



Preliminary Subdivision Plat Application

SUBDIVISION INFORMATION			
Property Address:			
Parcel Numbers:			
<input type="checkbox"/> New Lots/Units _____ Number of lots/units _____ Total Acres: _____			
<input type="checkbox"/> Plat Amendment _____ Number of new lots/units _____			
Name of Proposed Subdivision:			
APPLICANT INFORMATION			
Name of Applicant:			
Address of Applicant:			
Email of Applicant:		Phone:	
Applicants Affiliation with the Subject Property:			
<input type="checkbox"/> Owner <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Other			
Engineer: (if not listed above)			
Email of Engineer:		Phone of Engineer:	
Architect: (if applicable)			
Email of Architect		Phone of Architect:	
Property Owner: (if not listed above)			
Email of Owner:		Phone:	
OFFICE USE ONLY			
Date Received:	Received By:	File Number:	Fee:
Zone:	Assigned Planner:		Receipt #

APPLICANT’S AFFIDAVIT

State of Utah)
City of Herriman)

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) or authorized agent(s) of owner, of property involved in the attached application and that the statements and answers contained herein in the attached plans and other exhibits thoroughly, to the best of my (our) ability, present the argument in behalf of the application requested herewith and that the foregoing statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

Signed _____

STATE OF UTAH)
§
COUNTY OF SALT LAKE)

On this _____ of _____, in the year 20____, before me _____, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding document in my presence.

Notary Signature

*May be owner of record, contract owner, party to valid earnest money agreement, option holder or have other legal control of the property.

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property at _____ Herriman, Utah, do hereby appoint _____ as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize _____ to appear on my (our) behalf before any City Boards considering this application.

Signed _____

STATE OF UTAH)
§
COUNTY OF SALT LAKE)

On this _____ of _____, in the year 20____, before me _____, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding document in my presence.

Notary Signature



Preliminary Plat Checklist

City Use Only

Applicant Submitted	All information should be submitted electronically to planning@herriman.org	Accepted	N/A Initials
Initial_____	Preliminary Plat Application, including the appropriate fee		
Initial_____	Existing Conditions Inventory (Land Development Code 10-17-4)		
	Preliminary plat submittal information (Land Development Code 10-5-15), which includes:		
Initial_____	The boundary lines and legal description of the property to be subdivided, with all dimensions shown		
Initial_____	The location of existing permanent buildings and structures, on or within 50 feet of the proposed subdivision		
Initial_____	The layout of streets showing location, widths, and other dimensions of proposed streets (designated by actual or proposed names and numbers), crosswalks, alleys, easements, and streetlights		
Initial_____	The layout, numbers, and typical dimensions of lots		
Initial_____	Land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision		
Initial_____	Minimum building setback lines		
Initial_____	Easements proposed for water, sewer, drainage, utility lines, and other purposes		
Initial_____	The location of the subdivision as it relates to any associated lot owned by the applicant, including a sketch of the prospective future street system on any unplatted portion of the property, and the street system proposed within the subdivision in accordance with the future street system of the surrounding area and the general plan		
Initial_____	The boundary lines of adjacent unsubdivided land within 100 feet of the property proposed for subdivision, showing ownership and property monuments		
Initial_____	A vicinity map of the subdivision, drawn at a scale of 500 feet to the inch, showing all lots and streets in the subdivision, and all abutting streets with street names		
Initial_____	The names and addresses of the applicant, the engineer or surveyor of the subdivision, and the owners of land immediately adjoining the subdivision		
Initial_____	A contour map at intervals of at least two feet, showing all unusual topographic features with verification by a qualified engineer or land surveyor		
Initial_____	The location of existing sanitary sewers, storm drains, subdrains, culinary and secondary water supply mains, and culverts and other utilities within the property or within 100 feet thereof, indicating pipe sizes, grades, and manholes		
Initial_____	The location, widths, and other dimensions of proposed streets, alleys, easements, parks, and other open spaces and lots with the size and buildable area of each proposed lot in square footage and proper labeling of spaces to be dedicated to the public		



Applicant Submitted		Accepted	N/A Initials
Initial _____	The location, principal dimension, and names of all existing and recorded streets, alleys, and easements, both within the proposed subdivision and within 100 feet of the boundary thereof, showing whether recorded or claimed by usage		
Initial _____	The location and dimensions to the nearest existing benchmark or monument, and section line		
Initial _____	The location and principal dimensions of all water courses, public utilities, and other features and existing structures on the land adjacent to the proposed subdivision, including railroads, power lines, and topography		
Initial _____	The location of existing bridges, culverts, surface or subsurface drainage channels, utilities, buildings or other structures, pumping stations, or appurtenances, within the subdivision or within 200 feet thereof, and all known wells or springs, and location of any 100-year flood plain as delineated by the Federal Emergency Management Agency		
Initial _____	Proposed off-site and on-site culinary and secondary water facilities, sanitary sewers, storm drainage facilities, and fire hydrants		
Initial _____	A plan showing how the applicant proposes to handle storm water drainage for an event with a 100-year return interval, as determined by the city engineer		
Initial _____	A plan for providing street lighting in the subdivision		
Initial _____	Plans showing any required landscaping and/or parkstrip tree planting		
Initial _____	A soil erosion and sedimentation control plan prepared by a registered civil engineer; if the site requires substantial cutting, clearing, grading, or other earthmoving operations in the construction of improvements if required by the city engineer		
	The following documents:		
Initial _____	Certification of to the accuracy of the preliminary plat by the land owner		
Initial _____	Certification of the accuracy of the preliminary plat and any traverse to permanent survey monuments by a land surveyor registered to practice in the State of Utah		
Initial _____	Copies of any agreements with adjacent property owners relevant to the proposed subdivision		
Initial _____	A geologic hazards, geotechnical, and/or soils report prepared by a qualified engineer based upon adequate test borings or excavations in accordance with city standards and specifications, if required by the city engineer		
Initial _____	Evidence that all utilities and services will be available for the subdivision		
Initial _____	A traffic report prepared by a qualified traffic engineer, if required by the city engineer;		
Initial _____	Evidence of compliance with other applicable federal, state and local laws and regulations, if requested by the community development director		
Initial _____	A copy of proposed protective covenants, if subsurface drains or common open space are to be located within the subdivision		
Initial _____			



Preliminary Plat Process

- 1 A pre-application meeting is not required prior to submitting an application, but is highly recommended. Pre-application meetings are held on Tuesday afternoons, as needed.
- 2 Following the submission of all required documents, the complete application will be distributed to City department heads and any government departments or agencies deemed appropriate. The City shall have at least 14 days to review the application prior to scheduling a Development Review Conference (DRC).
- 3 The Planning Department will schedule a Development Review Conference (DRC) with the developer, engineer, and department heads. The DRC will review the preliminary plat application for compliance with applicable approval requirements. DRC's are held on Wednesdays at 9:00am at Herriman City Hall (5355 W. Herriman Main Street). The applicant will receive written minutes of all DRC comments.
- 4 The developer shall contact the Community Development Coordinator at the City to schedule a neighborhood meeting. A neighborhood meeting must be held prior to being placed on the Planning Commission Agenda.
- 5 The Planning Commission will schedule and hold a public hearing on the proposed preliminary plat application. A 10-day notice is mailed by the City to all affected entities. Public hearings are held at Herriman City Hall. Before approval or disapproval of the preliminary plat, the Planning Commission may reasonably require the applicant to provide additional information, data, or studies as may be needed to determine compliance with approval requirements.
- 6 Following the public hearing, the Planning Commission may approve, approve subject to conditions, or disapprove the preliminary plat based on written findings and recommendations regarding compliance with approval requirements.
- 7 After receiving Planning Commission approval, the developer submits a Final Plat Application to the Engineering Department for review and approval. This shall include a full set of engineered drawings compliant with the Herriman City Land Development Code and Engineering Standards.
- 8 Staff will then review and approve the final plat application. No further Planning Commission or City Council meetings are required.

All information should be submitted electronically to planning@herriman.org.

For questions regarding submittal requirements or process, please contact the Planning Department at 801-446-5323, or email planning@herriman.org.