

# PRELIMINARY SUBDIVISION PLAT APPLICATION CHECKLIST

**BLUFFDALE**  
EST. 1848

2222 West 14400 South, Bluffdale, UT 84065  
801.254.2200 – www.bluffdale.com

This application must first be reviewed by the Development Review Committee (DRC), consisting of Bluffdale City staff. Following review by the DRC, the applicant will be informed of the next available meeting date when the item can be addressed by the Planning Commission. The DRC will make a recommendation to the Planning Commission for consideration, the Planning Commission will make a recommendation, and the City Council has the final authority to either approve or deny the request.

Please review Title 12 of the Bluffdale City Code available at [www.bluffdale.com](http://www.bluffdale.com) for information completing this application. Below is a list of information that is required to be submitted with the application. **If any of the required information is not submitted, the application will be considered incomplete and cannot be accepted.**

**Planning Application Fee:** \$300 + \$100 per lot  
First-class postage for all properties within 500 ft. of the subject property  
**Noticing Fee:** \$125 (One public hearing required)

\*Note: Additional fees may be assessed separately in accordance with the adopted Consolidated Fee Schedule.

Staff will review the application and check for completeness before accepting any application. As part of the application, please provide the following:

- Application Form and Fees.**
- Legal Description.**
- Preliminary Subdivision Plat.** A Preliminary Subdivision Plat shall be prepared by a licensed land surveyor, or engineer, and drawn at a scale of not less than one inch equals one-hundred feet (1" = 100'). The Preliminary Subdivision Plat shall be prepared in pen and all sheets shall be numbered. A minimum of five (5) 11 inch x 17 inch size and one (1) digital copy must be submitted. The Preliminary Subdivision Plat shall show the following:
  - A vicinity map, at a maximum scale of one inch (1") = one-thousand feet (1000'), clearly identifying the boundaries of the entire Subject Property, accesses, adjoining subdivision outlines and names, as applicable, and other relevant information within one-half (½) mile of the boundary of the Subject Property. The location of the Subject Property with respect to surrounding property and roads, and the names of all adjoining property owners of record shall be shown.
  - A map of the boundary of the Subject Property; accurate in scale, dimension and bearing, and giving the location of and ties to the nearest survey monument. The map shall have an error of closure of not greater than 1:10,000 of a foot. Survey tie to the State grid or other permanent marker established by the Salt Lake County surveyor is required, if practical.
  - Located at the top-center and lower right-hand corner of the Preliminary Plat, the proposed name of the subdivision that is distinct from any other plat already recorded in the Salt Lake County Recorder's Office. The basis of bearings used, graphic and written scale, true north point, township, range, section, quarter section, block, and lot number, and total area of the Subject Property shall be shown.
  - Proposed lot and street layout. All existing and proposed street names shall be shown including the designation of public or private ownership.
  - The lot or unit reference, block or building reference, street or site address, the street name or coordinate address, boundaries, course, and dimensions, acreage or square footage for all parcels, units, or lots, and length and width of the blocks and lots proposed to be created. All parcels, units, lots, or blocks created shall be numbered consecutively.

- The location and dimensions of all of the parcels of ground divided, by their boundaries, course, and extent, whether the owner proposes that any parcel of ground is intended to be used as a street or for any other public use, and whether any such area is reserved or proposed for dedication for a public purpose including common or open space areas and conditions, if any, of the dedication or reservation
- All existing and proposed right-of-way and easement grants of record for underground utility facilities, and for all other utility facilities within the proposed rights-of-way.
- Each proposed lot shall identify required setback lines identifying the required front, side, and rear yard areas, as required by the Zoning District in which the Subject Property is located.
- A title block, placed on the lower right hand corner of the Plat showing:
  - Proposed name or designation of the subdivision that is distinct from any other plat already recorded in the Office of the Salt Lake County Recorder.
  - Name and address of the owner of record and the name, address and license number of the licensed surveyor or engineer responsible for preparing the Preliminary Plat.
  - Date of preparation of the Preliminary Plat, and all revision dates, as applicable.
- Signature blocks for the dated signatures of the City Attorney, Planning Commission Chair, Mayor, City Recorder, City Engineer, Salt Lake County Health Department, South Valley Sewer District and appropriate utility companies.
- **Required Property Information.** The following information is required and shall be provided on separate sheets at the same scale as the Preliminary Subdivision Plat:
  - The identification of known natural features including, but not limited to, jurisdictional wetlands as identified by the United States Army Corps of Engineers, flood plains and flood channels as identified by a Federal or State Agency, all water courses, areas where ground water is located within three (3) feet of the ground surface, water bodies, marshy or swampy areas, drainage ways, and any other natural features, as required by the City Engineer for the Subject Property, including the total area of each.
  - Existing site contours, at intervals of no greater than two (2) feet, overlaid with the proposed subdivision layout. Elevations shall be based on national Geodetic Survey sea level data. In cases of predominately-level topography one (1) foot interval contours may be required.
  - The location of any known man-made features on, or contiguous to the Subject Property, including existing platted lots, all utility easements, railroads, power lines and power poles, telephone and other telecommunication lines and facilities, bridges, culverts, drainage channels, road rights-of-way and easements, field drains, and well or spring protection areas. Indicate which features will remain and which will be removed.
  - The location and dimensions of all existing buildings, fence lines and property lines, overlaid with the proposed subdivision layout.
  - The layout of existing power lines including the source and connection to the existing power supply.
  - All existing and proposed roadway locations and dimensions, with cross sections and profiles of all new streets and roads, proposed to be dedicated to the City, showing the grades of all proposed streets and roads, including direction of slope, and all proposed cuts and fills exceeding three (3) feet. The proposed radius of all centerline curves shall be shown.
  - The location and size of existing and proposed culinary water and sanitary sewer lines and the location of all wells and springs, if any, and the location of all secondary water locations, as required by the City Engineer, as applicable, overlaid with the proposed subdivision layout plan. Indicate the direction of slope for all gravity pipelines.
  - Proposed storm drainage and flood control systems including proposed pipe sizes, inlets, detention areas, and drainage arrows.

- The location of all existing and proposed curb, gutter and sidewalk within and adjacent to the proposed development with an indication of grades and flow arrows showing direction of storm water surface flows.
  - Existing land drain locations and proposed new land drainage system including proposed pipe sizes, inlets, outlets, and drainage arrows.
  - The location of all existing and proposed fire hydrants, including the sizes of all existing and proposed water lines serving all fire hydrants.
  - The location of all existing and proposed streetlights identifying the location, type, height, and light output of all existing and proposed street lights.
  - The location of all existing and proposed street trees and other landscape plantings identifying the location and type of all street trees, shrubs and other landscape materials and plantings.
  
- **Geotechnical Report.** A report providing geologic maps, soil type maps, and tables of soil type interpretations based on the National Cooperative Soils Survey, United States Department of Agriculture, and Soil Conservation Service. Other investigation reports regarding the suitability of the Subject Property for the proposed subdivision shall be provided. The location and height of all subsurface ground water areas shall be shown.
  
- **Preliminary Grading and Drainage Plan Report.** Provide a grading and drainage report and plans consistent with the Bluffdale City Drainage Manual.
  
- **Preliminary Erosion Control Plan.** When required by the City Engineer, a Preliminary Erosion Control Plan shall be provided and included with the Preliminary Subdivision Plat Application.
  
- **Preliminary Easement Plan.** A preliminary easement plan, identifying the location, size, and use of all existing and proposed easements.
  
- **Preliminary Electrical and Gas Utility Plan.** A plan showing the layout and connection locations of the utilities as required by the utility companies.
  
- **Title Report.** A Title Report for the Subject Property, provided by a Title Company and no older than thirty (30) calendar days from the date of the filing of the Preliminary Subdivision Plat Application.
  
- **Evidence of Availability of Necessary Services.** The following information is required to be presented, necessary to establish the availability of required services to the Subject Property.
  - Culinary Water Requirements. The Bluffdale City Engineer is hereby designated as the Culinary Water Authority for the City. It shall be the responsibility of the Applicant to provide all information and materials, as required by the City Engineer, necessary to review and provide a written approval of the feasibility of the proposed culinary water system and culinary water sources.
  - Sanitary Sewer Requirements. The South Valley Sewer District is hereby designated as the Sanitary Sewer Authority for the City. It shall be the responsibility of the Applicant to provide information and materials, as required by the sewer district, necessary to review and provide a written approval of the feasibility of the proposed sanitary sewer system.
  - Subdivision Roads and Streets. The Preliminary Subdivision Plat Application shall identify the proposed road and street layout. Proposed subdivision streets shall make provision for the continuation of existing streets. The road design plan and profile shall show all drainage, pavement, and all other improvements as required by the Bluffdale City Development Standards and Design Specifications. If the proposed subdivision will be accessed directly from a State Highway, an appropriate access permit approval, as required by the State of Utah Department of Transportation, shall be provided with the application materials. It shall be the responsibility of

- the Applicant to provide information and materials, as required by the City Engineer, necessary to review and provide a written recommendation of the proposed road and street system.
- **Storm Drainage and Flood Control Facilities.** The Preliminary Subdivision Plat Application shall identify the storm drainage and flood control system. The proposed subdivision storm drainage and flood control system shall make provision for the continuation of existing facilities. All subdivision storm drainage and flood control system facilities shall be designed as required by the Bluffdale City Development Standards and Design Specifications. It shall be the responsibility of the Applicant to provide information and materials, as required by the City Engineer, necessary to review and provide a written recommendation of the proposed storm drainage and flood control system. It is the responsibility of the Applicant to provide the necessary approvals and permits required by the Salt Lake County Flood Control Engineering Department and the appropriate canal company for the discharge of any storm water into canals or other systems.
  - **Fire Protection, Suppression, and Access Facilities.** The Preliminary Subdivision Plat Application shall identify the proposed fire protection, fire suppression, and fire access facilities and shall make provisions for the continuation of existing facilities, as required by the Commission and Council. All subdivision fire protection, fire suppression, and fire access facilities shall be designed as required by the Bluffdale City Development Standards and Design Specifications. The Bluffdale City Fire Chief is hereby designated as the Fire Protection Authority, and shall review all proposed fire protection, fire suppression, and fire access facilities. It shall be the responsibility of the Applicant to provide information and materials, as required by the City Fire Chief, necessary to review and provide a written approval of the feasibility of the proposed fire protection, suppression, and access facilities.
- **Secondary Water Shares.** The Preliminary Plat Application shall provide documentation that the required amount of secondary water has been secured with a canal company in the name of the City of Bluffdale and the development for use on the property in accordance with section 8-5-3: "Water Required" of the City Ordinances. Plans for a secondary water (pressurized irrigation) facility, including source, storage capacity, transmission and distribution system capacity, shall be provided.
  - **Parks and Recreational Facilities.** Plans for any proposed parks and recreational facilities or amenities as part of the subdivision plat shall be consistent with the adopted level of service (LOS).
  - **Additional Information and Materials.** When the City Staff, Commission, or Council deem necessary, the Applicant may be required to provide other information, materials, letters of feasibility, conduct studies, and provide other evidence indicating the suitability of the Subject Property for the proposed subdivision, including, but not limited to, compliance with the City's Transportation Plan(s) including access management plans, adequacy of utilities, public safety and fire protection, ground water protection, landscape maintenance, geologic or flood hazard, erosion control, wildlife habitat, and any other infrastructure, physical, environmental, or cultural matters.
  - **Phasing Schedule.** If the Applicant is proposing phasing the development into two or more sections for purposes of recording final plats, such information must be included as a part of the Preliminary Subdivision Plat Application submission.
    - A phasing plan describing each phase, the approximate size in area of each phase, the order of phasing and the projected time for recording and development of each phase shall be submitted.
    - The requirements of the Concept Plan shall be submitted for all phases not being proposed for preliminary approval.
    - The Planning Commission may impose conditions upon the filing of each section proposed as may be necessary to ensure orderly development of the overall subdivision and the area in which it is located.
    - Application for subsequent phases must be submitted within one year of recordation of the previous phase.

**Noticing.**

- Mailing labels for all properties within 500 ft. of the subject property. Labels can be obtained from the Salt Lake County Recorder's Office (2001 S State St, Salt Lake City).
- First-class postage and envelopes for each property within 500 ft. You may provide these or pay for postage at the current rate and purchase envelopes for \$0.25 each from Bluffdale City.

# PRELIMINARY SUBDIVISION PLAT APPLICATION

2222 West 14400 South, Bluffdale, UT 84065  
801.254.2200 – www.bluffdale.com

**BLUFFDALE**  
EST. 1848

**PLEASE NOTE:** This application has an accompanying checklist which specifies the information required in order for your application to be processed. Before submitting the application, please review the checklist and have all the required information. **Incomplete applications will not be accepted.**

**The following must be submitted with this application:**

- All information indicated in the attached checklist.
- Planning Application Fee: **\$300 + \$100** per lot  
\*Note: Additional fees may be assessed separately in accordance with the adopted Consolidated Fee Schedule.
- Noticing Fee: **\$125** (One hearing required)  
First-class postage for all properties within 500 ft. of the subject property  
Labels provided by Salt Lake County Recorder’s Office

Date of Application:		Zone:		Parcel #(s):			
Proposed Subdivision Name:							
Subdivision Location/Address:							
Number of Proposed Lots:				Total Acreage:			
Project Description (use additional pages if needed):							
<b>Applicant(s):</b>				<b>Contact Person:</b>			
Address:				Address:			
City:		State:	Zip:	City:		State:	Zip:
Phone Number:				Phone Number:			
Email:				Email:			
<b>Property Owner(s):</b>							
Address:				City:		State:	Zip:
Phone Number:				Email:			
<b>FOR OFFICE USE ONLY</b>							
Application fee: <b>\$300 + \$100</b> per lot (Engineering fees assessed separately) Noticing: # of notices _____ Postage _____ Envelopes _____  <b>TOTAL:</b> _____				Received date:		Received by:	
				Amount received:		Receipt #:	
				File #:			
				Assigned to:			

**AFFIDAVIT  
PROPERTY OWNER**

STATE OF UTAH                    )  
                                          ) ss  
COUNTY OF SALT LAKE        )

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statement therein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge I have received written instructions regarding the process for which I am applying.

\_\_\_\_\_ (Property Owner)

\_\_\_\_\_ (Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah

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**AGENT AUTHORIZATION**

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application, and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_ (Property Owner)

\_\_\_\_\_ (Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me

\_\_\_\_\_, the signer(s) of the above agent authorization who duly acknowledge to me that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah