



**HIGHLAND CITY**

# **MINOR SUBDIVISION PACKET**

**(3 Lots or Less)**





**Community Development Department**  
**5400 West Civic Center Drive ~ Suite 1**  
**Highland, UT 84003**  
**Phone 756-5751 | Fax 756-6903**

Dear Applicant,

This application packet has been developed as a means to assist you, the applicant, in understating the application procedure and requirements when applying for a **Minor Subdivision** of three (3) lots or less approval. This packet includes all the necessary background information you will need to prepare and file a complete submittal that will allow your application to be processed and reviewed in the timeliest manner possible. The following materials have been included in this application packet for your convenience:

- Final Plat Application
- Civil Plan Application

Incomplete applications will NOT be accepted, receipted, or processed. In order to adequately process your minor subdivision application, the materials listed under each application will be required at the time of submission of your application. Please review the application checklist carefully and provide all the materials listed under the checklist.

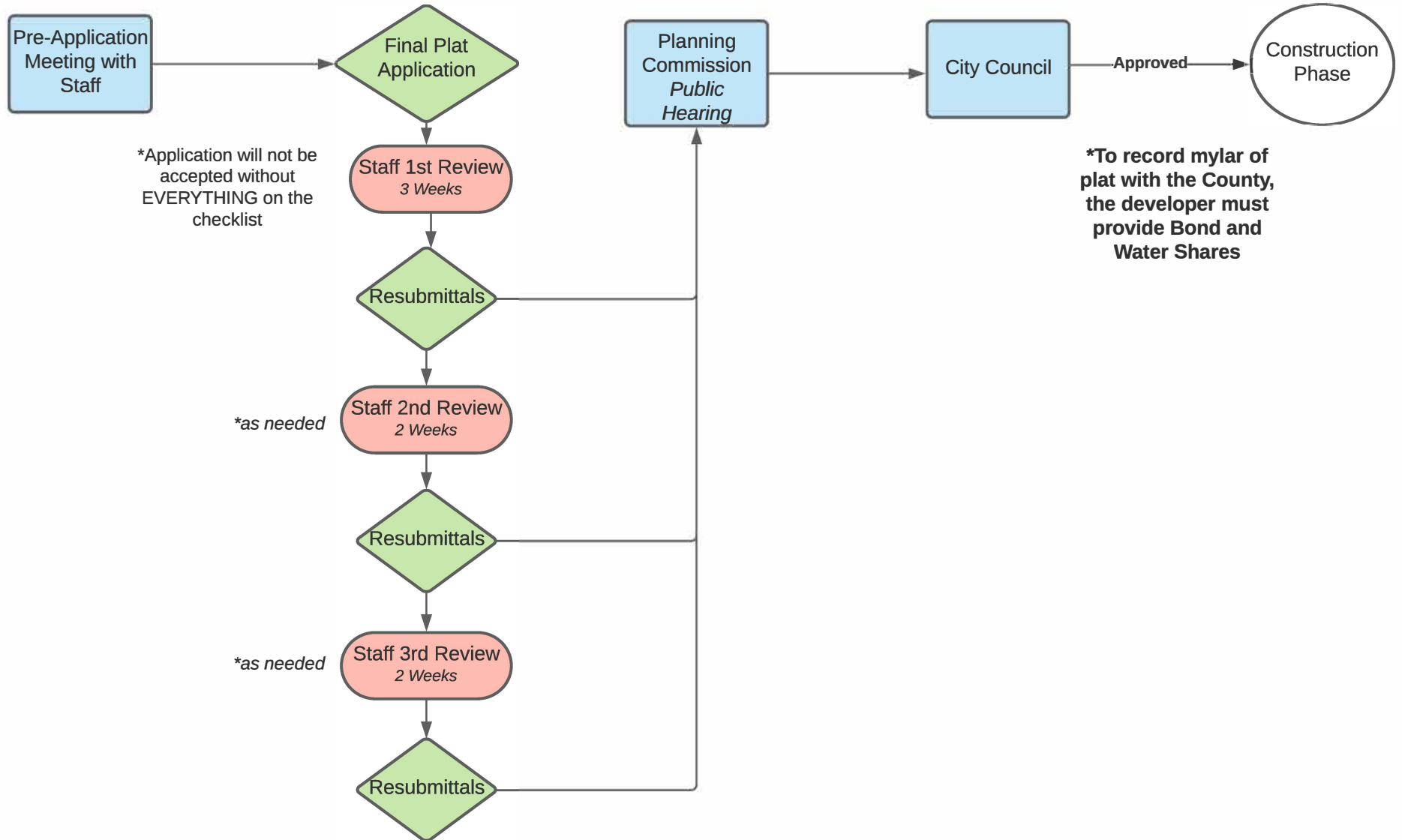
Should you have further questions regarding the application materials, process, or laws and ordinances governing minor subdivision development, please feel free to contact the community development department at Highland City at the address and phone number listed above. The Highland City Municipal Code and Development Code can be accessed via <https://highland.municipalcodeonline.com>. Thank you for your interest in Highland City, and we look forward to working with you very soon.

Sincerely,

Community Development Department  
Highland City

# Minor Subdivision Process

3 Lots or Less



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## Subdivision Review and Engineering Fees

Base Subdivision and Engineering Process*	<3 lots	4 - 10 lots	11 - 50 lots	51 - 100 lots	>100 lots
<i>Preliminary Plat Fee (includes two reviews)</i>					
Total Preliminary Plat Review Fee	\$0.00	\$3,045.00	\$4,920.00	\$6,295.00	\$8,045.00
<i>Final Plat Fee (includes two reviews)</i>					
Total Final Plat and Engineering Fee	\$1,229.00	\$1,229.00	\$1,229.00	\$1,229.00	\$1,229.00
<i>Civil Review Fee (includes two reviews)</i>					
Total Civil Review Fee	\$4,094.00	\$4,094.00	\$5,906.00	\$9,156.00	\$11,781.00
<i>Development Review Committee (includes two reviews)</i>					
Total Development Review Committee Fee	\$280.00	\$280.00	\$280.00	\$280.00	\$280.00
<i>Construction Inspection Fee (Based on 185 hours, Additional time will be billed for on an hourly basis)</i>					
Construction Inspection Fee	\$6,753.00 **	\$6,753.00	\$6,753.00	\$6,753.00	\$6,753.00
<b>Base Subdivision Review and Engineering Fee by Subdivision Size</b>	<b>\$12,356.00</b>	<b>\$15,401.00</b>	<b>\$19,088.00</b>	<b>\$23,713.00</b>	<b>\$28,088.00</b>

\* Paid at time of initial plan submittal

\*\* Could be less depending on number of lots. Determined by staff.

Fees for Additional Reviews and Inspection Services**	<3 lots	4 - 10 lots	11 - 50 lots	51 - 100 lots	>100 lots
Additional Preliminary Plat Review (includes two reviews)	\$0.00	\$3,045.00	\$4,920.00	\$6,295.00	\$8,045.00
Additional Final Plat and Engineering Review (includes two reviews)	\$1,229.00	\$1,229.00	\$1,229.00	\$1,229.00	\$1,229.00
Additional Civil Review (includes two reviews)	\$4,094.00	\$4,094.00	\$5,906.00	\$9,156.00	\$11,781.00
Construction Inspection Fee per Additional Hour Above 185 Hours	\$36.50	\$36.50	\$36.50	\$36.50	\$36.50

\*\*A fee for additional reviews is assessed if additional reviews are required above the reviews included in the base fee.

## Other Development Fees

Planning & Engineering Review Services	Current Fee
Administrative Determination	\$75.00
Appeal Authority	\$300.00
Conditional Use Permit	\$485.00
General Plan and/or Zoning Amendment	\$1,000.00
Site Plan	\$725.00
Architectural Review	\$575.00
Annexation w/o annexation agreement	\$550.00
Annexation w/ annexation agreement	\$550 + direct costs + add'l City time per hr
New Street Sign	\$150.00
Fence Permit	\$25.00



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**MINOR SUBDIVISION FINAL PLAT APPLICATION**

STAFF USE ONLY

Application Date: \_\_\_ / \_\_\_ / \_\_\_ Application Number: \_\_\_\_\_ Fee Owed: \$1,229  
Received by: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Cash/Card/Check (Check #: \_\_\_\_\_)  
PC Meeting Date: \_\_\_\_\_ CC Meeting Date: \_\_\_\_\_  
Application: Approved/Denied Staff 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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**MINOR SUBDIVISION FINAL PLAT REQUIREMENTS**

\*The following items are required for processing. An application will not be accepted without these items.\*

TO BE COMPLETED BY STAFF		DELIVERABLES
YES	NO	
		Completed and Signed Planning Application.
		Review Fee: \$1,229
		Project narrative, including discussion of overall community design, pedestrian connectivity, open space amenities, landscape themes, etc. (1 copy).
		Legible vicinity map indicating the exact location of the property on a separate 8 1/2"x11" sheet (1 copy).
		Legal description of property on a separate 8 1/2"x11" sheet (1 copy).
		Current Title Report (1 copy).
		Property ownership map and list within 500 feet and affidavit of notification.
		Addressed, stamped envelopes with no return address for all property owners within 500 feet of the property
		Final Plat - 24"x36" (2 copies). Copies must be drawn to scale.
		ALTA Survey - 24"x36" (1 copy). Copies must be drawn to scale.
		Reduced copies of all required full sized plans 11"x17" (1 copy).
		All plans and other deliverables on a thumb drive as PDF labeled and dated (1 copy).
<b>NEEDED AS DETERMINED BY STAFF</b>		
		Landscape Plan - 24"x36" (2 copies) and landscape maintenance schedule.
		Perimeter theme wall and entry monument signage elevations, in color - 24"x36" (1 copy). Material and color palette board(s) not to exceed 8 1/2"x11" (1 copy).
		Grading Plan & Drainage Plan - 24"x36" (2 copies). Copy must be drawn to scale. Must be consistent with the master grading plan.
		Utility Plan - 24"x36" (2 copies). Copies must be drawn to scale.
		Project data sheet, see page 7 (1 copy).
		Drainage Report (1 copy).
		Water and Sewer Report (1 copy).

NOTE: The Stormwater Manager **MUST** be contacted for Stormwater Pollution Prevention Plan (SWPPP) requirements prior to groundbreaking. Contact the Stormwater Manger at [stormwater@highlandcity.org](mailto:stormwater@highlandcity.org)

\*The applicant should be aware that there may be requests to provide additional materials for staff review and/or Planning Commission or City Council meetings.\*

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_



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## FINAL PLAT SUBMITTAL REQUIREMENTS

\*All plans shall be of the same scale. These items must be present on the plans submitted for review.\*

### FINAL PLAT

Please use the Highland City plat template as shown on page 7.

1. Name and address/location of development.
2. Vicinity Map showing area within 1/2 mile of the subject site.
3. Name, address, and phone number of developer and/or owner.
4. Name, address, phone number, and professional seal of engineer/architect or firm preparing plans.
5. Date of plan preparation and subsequent revision dates.
6. North arrow and scale of not less than 1" = 100'.
7. Legal description.
8. Standard Final Plat notes and utilities signatures (see pages 5 & 6).
9. Typical Lot Diagram (showing building envelope).
10. Boundaries of the property fully balanced and closed.
11. Any exceptions within the plat boundaries located by bearings and distances expressed in feet and decimals thereof, determined by an accurate survey in the field.
12. Provide a Basis of Bearing between two (2) public land surveying monuments to which one corner of the minor land division map shall be tied by course and distance.
13. Location and description of all physical encroachments upon the boundaries of the property.
14. Name, right-of-way lines, courses, lengths, width of all public streets, alleys, crosswalks, and utility easements; radii, points of tangency, and central angles of all curvilinear streets and alleys; radii of all rounded street line intersections.
15. All drainage ways designated as such and dedicated to the public.
16. All utility and public service easements, including any limitations of easements; construction within such easements shall be limited to utilities, landscaping and wood, or removable section type fences.
17. Location and all dimensions of all lots.
18. All lots numbered consecutively throughout the plat.
19. Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public and the use specified.
20. Location of all adjoining subdivisions with subdivision name.
21. Certification by State of Utah Professional Land Surveyor, verifying the plat is correct and accurate.
22. Standard approval block for City Engineer, City Recorder, Community Development Director, and Mayor signatures (see page 7).
23. Spreadsheet listing all lots complete with dimensions, area, lot number, and address.





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### STANDARD FINAL PLAT NOTES

Please include all of the following notes on each plat unless you are certain that one may not apply. Commercial subdivisions will not require note number 1 or 3.

There are conditions of approval attached to this subdivision which are indicated on this plat. These conditions have also been recorded with this subdivision. Potential buyers are requested to read these conditions carefully and obtain a copy of these conditions and restrictions prior to purchasing or contracting to purchase any lots within this subdivision. These conditions are binding and have been imposed by the legislative body of Highland City. A copy of these conditions may be obtained through the Utah County Recorder's office or the Highland City Recorder's office. In addition, Highland City has approved binding zoning laws through a legally binding Development Code. It is the responsibility of the buyer to do their due diligence in obtaining all accurate information and/or regulations that may directly or indirectly affect the use of property prior to purchasing or contracting to purchase any property anywhere. Some of the Significant Ordinances and Conditions of Approval conveyed on this property by the legislative body of Highland City are as follows:

1. 70% of the front yard landscaping shall be installed by the homeowner within one year after receiving a certificate of occupancy.
2. Landscaping and construction materials of any type are not permitted upon or within the street, curb and gutter, or sidewalk (street right-of-way) with the exception of the parkstrip which requires 75% to be landscaped.
3. A fence that abuts open space or a trail has additional restrictions of size and opacity. Fences along open space or a trail must comply with Highland City Ordinances. All fences require a fence permit prior to installation. In addition, retaining walls are regulated by ordinance and require a retaining wall permit prior to construction.
4. Highland City Ordinances restrict height of foundation above curb. It is the responsibility of the buyer to contact the City prior to purchasing any lot. This restriction applies to all lots in this subdivision.



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UTILITIES APPROVAL

Utilities shall have the right to install, maintain and operate their equipment and all other related facilities above and below ground within the Public Utility Easements identified on this plat map as may be necessary or desirable in providing utility services within and without the lots identified herein, including the right of access to such facilities and the right to require removal of any obstructions including structures, trees and vegetation that may be placed within the PUE. The utility may require the lot owner to remove all structures within the PUE at the owner's expense, or the utility may remove such structures at the owner's expense. At no time shall any permanent structures or any other obstructions be placed within the PUE that interfere with the use of the PUE without the prior written approval of the utilities with facilities in the PUE.

Rocky Mountain Power \_\_\_\_\_

Century Link/Qwest \_\_\_\_\_

Xfinity/Comcast \_\_\_\_\_

DOMINION ENERGY GAS COMPANY

Dominion Energy approves this plat solely for the purpose of confirming that the plat contains public utility easements. Dominion Energy may require other easements in order to serve this development. This approval does not constitute abrogation or waiver of any other existing rights, obligations or liabilities provided by law or equity. This approval does not constitute acceptance, approval or acknowledgement of any terms contained in the plat, including those set forth in the Owners Dedication and the Notes and does not constitute a guarantee of particular terms of natural gas service. For further information please contact Dominion Energy's Right-of-way department.

Approved this \_\_\_\_\_ day of \_\_\_\_\_  
Month Year

Dominion Energy Gas Company

By: \_\_\_\_\_

Title: \_\_\_\_\_





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5400 West Civic Center Drive– Suite 1  
Highland, UT 84003  
Phone (801)772-4515 FAX (801)756-6903  
Community Development/Engineering Department

## CIVIL PLAN APPLICATION

### **STAFF USE ONLY**

Application Date: \_\_\_/\_\_\_/\_\_\_ Application Number: \_\_\_\_\_ Fee Owed: \$4,094.00  
Received by: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Cash/Card/check (check #: \_\_\_\_\_)  
Application: Approved/Denied Staff Comments: \_\_\_\_\_  
\_\_\_\_\_

### **PROJECT INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ACREAGE/PROPERTY SIZE: \_\_\_\_\_

### **APPLICANT INFORMATION**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### **CHECKLIST**

The following is designed to assist you in applying for the civil plan review:

\_\_\_\_\_ 2 copies of 24X36 Civil Drawings (Sewer, Streets, Pressurized Irrigation, Culinary, & Landscape plans)

\_\_\_\_\_ All plans and other deliverables on a thumb drive as PDF labeled and dated

The below items are needed as determined by staff

\_\_\_\_\_ GeoTec Report (1 copy)

\_\_\_\_\_ Storm Drain Calculations (1 copy)

**\*\*Please note that first redlines take up to 3 weeks to review depending on size of subdivision\*\***