



SYRACUSE
EST. CITY 1935

Subdivision Sketch Plan Application

Syracuse City Community Development

1979 West 1900 South, Syracuse, UT 84075

Phone: (801) 614-9626; website: www.syracuseut.com

FAX: (801) 614-9626 or email jmerrill@syracuseut.com

Updated 12-21-10

Subdivision Property Information:

Proposed subdivision name:	Current zone:	Total acreage:
Approximate address:	Number of proposed phases:	Number of proposed lots (by phase):

Property Owner Contact Information: (if more than two, please provide information/signatures on additional sheets as necessary)

Name:			Name:		
Address:			Address:		
City:	State:	ZIP:	City:	State:	ZIP:
Office phone:	Cell phone:		Office phone:	Cell phone:	
Email:			Email:		

Applicant/Developer Contact Information (if different from Property Owner):

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:	

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

Property Owner Signature

Applicant Signature (if different from Owner):

FOR OFFICE USE ONLY			
Date Received and Paid:	Received by:	Application and Noticing Fees:	
		Application fee	\$225.00
		\$25 per lot _____ lots	\$
		\$6 per public notice sign _____ signs	\$
Land Use Authority Recommendation and Date:		\$15 generation of mailing list	\$
City Council Decision and Date:		Noticing fee for _____ addresses	\$
		Total Paid	\$



Subdivision Sketch Plan Application – Page 2 Guidelines and Checklist

DISCLAIMER: *The City is providing the following information as a service to those wishing to apply for Subdivision Sketch Plan approval for 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 the purposes of noticing the public of a land-use decision related to a Subdivision, the applicant shall provide the Community Development Department, as required by City Ordinance, with the following:

Fee Description	Fee	+ /Unit	Comments
Application	\$225	\$25 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. City review of corrected plans after required revisions shall be \$50 plus \$15 per lot.
Mailing List	An approved list of all owners of real property located within 300 feet of the boundary of the subject property, as shown on the latest assessment rolls of the County Recorder (applicant shall bear sole responsibility to ensure accuracy of the property owner list) or an additional \$15 to City for generation of the required list		
Noticing	A noticing fee in the amount of actual costs incurred by City in providing the notice (currently 92¢ per notice)		
Public Notice Signs	\$6 per sign per road frontage abutting subject property		

Prior to submitting this type of application, the Syracuse City Community Development Department encourages applicants to contact City staff for assistance in addressing and understanding all requirements for Subdivision development. 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. Applicant, or qualified representative, shall attend all public meetings held by Planning Commission and City Council regarding the proposed Subdivision.

Applicant to read and check each box to acknowledge understanding of all requirements

Submit:

- Completed and signed Subdivision Sketch Plan application and payment of all applicable fees as outlined in the City fee schedule
- CD of AutoCAD files, in .dwg file format, of sketch drawing only (or email, in .pdf format, to jmerrill@syracuseut.com)
- Feasibility report that includes:
 - Proposed method of connecting to City utilities and proposed connection information as identified in current City ordinances
 - Irrigation water rights conveyed to City per Ordinance 8-2-9
 - Density calculations outlined in City's Zoning Ordinance based on location
 - Method of meeting park land purchase impact fee requirements as identified in current City ordinances
 - Identification of potential wetland areas within Subdivision and proposed method of management (wetland delineation study and report from US Army Corp of Engineers may be necessary if within the Sensitive Lands Overlay Zone – See Title X)
 - Estimated number of phases and number of lots in each phase of the development
 - Method of meeting the secondary ingress/egress required by current City ordinances
- Three 22" X 34" plan sets plus one 11"x17" plan set. Plans should include:
 - Subdivision name (confirm name availability with County Recorder's office)
 - Name, address, and phone number of subdivider and agent, engineer and/or surveyor preparing plat, and owners of land immediately adjacent to subdivision
 - Inset vicinity map
 - Sketch of proposed subdivision with lot sizes, proposed phases drawn to a scale of no less than 1 inch = 100 feet
 - Acreage of development including all individual lot sizes
 - Location and approximate acreage of open space or parks within the subdivision
 - Boundaries of proposed Subdivision and adjoining property ownership information
 - Proposed transportation system and street layout
 - Proposed storm drainage outlet and detention method
 - Location of all subsurface or land drains within the boundaries of the subdivision
 - Existing utilities adjoining proposed development site
 - Existing structures, noting those to remain and those to be demolished
 - Natural features, drainage channels, and overlay zone requirements (if applicable)
 - Date, north arrow, and written or graphic scale

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.*

DEADLINES: The Planning Commission considers tentative approval of subdivisions at its regularly-scheduled meetings on the first Tuesday of each month. Submission deadlines are 14 days prior to the meeting. Incomplete submissions or major modifications to the plat or plans during the review process may result in the Department Director moving the item for consideration to the following meeting or a third Tuesday of the month.