.
    ☐ Rights-of-way lines shown for all streets, utilities, etc.
    ☐ Sidelines of all easements, identified and checked for accuracy
    ☐ Title of consistent subsequent sheets and arranged so that lots are not split between sheets
    ☐ Wet stamp certification of survey by licensed, professional land surveyor
    ☐ Owner's dedication, signed and acknowledged
    ☐ Notary Public acknowledgement
    ☐ Planning Commission signature block
    ☐ City Engineer's acceptance and approval signature block
    ☐ City Recorder's certificate of attest
    ☐ Signed acceptance- and approval-signature blocks for Rocky Mountain Power, Qwest, and Questar Gas utility companies
☐ If applicable, a report of changes in design data and final drainage with assumptions and computations for storm-water (as outlined in City Storm Water and Subdivision ordinances) and sanitary-sewer improvements
☐ **Current** land-title report
☐ Complete construction improvement cost estimates for review by City Engineer to calculate construction warranty and financing

Prior to recording, Planning Commission must hold a public hearing and applicant shall:
☐ Execute an amended Escrow Agreement, provided by City staff, for improvement costs and bonding if applicable
☐ Submit changed as-built construction information from selected contractor if applicable
☐ Pay final off-site inspection fees as outlined in City's fee schedule for any new inspections
☐ Pay County recording fees of $37 per page plus $1 per lot or common space as well as $1 per land-owner signatures over two