



HIGHLAND CITY

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
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 (1 copy).
		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" (1 copy), drawn to scale.
		10. Submit plat as a PDF on a jump drive or via email to planning@highlandcity.org .

*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.

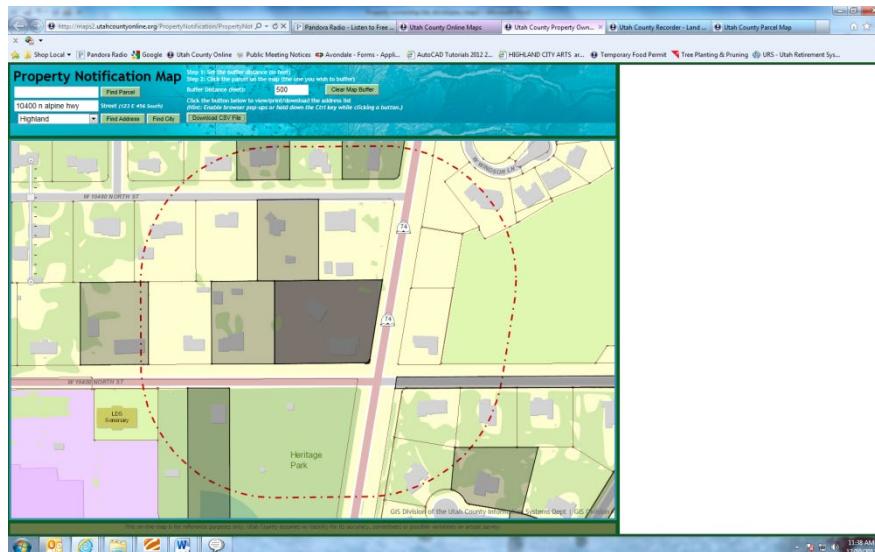


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INSTRUCTIONS FOR PROPERTY OWNERSHIP NOTIFICATION MAP, LIST, AND ENVELOPES

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:
<https://maps.utahcounty.gov/PropertyNotification/PropertyNotification.htm>
If this link does not work, try searching for 'Utah County Property Notification Map' as the county will often change their web address.
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.





HIGHLAND CITY

SIGN SPECIFICATIONS AND POSTING REQUIREMENTS

Sign Specifications:

1. Size shall be no smaller than 11"X17" and must be visible from any adjacent street.
**If the amendment is to a COMMERCIAL lot, the sign must be no smaller than 24"X36".
2. Signs shall be yellow and composed of a durable material and attached to post(s) for proper support.
3. All information shall be evenly spaced and organized in a readable manner. The phrase "Highland City Public Hearing Notice" shall be printed at the top of the sign in a letter size that is easily visible. The sign shall contain the project location and description of the request, time, date, and location of the scheduled meetings and contact for Highland City. (For all applications that require Planning Commission and City Council hearings, if the date, time, and location of the Planning Commission and City Council hearings are unknown at the time of posting, adequate space shall be reserved on the sign to be updated when that information is known. Lettering for this text shall be easily visible.)

Site Posting Instructions:

1. Post site at least 15 days prior to date of the public hearing held at Planning Commission. The applicant is responsible to maintain posting until final City Council meeting.
2. Sign(s) shall be placed in the most visible location available (as verified by staff) and in such a manner that no landscaping or other obstruction would impair the visibility of the signs from the street.
3. The applicant must remove the sign(s) one week after the final City Council hearing.
4. At least 15 days prior to the hearing, the applicant must submit to the Planning staff the following information:
 - a. Photo of signs posted on site and additional photos thereafter of any updates of date/times made to signs.
 - b. Photo of sign removal.

NOTE: Multiple signs may be required depending on size and scope of the project.

Sign Template:



I (we) _____ certify that I (we) am the authorized applicant to Highland City for the above application and do confirm that the site will be posted 15 days prior to the hearing as required above for the case noted above. A picture of the site posting and photos of any subsequent changes/updates made to the sign will also be submitted.

Applicant/Representative Signature



HIGHLAND CITY

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/modify 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: **Pauline Caraveo 801-324-3437 pauline.caraveo@dominionenergy.com**
1640 Mountain Spring Road Springville, UT

COMCAST/XFINITY CABLE TELEVISION

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Elysia Valdez 801-401-3017 JointTrench Utah@comcast.com**
1350 Miller Ave (3130 South) SLC, UT

QWEST

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Ryan Allred 801-356-0604 Ryan.Allred@centurylink.com**
75 East 100 North Provo, UT

ROCKY MOUNTAIN POWER

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Carolyn DeLeeuw 801-756-1273 carolyn.deleeuw@rockymountainpower.net**

UDOT / Utah Department of Transportation

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Brandon Hyatt 801-227-8017 bhyatt@utah.gov**

NOTE:
 EDIT OR DELETE ALL TEXT IN QUOTATIONS
 DELETE UNUSED ROAD CROSS SECTIONS
 MODIFY SCALE IF NEEDED
 DELETE THIS NOTE



SURVEYOR'S CERTIFICATE
 I, "SURVEYOR'S NAME", DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, AND THAT I HOLD CERTIFICATE NO. "####" AS PRESCRIBED UNDER THE LAWS OF THE STATE OF UTAH. I FURTHER CERTIFY BY AUTHORITY OF THE OWNERS, I HAVE MADE A SURVEY OF THE TRACT OF LAND SHOWN ON THIS PLAT AND DESCRIBED BELOW, AND HAVE SUBDIVIDED SAID TRACT OF LAND INTO LOTS, BLOCKS, STREETS, AND EASEMENTS AND THE SAME HAS BEEN CORRECTLY SURVEYED AND STAKED ON THE GROUND AS SHOWN ON THIS PLAT AND THAT THIS PLAT IS TRUE AND CORRECT

BOUNDARY DESCRIPTION

"DESCRIPTION"
 * * *
 * * *

COURSE	DISTANCE	REMARKS	REMARKS
N1	00.00'	"	"
N2	"	"	"
N3	"	"	"
N4	"	"	"
N5	"	"	"
N6	"	"	"
N7	"	"	"
N8	"	"	"
N9	"	"	"
N10	"	"	"
N11	"	"	"
N12	"	"	"
N13	"	"	"
N14	"	"	"
N15	"	"	"
N16	"	"	"
N17	"	"	"
N18	"	"	"
N19	"	"	"
N20	"	"	"
N21	"	"	"
N22	"	"	"
N23	"	"	"
N24	"	"	"
N25	"	"	"
N26	"	"	"
N27	"	"	"
N28	"	"	"
N29	"	"	"
N30	"	"	"
N31	"	"	"
N32	"	"	"
N33	"	"	"
N34	"	"	"
N35	"	"	"
N36	"	"	"
N37	"	"	"
N38	"	"	"
N39	"	"	"
N40	"	"	"
N41	"	"	"
N42	"	"	"
N43	"	"	"
N44	"	"	"
N45	"	"	"
N46	"	"	"
N47	"	"	"
N48	"	"	"
N49	"	"	"
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N51	"	"	"
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N73	"	"	"
N74	"	"	"
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N83	"	"	"
N84	"	"	"
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N86	"	"	"
N87	"	"	"
N88	"	"	"
N89	"	"	"
N90	"	"	"
N91	"	"	"
N92	"	"	"
N93	"	"	"
N94	"	"	"
N95	"	"	"
N96	"	"	"
N97	"	"	"
N98	"	"	"
N99	"	"	"
N100	"	"	"

TOTAL ACREAGE: _____

DATE _____ SURVEYOR (SEE SEAL BELOW) _____
OWNERS' DEDICATION
 WE, ALL OF THE UNDERSIGNED OWNERS OF ALL THE PROPERTY DESCRIBED IN THE SURVEYOR'S CERTIFICATE HEREIN AND SHOWN ON THIS MAP, HAVE CAUSED THE SAME TO BE SUBDIVIDED INTO LOTS, BLOCKS, STREETS AND EASEMENTS AND DO HEREBY DEDICATE THE STREETS AND OTHER PUBLIC AREAS AS INDICATED HEREIN FOR PERPETUAL USE OF THE PUBLIC, THE PUBLIC UTILITY EASEMENTS TO ALL PROVIDERS, PUBLIC OR PRIVATE, AND THE IRRIGATION EASEMENTS TO ALL LOT OWNERS, AND THEIR SUCCESSORS AND ASSIGNS IN PERPETUITY.
 IN WITNESS WHEREOF WE HAVE SET OUR HANDS THIS _____ DAY OF _____, A.D. 20__

ACKNOWLEDGEMENT
 STATE OF UTAH) S.S.
 COUNTY OF UTAH)
 ON THE _____ DAY OF _____, A.D. 20__, PERSONALLY APPEARED BEFORE ME THE SIGNERS OF THE FOREGOING DEDICATION WHO DULY ACKNOWLEDGE TO ME THAT THEY DID EXECUTE THE SAME.
 MY COMMISSION EXPIRES _____ NOTARY PUBLIC (SEE SEAL BELOW) _____

ACCEPTANCE BY LEGISLATIVE BODY
 THE DEPARTMENT OF PUBLIC WORKS AND ENGINEERING OF HIGHLAND CITY, COUNTY OF UTAH, APPROVES THIS SUBDIVISION AND HEREBY ACCEPTS THE DEDICATION OF ALL STREETS, EASEMENTS, AND OTHER PARCELS OF LAND INTENDED FOR PUBLIC PURPOSES FOR THE PERPETUAL USE OF THE PUBLIC THIS _____ DAY OF _____, A.D. 20__

APPROVED BY MAYOR _____ ATTEST _____
 CITY ENGINEER (SEE SEAL BELOW) CLERK-RECORDER (SEE SEAL BELOW)

HIGHLAND CITY ATTORNEY
 APPROVED AS TO FORM THIS _____ DAY OF _____, 20__ HIGHLAND CITY ATTORNEY _____

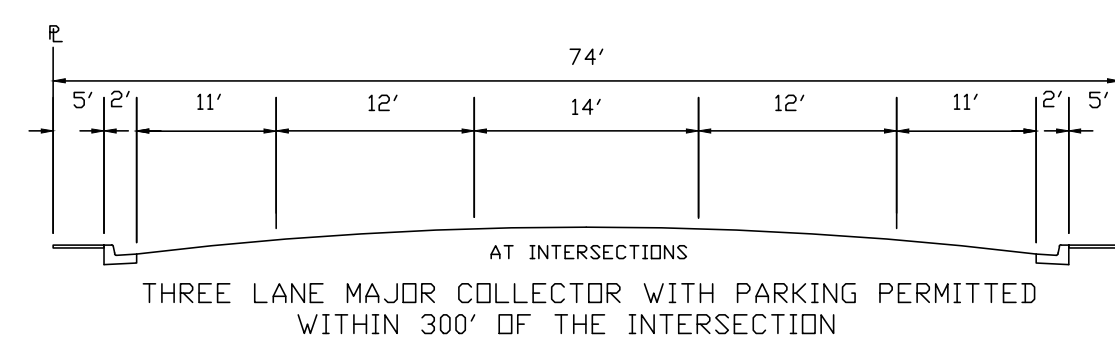
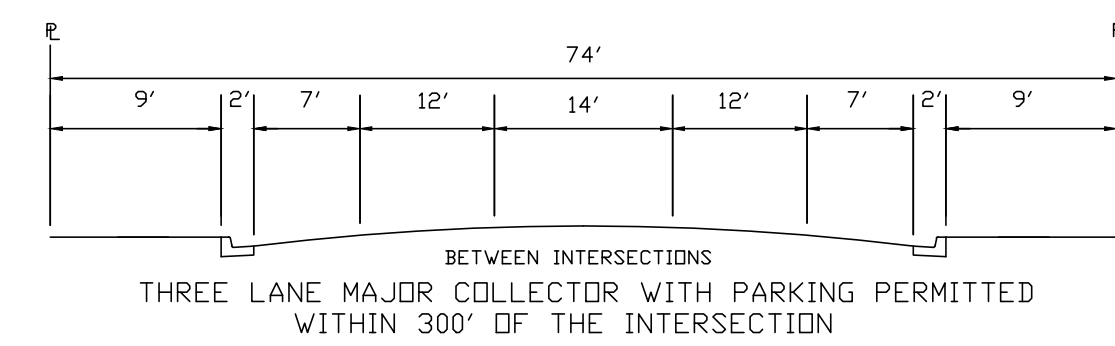
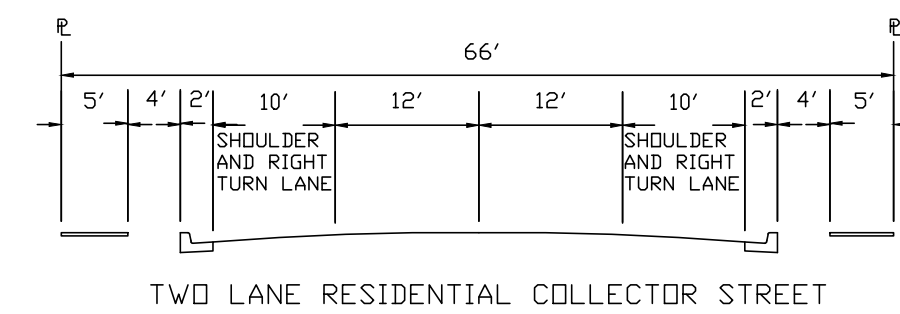
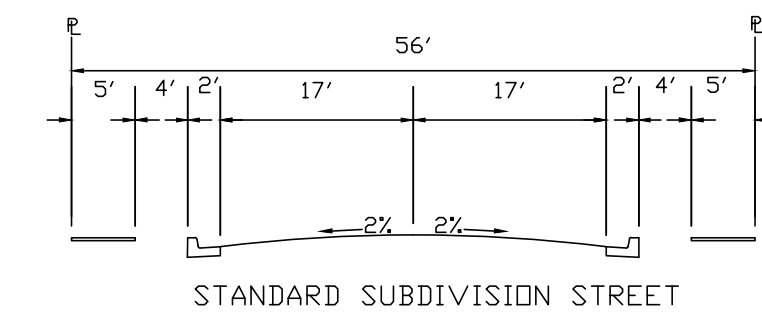
PLANNING COMMISSION APPROVAL
 APPROVED THIS _____ DAY OF _____, 20__ PLANNING COMMISSION CHAIR _____
 COMMUNITY DEVELOPMENT DIRECTOR _____

CONDITIONS OF APPROVAL
 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. Conditions of approval conveyed on this property by the legislative body of Highland City, which are in addition to the Development Code, 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 & gutter, park strip or sidewalk (street right-of-way) with the exception of the park strip which requires 70% to be landscaped.
- 3) A fence that abuts open space or has a trail must comply with Highland City Ordinance. A fence permit is required for all fences.
- 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.

"SUBDIVISION NAME"
 PLAT " "
 (" R T S ")
 PROVIDE DATUM
 SCALE: 1" = 60 FEET

SURVEYOR'S SEAL	NOTARY PUBLIC SEAL	CITY ENGINEER SEAL	CLERK-RECORDER SEAL
-----------------	--------------------	--------------------	---------------------



CURVE TABLE

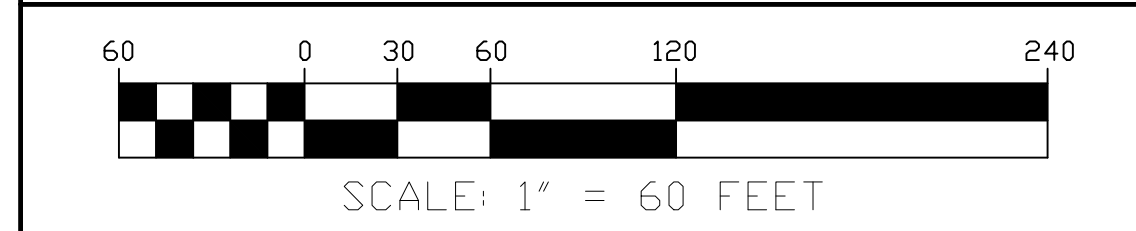
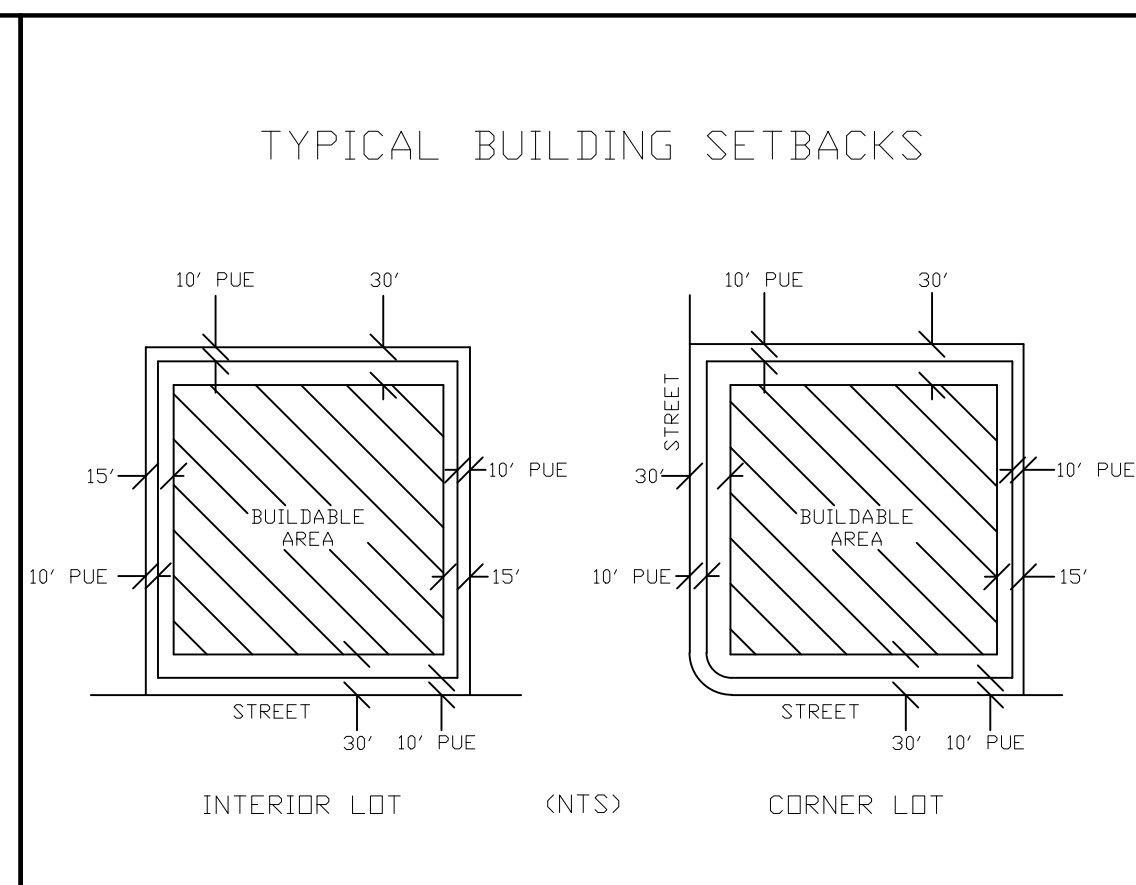
CURVE	RADIUS	LENGTH	CHORD DIST.	CHORD BRG.	LENGTH
C1	"	"	"	"	"
C2	"	"	"	"	"
C3	"	"	"	"	"
C4	"	"	"	"	"
C5	"	"	"	"	"
C6	"	"	"	"	"
C7	"	"	"	"	"
C8	"	"	"	"	"
C9	"	"	"	"	"
C10	"	"	"	"	"
C11	"	"	"	"	"
C12	"	"	"	"	"
C13	"	"	"	"	"
C14	"	"	"	"	"
C15	"	"	"	"	"

MONUMENT TABLE

A	N E
B	N E
C	N E
D	N E
E	N E
F	N E
G	N E
H	N E
I	N E
J	N E
K	N E
L	N E
M	N E
N	N E
O	N E

VICINITY MAP

"INSERT VICINITY MAP WITH 500' RADIUS OF SUBDIVISION"



"INSERT APPLICABLE ROAD CROSS-SECTION"
 (NTS)

"COMPANY INFO."