



5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

PLAT AMENDMENT APPLICATION

STAFF USE ONLY

Application Date: ___ / ___ / ___ Application Number: _____ Fee Owed: \$550.00
Amount Paid: \$ _____ Received by: _____ Receipt #: _____ Cash/Card/Check
Planning Commission Review Date: _____ City Council Review Date: _____
Application: Approved/Denied Comments: _____

PROJECT INFORMATION

Name: _____

Address: _____

Acreage/Property Size: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Owner Email Address: _____

Owner's Signature: _____



PROPERTY OWNERS AFFIDAVIT

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon personal knowledge.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, owner(s) of the real property located at _____, in Highland City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the able described real property.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



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PLAT AMENDMENT REQUIREMENTS

Chapter 5-10-103 of the Development Code specifically addresses vacating or changing a subdivision plat. Please read Chapter 5-10-103 of the Highland City Development Code prior to submitting the items on this checklist.

The following information and items are required for processing. An application will not be accepted without the following.

TO BE COMPLETED BY STAFF		DELIVERABLES
YES	NO	
		1. Completed and Signed Planning Application.
		2. Applicant's and owner's original signatures on Planning Application.
		3. Review Fee: \$550.00.
		4. Typed project narrative explaining the purpose of the plat amendment request (7 copies).
		5. A copy of the Preliminary Title Report.
		6. Property ownership map and list within 500 feet and affidavit of notification (see pages 4 & 5).
		7. Addressed, stamped envelopes with no return address for all property owners within 500 feet of the property.
		8. Completed Utility Notification Form (see page 6).
		9. Amended Plat. 24"x36" (3 copies), 11"x17" (5 copies), and 8 1/2"x11" (1
		10. Submit plat as a PDF on a disc labeled and dated.

The applicant should be aware there may be requests to provide additional materials for review.

Signature: _____

Printed Name: _____

Date: _____

Phone Number: _____

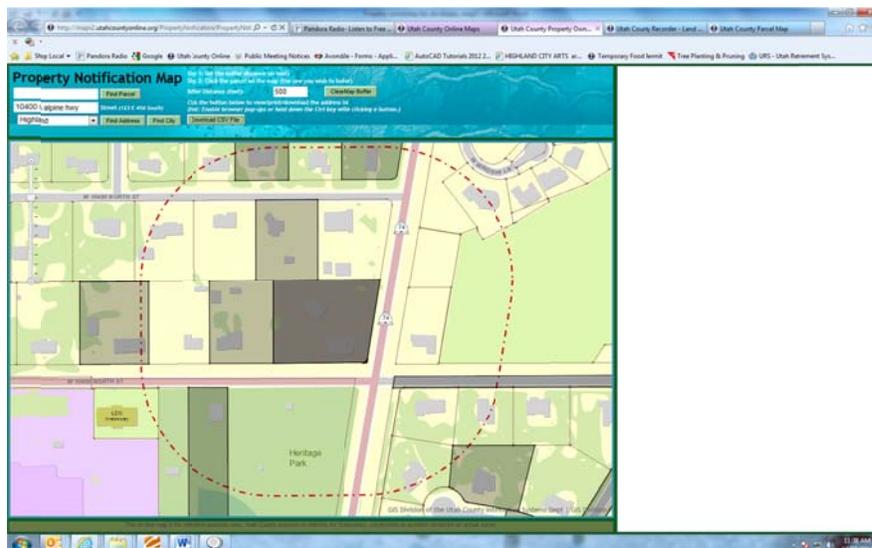
If you have any questions regarding items on this checklist or the process, please contact the Community Development Department at 801-772-4515.



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INSTRUCTIONS FOR PROPERTY OWNERSHIP NOTIFICATION MAP, LIST, AND ENVELOPES

1. Obtain names and addresses of property owners within 500 feet of the property by using the Utah County Property Notification Map feature. Go to the following web address:
<http://maps2.utahcountyonline.org/PropertyNotification/PropertyNotification.htm>
2. Enter the street address of the property and the city. Click the Find Address button.
3. Enter a buffer distance of 500 feet and click anywhere on the map. This will create a red radius line around the property indicating properties within 500 feet.
4. Print the map that is generated showing the 500 foot radius. To print the screen, press the Print Screen key on the keyboard. It may be labeled [PrtScn]. Open a program such as Microsoft Word. Right click in the document and choose Paste to paste the copied map into the document (see example at the bottom of the page). Submit the printed map to staff when submitting the application.
5. Next, click the Download CSV File button (you may need to press the Ctrl button while clicking the CSV button). This will generate a list of surrounding property owners in an Excel spreadsheet. If this step does not work, a pop-up blocker may need to be disabled.
6. Print and submit the generated list of surrounding property owners to staff when submitting the application.
7. Prepare and submit to staff a set of addressed, stamped envelopes with no return address for all property owners from the generated list.





AFFIDAVIT OF NOTIFICATION

Date: _____ Project Name: _____

Address/Legal Description of Property:

I (we) _____, certify that I (we) am the authorized applicant to Highland City for the above application, and do hereby affirm the attached listing of names and addresses accurately reflects the ownership of property within 500 feet of the above property, according to the Utah County Assessor records on _____ / _____ / _____.
Month Day Year

Applicant/Representative Signature: _____

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public

UTILITY NOTIFICATION FORM

Development Name: _____ Commercial / Residential * Circle One*

Development Address: _____

Development Name: _____ Developer contact: _____

Developer Business Address: _____

Developer Tel / Office# - _____ Cellular#- _____ Fax#- _____

The utility companies listed need to receive plans and necessary information for the above stated development to begin the process for providing their services to this project. Plans will not be approved by the city until this document is completed and returned.

QUESTAR GAS

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Brad 801-853-6585 1640 Mountain Spring Road Springville, UT**

COMCAST/XFINITY CABLE TELEVISION

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Heidi Walker 801-401-3023 1350 Miller Ave (3130 South) SLC, UT**

QWEST/CENTURY LINK

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Ryan Wright 801-356-0604 75 East 100 North Provo, UT**

ROCKY MOUNTAIN POWER

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Teria Walker 801-756-1310 70 North 200 East American Fork, UT**

UDOT / UTAH DEPARTMENT OF TRANSPORTATION

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Wade Laycock 801-227-8017 wlaycock@utah.gov**