



Subdivision Final Plan Application

Syracuse City Community Development

1979 West 1900 South, Syracuse, UT 84075

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Updated 3/15/17

Subdivision Property Information:			
Proposed Subdivision Name:		Current Zone:	Total Acreage:
Approximate Address:		Number of Lots:	
Applicant/Developer Contact Information:			
Name:			
Address:		City:	State: ZIP:
Office phone:	Cell phone:	Email:	
Engineering Firm Contact Information:			
Company Name:		Engineer:	
Address:		City:	State: ZIP:
Office Phone:	Engineer's Cell Phone:	Engineer's 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.

Final Plan Guidelines and Checklist

Meeting Schedules

Planning Commission- 1st and 3rd Tuesday of each month

City Council- 2nd Tuesday business meeting, 4th Tuesday work session meeting

The Community Development Department shall schedule a public meeting within a reasonable time in light of the complexity of the application, the number of other applications received available staff resources, and applicable public notice requirements. Such notice shall be given in accordance with SCC 10.20.050. The Community Development Director shall, if a complete application is not so submitted in a timely manner, postpone scheduling a public hearing for consideration thereof until complete. Applicant, or qualified representative, shall attend all public meetings held by Planning Commission and City Council regarding the proposed Subdivision.

Final Plat and Final Plan and Profile Requirements

3 sets @ 22"x34" and 1 set @ 11"x17"

PDF copy emailed or submitted on CD

All drawings shall be prepared by a civil engineer licensed to practice in the state of Utah and comply with the requirements of the Syracuse City Municipal Code Title VIII and X. Please visit www.syracuseut.com to view the municipal code. All submitted drawings shall reflect any changes required from preliminary plan approval.

Other Requirements

Title report

Cost estimate of off-site improvements

Storm drain calculations

Agreements-when necessary, copies of any agreements with adjacent property owners relevant to the proposed subdivision

Subdivision signage plan if applicable

Design data and final-drainage report with assumptions and computations for storm-water improvements (detention-basin

design criteria as outlined in the City's Storm Water and Subdivision ordinances)

- Sanitary-sewer design assumptions and computations for improvements

Items Required Following Approval

Prior to start of construction, submit the following:

- Finalized construction drawings and specifications-3 sets @ 22"x34" and 1 set @ 11"x17 with Licensed Engineers wet stamp
- Schedule a pre-construction meeting through the planning department
- Construction improvement cost estimates using the city bond template, obtained from the planning department
- Payment of Final Inspection fees
- Off-site Improvement Agreement
- Storm Water Facilities Maintenance Agreement (BMP)
- Street Light Agreement and Fees
- File a Storm Water Permit (SWPPP) with the State of Utah at utah.gov and submit a copy to city
- Submit a City Storm Water Activity Permit Application and Agreement (SWPPP)
- File a Fugitive Dust Control Plan with the State of Utah Division of Air Quality
- Development Agreement (as required)

Prior to recording the plat, submit the following:

- AutoCAD files in .dwg file format emailed or submitted on CD
- Escrow agreement
- Title report updated within 30 days
- Water share certificate
- Soils/Feasibility Report required for all developments west of Bluff road
- Irrigation Company Letter (as required)
- Recording Fees made out to Davis County Recorder- \$37/page +\$1/lot and any common space as well as \$1/land-owner signatures over two
- Easements
- Other documents deemed necessary by the City Engineer or conditioned for approval by the Planning Commission or City Council

Prior to Start of Warranty:

- Request start of warranty inspection and complete punch list
- Submit sanitary sewer and land-drain video of installed lines
- Submit As-Builts
- Apply for Secondary Water Connection Service and pay impact fee

I hereby certify that the requested Subdivision would comply with all required conditions and standards of the Syracuse City Land Use Ordinance, be harmonious with neighboring uses, fit the goals of the community's General Plan, and impose no insatiable demands for public services. I read the Syracuse Subdivision and Land Use Ordinances and 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 City's Municipal Code. 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 shall not relieve me of the responsibility to comply with applicable local and State zoning, health, building, or fire regulations.

Property Owner Signature

Date

Applicant Signature

Date

FOR OFFICE USE ONLY

Date Received and Paid:		Received by:	Receipt #	Application and Noticing Fees:	
				\$575 Application Fee	\$ _____
				\$ 75 per Lot	_____ Lots \$ _____
Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check# _____				\$250 Revised Final Plan Fee	\$ _____
Land Use Authority Date:				\$ 50 Per lot	_____ Lots \$ _____
				Total	\$ _____