



Residential Subdivision Plat Amendment Application

Santa Clara City
2603 Santa Clara Dr
Santa Clara, UT 84765
(435) 656-4690 FAX: (435) 879-5298

Subdivision Name: _____

Applicant(s)/Property Owner(s) Information

Name: _____

Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Phone Number/Email: _____

Phone Number/Email: _____

(If additional property owners please add addendum)

Property Description

Section(s): _____ Township(s): _____ Range: _____

Current Zoning Designation: _____

Parcel Size (acres): _____

Number of Lots: _____

Major Cross Street(s): _____

Approvals Required By:

- ☐ Technical Review Committee (Staff) - meets every Thursday at 8:30 a.m.
- ☐ Planning Commission - meets the second and fourth Thursday of each month at 5:30 p.m.
- ☐ City Council - meets the second and fourth Wednesdays of each month at 5:00 p.m.

Attached checklists serve as a guide for adhering to Santa Clara City's subdivision plat amendment requirements. City Staff will use the checklists for completeness reviews and insuring code compliance.

Office Use Only:

Date plan submitted: _____

Date plan accepted: _____

Subdivision Plat Amendment Approval Checklist

PLAT AMENDMENT CHECKLIST

			I. Plat Amendment Requirements (Chapters 16.20 and 16.22)
Y	N	N/A	A. TRC with Developer – Dates of Review: _____ B.
Y	N	N/A	B. Submittal of 1) Engineering Drawings (3 copies); 2) Final Plat (8 11”x17” & 1 8.5”x11”); 3) One (1) Mylar
			1. Description and delineation (16.20.020)
Y	N	N/A	a. Name of subdivision approved by the Planning Commission
Y	N	N/A	b. Identification system for all lots: name of streets, easements, and lot sizes
Y	N	N/A	c. Traverse of the perimeter of the subdivision
Y	N	N/A	d. Monumentation and survey control
			1. Official Monuments
			2. Street Monuments
			3. Street centerline data and street widths...
			4. Property Corners set prior to recording of final plat.
Y	N	N/A	e. Dedication to the public of all streets, easements, etc.
Y	N	N/A	f. North arrow, scale, point of beginning, legal description, and basis of bearing.
Y	N	N/A	g. Subdivision boundary closures shall be .01 or less on exterior boundaries and .02 on interior lots
			2. Standard Forms (16.20.030)
Y	N	N/A	a. Surveyor’s “Certificate of Survey”
Y	N	N/A	b. Owner’s “Certificate of Dedication”- signed by all owners
Y	N	N/A	c. Notary Public’s Acknowledgement of all signatures
Y	N	N/A	d. Notarized Consent of all Lienholder’s
Y	N	N/A	e. Planning Commission’s “Certificate of Approval”
Y	N	N/A	f. City Engineer’s “Certificate of Approval”
Y	N	N/A	g. City Surveyor’s “Certificate of Approval”
Y	N	N/A	h. City Attorney’s “Certificate of Approval”
Y	N	N/A	i. City Planning Commission’s “Certificate of Approval”
Y	N	N/A	j. City Mayor’s “Certificate of Approval”
			k. A one-and-one half by five-inch space in the lower right-hand corner of the plat for the county recorder.
Y	N	N/A	l. Quit Claim Deed from Irrigation Company – Heights Only
Y	N	N/A	m. General Notes – The following general notes must appear on the plat:
			1. Notes Pertaining to the Issuance of building permit until all utilities are installed
			2. Notes Pertaining to Unstable Soil Conditions
			3. Basis of Bearings for Plat
			4. Property is Subject to Findings, Summary and Conclusions of a Geotechnical Report
			5. R-of-W Landscaping Requirements & Subsequent Maintenance Requirements

Y	N	N/A	3. Additional Information Submitted with Subdivision Plat Amendment (16.20.040) a. Deed restrictions in final form signed by all owners of any interest: if applicable b. Current title report c. Soils report covering each lot in the subdivision as per geotechnical requirements prepared by a soil testing laboratory acceptable to the City
Y	N	N/A	
Y	N	N/A	
Y	N	N/A	D. Conformance to Applicable Rules and Regulations
Y	N	N/A	1. Amended Plat complies with all applicable laws, plans, and regulations: a. Zoning Ordinance b. General Plan c. UDOT; Health Department, etc. d. Standards adopted by the City including all boards, commissions, etc.
Y	N	N/A	
Y	N	N/A	
Y	N	N/A	
Y	N	N/A	E. Self-imposed Restrictions Incorporated – Restrictions:
Y	N	N/A	F. Special Conditions Incorporated (ex. Historical district) – E.G.:
Y	N	N/A	G. Planning Commission Review - Date(s) of review: _____ Date of Approval: _____
			H. Inclusion of Planning Commission Changes
Y	N	N/A	I. City Council Review – Date(s) of Review: _____ Date of Approval: _____
Y	N	N/A	J. Final Plat and Engineer drawings are to comply with all sections of the City's Design Standards found in Chapter 16.24 (Red lines comply)
Y	N	N/A	K. Engineering Plans Approved by City Engineer and City Staff
			Public Works Date signed: _____
			City Engineer Date signed: _____
			City Surveyor Date signed: _____