



Dedicated to the vision of a self-sufficient rural community with a unique country lifestyle.

BLUFFDALE CITY

14175 South Redwood Road
Bluffdale, Utah 84065
(801) 254-2200
(801) 253-3270
www.bluffdale.com

Application Form

***This application form must be completely filled out in order to be processed.
Incomplete applications will not be accepted.***

CONCEPT PLAN

Date of Application: _____

Applicant(s) Name: _____

Applicant Address: _____

Applicant Phone Numbers: Home: _____ Work: _____ Cell: _____

Proposed Subdivision Name: _____

Subdivision Address: _____

Parcel(s) (Use Salt Lake County tax ID number): _____

Number of Proposed Lots: _____ Total Acreage: _____

Property Owner(s) Name(s) (if different from the applicant): _____

Owner(s) Address: _____

Owner(s) Phone Numbers: Home: _____ Work: _____ Cell: _____

Describe the project: _____

Fee: \$125

The applicant must provide four (4) 24x36 and one (1) 11x17 copies of the proposed Concept Plan.

FOR OFFICE USE ONLY:			
Date Received: _____	Amount Received: _____	Received By: _____	Receipt Number: _____

Applicant 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 that I have received written instructions regarding the process for which I am applying and the Bluffdale City Planning staff have indicated they are available to assist me in making this application.

_____(Property Owner)

_____(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)Residing in Salt Lake County, Utah
My commission expires: _____

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
My commission expires: _____

Concept Plan

- The subdivider shall submit four (4) 24" x 36" copies and one (1) 11" x 17" of the proposed subdivision concept plan to the Bluffdale Planning Department. The proposed concept plan shall be professionally prepared and include the following items:
- The proposed name of the subdivision.
- A vicinity plan showing significant natural and manmade features or existing structures on the site and within 200 feet of any portion of it; the property boundaries of the proposed subdivision; the names of adjacent property owners; topographic contours at no greater interval than two feet; and north arrow.
- A proposed lot and street layout.
- Availability and location of utilities and drainage facilities within the vicinity which are adjacent to the property.
- A description of those portions of the property which are included in the most recent flood insurance rate maps prepared by FEMA.
- The total acreage of the entire tract proposed for subdivision.
- County plat map with aerial photo underlay, if available.
- Electronic copies of drawings in AutoCAD (.dwg) format.

Concept Plat Review Procedure: *Staff Administrative Decision*

- An appropriate and complete application form and all required submittal information is submitted to the City.
- The appropriate fee is paid, per the adopted City Fee Schedule.
- The application is reviewed by staff for completeness and compliance with applicable regulations.
- ***If the application is incomplete***, the missing information is noted by staff and the applicant will be contacted to provide such information. No processing of the applications will begin until all of the required information is provided.
- ***If the application is complete***, the application forms are accepted and processed, and an application file is made.
- A packet is prepared with the provided information and sent to City departments and various agencies (at the City's discretion) to provide comments or conditions to be addressed. A typical timeframe for comments to be returned is two (2) weeks.
- Once staff has received comments have been received, or if sufficient time has elapsed for comments to have been received but none were provided, the concept plat will be considered by the City's Development Review Committee (DRC). The applicant will receive comments and "redlines" to correct from City staff, based on the review by the DRC.
- It is the applicant's responsibility to see that all notes, comments, corrections, etc. are addressed, either in written form or on plats or drawings, as requested by City staff. *The applicants are put on notice that City staff has no control over the amount of time necessary for any corrected information to be returned to the City.* Once comments or redlines have been given to the applicant, no further processing of the application will be done until such time as all requested corrections have been received. Additionally, if an applicant returns corrections to the City that are found to be incomplete, or that not all changes or corrections have been provided which have been requested by City staff, the applicant will be asked again to return the corrected information, and no further processing of the application will be done until all requested corrections have been received. ***Failure to provide complete corrections can significantly add to the amount of processing time!***
- Once corrections have been received and verified by the City staff, staff will render a decision and notify the applicant in writing of such approval to proceed with the Preliminary Plat.



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Subdivision Concept Plat Application and Development Process

Contents:

1. Application and Review Fees
2. Concept Plat
3. Phasing Plan Required
4. Termination of Projects
5. Review Process

1. Application and Review Fees

A completed application form must be submitted for Concept Plat, Preliminary Plat, and Final Plat. The application must be signed by the applicant and all applicable fees must be paid in full prior to commencing review of any proposed subdivision. All Development Fees for Subdivisions are as follows:

Concept Plat Application Fee: \$125.00

2. Concept Plat

All applicants for subdivision approval shall first submit to the City a Concept Plat. The Concept Plat will be reviewed by staff. There is no approval of a Concept Plat required or given. The Concept Plat gives the applicant and staff an opportunity to discuss the project prior to the preparation of a Preliminary Plat

Prior to any process or procedure for subdividing land, an owner of the land or an authorized agent shall submit an application for a Concept Plat. The number of copies of the Concept Plat is should be **six (6) 11x17 copies**. The Concept Plat shall:

1. Include all contiguous holdings of the owner with an indication of the portion which is proposed to be subdivided, accompanied by an affidavit of ownership, which shall include the dates the respective holdings of land were acquired, together with the book and page of each conveyance to the present owner as recorded in the office of the County Recorder.
2. Be accompanied by an application and review fee in accordance with the adopted Fee Schedule.
3. Include an address and telephone number of the applicant.
4. Information from agencies who must eventually approve aspects of the subdivision plat including but not limited to, South Valley Sewer District, Utah Department of Transportation, Salt Lake Valley Health Department, Jordan School District, and various utility providers.
5. Include a general written and graphic representation of the proposed project and any other information the applicant believes is necessary to present to the staff or Planning Commission.

The scale or complexity of a project or staff workload will dictate the processing period. The staff will advise the applicant when an application is filed as to the projected time frame. After reviewing and discussing the Concept Plat and other reports submitted by invited agencies and officials, the staff will advise the applicant of the specific changes or additions, if any, it will require in the layout, and the character and extent of required improvements and reservations as a prerequisite to the approval of the Preliminary Plat.

3. Phasing Plan Required

All subdivisions with more than ten (10) lots or units shall include a phasing plan which specifies the timing of public improvements and residential construction. A phasing plan shall include:

1. The number of units or parcels to be developed in each phase and the timing of each phase.
2. The timing of construction of public improvements and subdivision amenities to serve each phase.
3. The relationship between the public improvements in the current subdivision and contiguous land previously subdivided and yet to be subdivided.

4. If the subdivision is in an area covered by an approved Planned Residential Development that has a phasing plan, the phasing plans shall be consistent. An applicant may request a revision of the phasing plan which may be necessary due to such conditions as changing market conditions, inclement weather or other factors.

4. Termination of Projects

It is the policy of the City to require applicants submitting projects to move their projects to either approval or denial in a reasonably expeditious manner. A subdivision application shall be deemed inactive and subject to termination on the basis of inactivity if, through the act or omission of the applicant and not the City:

1. More than three (3) months have passed since the last meeting of staff and the applicant.
2. More than three (3) months have passed since a request for additional information was made by staff, which request has not been complied with or reasons for non-compliance are not stated or indicated by the applicant.
3. The applicant is more than sixty (60) days in default of the payment of any fee assessed by ordinance, or has not paid the fee under protest.
4. The applicant has stated intent to abandon the project.
5. The project appears to have been abandoned.

Delays caused entirely by internal delays of the City or any Commission or Board shall not be cause for termination.

5. Review Process

The Planning Commission will review the Preliminary Plat. If the plat is found to be complete, the Planning Commission will forward a recommendation to approve, approve with conditions, or deny approval of the Preliminary Plat. After receiving a recommendation from the Planning Commission, the City Council will review the Preliminary Plat and may approve, amend and approve, approve with conditions, remand the subdivision back to the Planning Commission for further review, or deny the application for Preliminary Plat approval.

Following approval of the Preliminary Plat by the City Council, the applicant may prepare the Final Plat in accordance with the Final Plat application requirements and the Bluffdale City Subdivision Ordinance. The Final Plat shall be included in the Planning Commission packet for review prior to the Final Plat review by the City Council. No action is required by the Planning Commission. The City Council shall review the Final Plat to ensure that all conditions of the staff, Planning Commission, and City Council have been satisfied, for compliance with the Preliminary Plat approval and conditions. After the review of the Final Plat, the City Council shall approve, amend, approve with conditions or deny approval of the Final Plat.