



5400 West Civic Center Drive ~ Suite 1
Highland, UT 84003
Phone (801) 772-4506 Fax (801) 756-6903
Community Development Department

FINAL PLAT SUBMITTAL REQUIREMENTS - MINOR SUBDIVISION

The items and details described below must be present on the plans or separately submitted in order for an application to be complete.

Please review, address, and incorporate the development review checklist, standard drawings, and design criteria in your submittals.

Missing, incomplete, or incorrect items and details in submittals will delay review and require additional review cycles and fees.

All plans must be to the same scale. Plat/Plans must be submitted electronically and hard-copy with one 24"x36" set and one 11"x17" set.

FINAL PLAT

Please use the Highland City plat template

1. Name and address/location of development.
2. Vicinity Map showing area within 1/2 mile of the subject site.
3. Name, address, and phone number of developer and/or owner.
4. Name, address, phone number, and professional seal of engineer/architect or firm preparing plans.
5. Date of plan preparation and subsequent revision dates.
6. North arrow and scale between 1":100' and 1":20'.
7. Legend.
8. Legal description.
9. Standard final plat notes and other plat notes per staff review.
10. Typical lot diagram showing building envelope/setbacks and typical PUE/MUEs, for normal and corner lots.
11. All development property lines depicted and dimensioned:
 - a. Boundaries of the property fully balanced and closed.
 - b. Provide a Basis of Bearing between 2 public land surveying monuments to which one corner of the subdivision shall be tied by course and distance.
 - c. Any exceptions within the plat boundaries located by bearings and distances expressed in feet and decimals thereof, determined by an accurate survey in the field.
 - d. Location and description of all physical encroachments upon the boundaries of the property.
12. Property lines, dedications, and easements depicted, described, and dimensioned:
 - a. Location, dimensions, bearings, radii, arcs, central angles, and use of property dedicated to the public.
 - b. Name (including coordinate), right-of-way lines, courses, lengths, and width of all streets, alleys, fire accesses and turnarounds, crosswalks, trails, and any other public or private access way; radii, points of tangency, and central angles of all curvilinear ways; radii of all rounded street line intersections.
 - c. Watercourses, ditches, wetlands, and drainage ways depicted, with ownership and maintenance designated.
 - d. Irrigation, utility, and other easements depicted with purpose, ownership, and limitations described.
13. Lots depicted, described, dimensioned, and located per zoning:
 - a. Location and all dimensions of all lots, including lot area by square footage/acreage.
 - b. All lots numbered consecutively throughout the plat.
 - c. All lots addressed; corner/double-fronted lots are addressed for both frontages, unless access is prohibited.
 - d. Denote by plat note or symbol/legend any lot-specific building or development restriction and/or easement.
14. Easements, setbacks, plat notes, and other restrictions required to comply with sensitive lands regulations.
15. Cross sections per City standard drawings for all streets shown on the plat, with street names and classification.
16. Location of all adjoining subdivisions with subdivision name.
17. Location and property lines of lots and parcels abutting the development.
18. Certification by State of Utah Professional Land Surveyor, verifying the plat is correct and accurate.
19. Signature blocks for owner's dedication, corporate acknowledgement (if applicable), and notarial certificate.
20. Standard approval and signature blocks for City Attorney, City Engineer, City Recorder, Community Development Director, Mayor, and any Irrigation Company with property interest in the development.



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OTHER REQUIRED INFORMATION AND SUBMITTALS

1. Owner's affidavit
2. Project narrative summarizing the subdivision, impact and benefits to the community, compliance with zoning and general plan, street and pedestrian connectivity, utility and water requirements, and other features or amenities.
3. Project data sheet.
4. Legal description of property being subdivided in Word/searchable PDF.
5. ALTA survey.
6. Title report.
7. Vicinity Map showing property and other properties within 1/2 mile of the development.
8. Utility approval sheet or other documentation showing utility approval of the final plat.
9. Property ownership map and list of names and addresses of each owner of record of each property within 500 feet, with pre-stamped and pre-addressed envelopes (#10) for each such owner.
10. Traffic impact study for any of the following subdivisions: non-residential; at least 20 lots or units; unique or unusual access or topography; new, material impact to street network that has not been studied or planned.
11. Spreadsheet listing all lots complete with dimensions, area, lot number, and address.
12. Sensitive lands analyses and submittals, per HDC Chapter 8, if the development contains or impacts environmentally sensitive areas, flood hazards, geologic hazards, or steep slopes (over 15%).
13. Approval from irrigation companies for abandonment, use, or other alteration of ditch or other facility.
14. Subdivision improvement plans (civil and construction drawings) - **SEPARATE APPLICATION REQUIRED.**

STANDARD FINAL PLAT NOTES

Please include all of the following notes on each plat unless you are certain that one may not apply.

Notes 5-7 are required by STD DWG #U-04 regarding typical lot diagrams, which diagrams must be updated per zoning and shown on plat.

There are conditions of approval of this subdivision imposed by Highland City. These conditions are binding on each owner and occupant of property within 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. In addition to the notes, restrictions, and conditions recorded with and within this plat, Highland City has adopted zoning and other laws that regulate the use and development of property, including the construction of buildings, fences, driveways, and other structures, and the use of utility easements. 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 property. The following are some significant ordinances and conditions of approval applicable to and imposed on this property by Highland City:

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 and gutter, or sidewalk (street right-of-way) with the exception of the park strip which requires 75% to be landscaped with xeriscape or water-wise methods. Lawn is not permitted within park strips.
3. A fence that abuts open space or a trail has additional restrictions of size and opacity. Fences along open space or a trail must comply with Highland City Ordinances. All fences require a fence permit prior to installation. In addition, retaining walls are regulated by ordinance and may require a permit prior to construction.
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.
5. Municipal utility easements (M.U.E.) are dedicated to Highland City and include permitted uses as per Utah Code Annotated 10-9a-103(40) and Highland City Development Code.
6. The public utility easement (P.U.E.), municipal utility easement (M.U.E.) and sidewalk easement corridor as hereon shown shall include the right of utility placement in conformance with Highland City utility franchise agreements and state of Utah code governing public utility easements. Highland City is granted the right for construction, placement, maintenance, replacement, and other incidental appurtenant parts thereto for City utility and active transportation facilities including street signage, street lights, placement of sidewalks and other forms of active transportation facilities. Easement rights defined hereon shall include reasonable access to the grantor's property for the allowable purposes.
7. Building setbacks shown hereon represent the zoning regulations at the time of plat approval. Building setbacks will be enforced by city officials as per the city ordinances and codes in place at the time of building permit issuance.