



# Subdivision Final Plan Application

## Syracuse City Community Development

1979 West 1900 South, Syracuse, UT 84075

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Updated 3-17-15

| 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-** 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month

**City Council-** 2<sup>nd</sup> Tuesday business meeting, 4<sup>th</sup> 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](http://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

