



*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](http://www.bluffdale.com)

## Application Form

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

### SUBDIVISION FINAL PLAT

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: \_\_\_\_\_

Is PRD, CRO, or PMD requested:  YES  NO If so, please provide justification.  
\_\_\_\_\_

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

Owner(s) Address: \_\_\_\_\_

Owner(s) Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Please describe the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zone: \_\_\_\_\_ Minimum Lot Size of Zone: \_\_\_\_\_

**Fee: \$250 + 150 per lot**

The Bluffdale City Staff will review this application on the first available development review meeting. Following this review, the applicant will be informed of the first available meeting agenda the application can be addressed by the Planning Commission and City Council. For further details and information, please contact the Community Development Department at 254-2200.

**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: \_\_\_\_\_

## Final Plat

Until such time as the City requests the Mylar to be provided, and the appropriate signatures obtained, a paper copy of the Final Plat can be submitted for review and approval by City staff.

- The Final Plat shall consist of a Mylar with outside or trim line dimensions of 24"x 36".
- The border line of the plat shall be drawn in heavy lines leaving a space of at least one and one-half inches on the left side and at least one-half inch margin on the other sides.
- The plat shall be so drawn that the top of the drawing faces either north or west, whichever accommodates the drawing best. All lines, dimensions, and markings shall be made on a Mylar, or comparable material approved by the City, with approved waterproof black ink.
- The plat shall be made to a scale large enough to clearly show all details, and in any case not smaller than 100 feet to the inch, and workmanship on the finished drawing shall be neat, clean cut and readable.
- The final plat shall show the subdivision name and the general location of the subdivision in bold letters at the top of the sheet.
- The plat shall contain a north arrow and scale of the drawing and the date.
- Prior to consideration by the City Council, the plat shall be signed by all required and authorized parties, with the exception of the Mayor and City Attorney, with appropriate notary acknowledgements and the final plat shall contain all information set forth in this section. If a required utility company or financial lending institution will not sign the Mylar prior to approval by the City Council, based on their company's adopted policies and procedures, then the subdivider shall be required to get a list of conditions in writing and provide such to the City, prior to scheduling the review on the City Council's agenda.
- An accurate and complete survey to second order accuracy shall be made of the land to be subdivided. A traverse of the exterior boundaries of the tract, and of each block, when computed from field measurements on the ground shall close within a tolerance of 1 foot to 20,000 feet.
- Plats will show accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision, properly tied to public survey monuments. These lines should be slightly heavier than street and lot lines.
- The final plat shall show all survey, mathematical information and data necessary to locate all monuments and to locate and retrace all interior and exterior boundary lines appearing thereon, including bearing and distance of straight lines, and central angle, radius and arc length of curves, and such information as may be necessary to determine the location of beginning and ending points of curves. All property corners and monuments within the subdivision shall show the calculated Salt Lake County coordinates. Lot and boundary closure shall be calculated to the nearest 100th of a foot.
- All lots, blocks, and parcels offered for dedication for any purpose should be delineated and designated with dimensions, boundaries and courses clearly shown and defined in every case. The square footage of each lot shall be shown. Parcels offered for dedication other than for streets or easements shall be clearly designated on the plat. Sufficient linear, angular and curved data shall be shown to determine readily the bearing and length of the boundary lines of every block, lot and parcel which is a part thereof. No "ditto" marks shall be used for lot dimensions.
- The plat shall show the right-of-way lines of each street, and the width of any portion being dedicated and widths of any existing dedications. The widths and locations of adjacent streets and other public properties within 50 feet of the subdivision shall be shown with dotted lines. If any street in the subdivision is a continuation or an approximate continuation of an existing street, the conformity or the amount of non-conformity of such existing streets shall be accurately shown.
- All lots are to be numbered consecutively under a definite system approved by the Planning Commission. Numbering shall continue consecutively throughout the subdivision with no omissions or duplications.
- All streets within the subdivision shall be numbered (named streets shall also be numbered) in accordance with and in conformity with the adopted street numbering system adopted by the City. Each lot shall show the street addresses assigned thereto, and shall be according to the standard addressing methods approved by the City. In the case of corner lots, an address will be assigned for each part of the lot having street frontage.
- The side lines of all easements shall be shown by fine dashed lines. The width of all easements and sufficient ties thereto to definitely locate the same with respect to the subdivision shall be shown. All easements shall be clearly labeled and identified.
- The plat shall fully and clearly show all stakes, monuments and other evidence indicating the boundaries of the subdivision as found on the site. Any monument or bench mark that is disturbed or destroyed before acceptance of all improvements shall be replaced by the subdivider under the direction of the City Engineer. The following required monuments shall be shown on the final plat:
  - The location of all monuments placed in making the survey, including a statement as to what, if any, points were re-set by ties;
  - All right-of-way monuments at angle points and intersections as approved by the City Engineer.
  - The final plat shall contain the name, stamp and signature of a registered surveyor, together with the date of the survey, the scale of the map and number of sheets. The following certificates, acknowledgements and

descriptions shall appear on the title sheet of the final plat, and such certificates may be combined where appropriate:

- Registered land surveyor's "Certificate of Survey".
- Owners dedication certificate in the following form:

OWNERS DEDICATION

Know all men by these presents that we, the undersigned owner(s) of the above described tract of land, having caused said tract to be subdivided into lots and streets to be hereafter known as Subdivision do hereby dedicate for perpetual use of the public all parcels of land shown on this plat as intended for public use. In witness whereof, we have hereunto set out hands this day of , 20 .

(Add appropriate acknowledgments)

- Notary public's acknowledgement for each signature on the plat;
- A correct metes and bounds description of all property included within the subdivision;
- Plats shall contain signatures of the water provider, sewer provider, natural gas provider, electric power provider, local telephone service provider, Salt Lake Valley Health Department, Planning Commission, and City Engineer, and blocks for signatures of the City Attorney and City Council (a signature line for the Mayor and an attestation by the City Recorder). A block for the County Recorder shall be provided in the lower right corner of the final plat.
- Such other affidavits, certificates, acknowledgements, endorsements and notarial seals as are required by law, by this Title, or by the City Attorney.
- Prior to recordation of the plat, the subdivider shall submit a current title report to be reviewed by the City Attorney. A "current title report" is considered to be one which correctly discloses all recorded matters of title regarding the property and which is prepared and dated not more than thirty (30) days before the proposed recordation of the final plat.
- The owner's dedication certificate, registered land surveyor's certificate of survey, and any other certificates contained on the final plat shall be in the form prescribed by the City's Subdivision Standards and Specifications.
- When a subdivision contains lands which are reserved in private ownership for community use, including common areas, the subdivider shall submit, with the final plat, the name, proposed articles of incorporation and bylaws of the owner, or organization empowered to own, maintain and pay taxes on such lands and common areas and any access easements which may be required by the City.

- Bond Required(a) Prior to signing of a final plat by the City Engineer, City Attorney, City Recorder, and Mayor, the subdivider shall enter into a Bond Agreement acceptable to the City as security to insure completion of all improvements required to be installed in the subdivision.

The Bond Agreement shall be in a form approved by the City Attorney, shall be signed on behalf of the City by the City Engineer, and may contain specific provisions approved by the City Attorney. The Agreement shall include but not be limited to:

1. Subdivider's agreement to complete all improvements within a period of time not to exceed 24 months from the date the agreement is executed.
2. The improvements shall be completed to the satisfaction of the City and in accordance with the City's Subdivision Standards and Specifications as established by the City Engineer and adopted by the City Council.
3. The Bond shall be equal to one hundred ten (120) percent of the City Engineer's estimated cost of the improvements to be installed.
4. The City shall have immediate access to the Bond proceeds.
5. The Bond proceeds may be reduced at intervals determined by the City Engineer upon the written request of the subdivider as improvements are installed. The amount of the reduction shall be determined by the City Engineer. Reductions shall be made only as they apply to the completion, satisfactory to the City Engineer, of entire systems. The improvements for subdivisions are typically grouped into five (5) systems categories: culinary water, storm drainage, roadways, parks/trails and landscaping, erosion control and miscellaneous/finish items. Additional categories may be added if approved by the City Engineer. All reductions shall be by written authorization of the City Engineer. No bond shall be reduced below twenty-five (25) percent of the City Engineer's estimated cost of the improvement to be installed.
6. If the Bond proceeds are inadequate to pay the cost of the completion of the improvements according to the City's standards or specifications for whatever reason, including previous reductions, the subdivider shall be responsible for the deficiency and no further building permits shall be issued in the subdivision until the improvements are completed or, with City Council approval, a new, satisfactory Bond has been executed and delivered to the City or other satisfactory arrangements have been made to insure completion of the remaining improvements.

7. The City's cost of administration incurred in obtaining the Bond proceeds, including attorney's fees and court costs, shall be deducted from any Bond proceeds.
8. The subdivider shall guarantee all improvements installed against any damage arising from any cause and from any defect in design or construction during the warranty and maintenance period and shall promptly repair the same upon notice from the City. Additionally, the subdivider shall agree to hold the City harmless from any and all liability which may arise as a result of the improvements which are installed until such time as the City certifies the improvements are complete and accepts the improvements at the end of the warranty and maintenance period.

The Bond Agreement shall be one of the following types as prescribed by the City:

1. An escrow agreement and account with a federally insured bank, savings and loan, or credit union. Bond proceeds must be available to the City by presenting a Site Draft at an office located within 50 miles of Bluffdale City.
2. A letter of credit agreement and irrevocable stand-by letter of credit with a federally insured bank, savings and loan, or credit union. Bond proceeds must be available to the City by presenting a signed statement in accordance with the terms of the Letter of Credit at an office located within 50 miles of Bluffdale City.



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## **Subdivision Final Plat Application and Process**

### **Contents:**

1. General Provisions
2. Approval Process
3. Zoning Regulations

### **1. General Provisions**

Following the approval of a Final Plat by the City Council, the staff will inform the applicant that an application for Final Plat may be submitted and a plan may be prepared. All conditions (if any were made) to the Preliminary Plat must be satisfied prior to approval of the Final Plat and recordation in the office of the County Recorder.

The Final Plat shall be prepared by a **licensed land surveyor at a scale of not more than one inch (1") equals one hundred (100) feet**. The scale shall be shown graphically for purposes of reduction. The plan may be prepared in ink, or ink and pencil, and the sheets shall be numbered in sequence if more than one sheet is used and shall be of such size as is acceptable for filing in the office of the County Recorder, typically **twenty-four by thirty-six (24 x 36) inches**. The applicant shall supply the City with **two (2) complete full size copies** and sufficient reduced **eleven by seventeen (11 x 17) copies** of the Preliminary Plat for each City Council member, Planning Commissioner and relevant City staff members. An electronic copy is also required for Engineering review, as well as use in the public meeting process.

The lack of information under any item specified herein, or improper information supplied by the applicant, may be cause for denial of a Final Plat.

### **2. Approval Process**

#### **Final Plat Review Procedure: Approval by the Planning Commission and City Council**

- An appropriate and complete application form and all required submittal information is submitted to the City. NOTE: All applications for a subdivision containing more than ten (10) lots **must** be accompanied by a Phasing Plan. It is also customary to submit a paper copy of the Final Plat for processing, until such time as a Mylar is requested by City staff.
- 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 applications will be processed until all of the required information is provided.
- **If the application is complete**, the application forms are accepted and processed, 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 comments have been received, or if sufficient time has elapsed for comments to have been received but none were provided, the applicant will receive comments and "redlines" to correct from City staff.
- 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 required 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 schedule the item on the next available Planning Commission for a public hearing, and prepare and post all required public notices. The applicant will be notified of the date and time of this hearing. NOTE: Staff does not process applications based on a set schedule of the Planning Commission hearings. Once an application is deemed by staff to be ready, the item is scheduled for the next available meeting. Staff will then prepare a staff report with a recommendation to the Planning Commission. A copy of this report will be provided to the applicant.
- The Planning Commission will hold a public hearing and make a recommendation regarding the application to the City Council, either at the initial hearing, or at a subsequent meeting. The Planning Commission may, at its discretion, impose additional conditions to be addressed as part of approval of the Preliminary Plat.
- Once the Planning Commission has made a recommendation, staff will schedule the item for the next available City Council meeting, and prepare and post all required public notices. The applicant will be notified of the date and time of this hearing. NOTE: Staff does not process applications based on a set schedule of the City Council hearings. Once the City Council has made a recommendation, the item is scheduled for the next available meeting.
- Staff will prepare another staff report, which will include the recommendation of the Planning Commission. A copy of this report will be provided to the applicant.
- The City Council will hold a public hearing and make the final decision regarding the application, either at the initial hearing, or at a subsequent meeting. The City Council may, at its discretion, impose additional conditions to be addressed as part of approval of the Preliminary Plat.
- If the application is denied by the City Council, the applicant may appeal that decision in the appropriate district court.
- If the application is approved by the City Council, the applicant is notified in writing of the Final Plat approval of the subdivision.
- Staff will request from the applicant that the Mylar of the Final Plat be prepared and brought to the City with the appropriate signatures on the Mylar. These signatures include the notarized signature of all owners of the property included in the subdivision, all utilities, canal / irrigation companies, or other parties with an interest in the subdivision. The City will provide the applicant with a contact list of the appropriate utility and canal companies.
- The applicant must also provide the appropriate calculations in order for the City Engineer to estimate the amount of the bond, or performance guarantee that will be required for the infrastructure improvements.
- The applicant must provide water shares to the City in the amount of 3 acre-feet per gross acre of land (gross acreage includes all roadways and public areas).
- The applicant must at this time contact the Salt Lake County Recorder and request the exact amount of the cost to record the subdivision plat (Mylar). Applicants will need to know the number of lots, as well as the number of parcels (commonly-owned land that is not included in any specific lot), and the

total size of all property included in the subdivision. The applicant must provide a check (personal, money order or cashier's check made out to the Salt Lake County Recorder) to the City staff in the amount dictated by the County Recorder at the time the Mylar is submitted.

- In addition to the Mylar, the applicant must also provide a recent title report (usually no older than 3-6 months), also known as a Preliminary Report of Title, to the City staff at the time the Mylar is submitted.
- The staff will verify that all signatures required from the property owner(s) are provided, as well as all required utility signatures. The City will circulate the Mylar to the appropriate parties for the remaining signatures that are required. These signatures include the City Engineer, City Attorney, Planning Commission, City Council, and Mayor.
- Once the Mylar contains all required signatures, City staff ask the applicant to contact the Salt Lake County Recorder and request the exact amount of the cost to record the subdivision plat (Mylar). Applicants will need to know the number of lots, as well as the number of parcels (commonly-owned land that is not included in any specific lot), and the total size of all property included in the subdivision. The applicant must provide a check (personal, money order or cashier's check made out to the Salt Lake County Recorder) to the City staff in the amount dictated by the County Recorder at the time the Mylar is submitted.
- Once a check is provided, City staff will record the plat in the office of the Salt Lake County Recorder. The City will maintain a copy of the recorded plat for future reference.
- The applicant must provide a bond or performance guarantee for all infrastructure improvements in an amount equal to one-hundred twenty percent (120%) of the estimated cost of installation of the improvements.
- After the subdivision plat (Mylar) is recorded, the applicant must attend a pre-construction meeting prior to beginning any ground work, excavation or the like.
- After all infrastructure improvements have been installed, the City will inspect those improvements, and may, at its discretion, accept those improvements and release the bond to an amount no less than twenty-five percent (25%) of the total original bond, or performance guarantee amount.
- Once infrastructure improvements have been installed and accepted by the City, the applicant may apply for building permits.
- Infrastructure for a subdivision, once installed, inspected and accepted by the City will remain under warranty for a period of two (2) years from the date of acceptance by the City.
- The applicant must provide a maintenance guarantee in the amount of ten percent (10%) of the original bond amount for the infrastructure improvements. Upon completion of the warranty period, the maintenance guarantee will be released.

### ***3. Zoning Regulations***

Every plat shall conform to existing zoning regulations and subdivision regulations applicable at the time of final approval, except that any Preliminary Plat which has received approval shall be exempt from any subsequent amendments to this Title rendering the plan non-conforming as to bulk or use, provided the final approval is obtained within the one year period. Planned Residential Developments may vary from certain zoning requirements if approved by the City Council.