

Farr West City
SUBDIVISION CHECKLIST

THE FOLLOWING ITEMS NEED TO BE ADDRESSED BY THE DEVELOPER IN ORDER TO BE GRANTED PRELIMINARY AND FINAL APPROVAL OF ANY DEVELOPMENT.

Preliminary

- ___ 1. Fill out in full the Subdivision Application. (see Attachment)
 - ___ 2. Pay in full, all Development User Fees \$ _____ and Application Fees \$ _____ to Farr West City. (see pg. 4)
 - ___ 3. Submit to the City, two complete sets of preliminary and overall plats (1 Large/ 1 11x17). If an application submission for a plat is incomplete, the City, not later than the tenth (10th) business day from receiving the plat application submission, shall notify the applicant of the missing documents or information. No further action will be taken on the application until all documentation or other information contained in the notice is submitted to the City. (see pg. 2 for definition of plat)
 - ___ 4. Submit copy to City Engineer.
 - ___ 5. Submit one complete set of plats to the attached list of individuals for review and approval.
 - ___ 6. At this time, the City will set up a preliminary meeting with the City Engineer, Mayor, Planning Commission Chairman, the Developer and his Engineer. This meeting will be held to discuss all matters that will need to be taken care of before the development can be put on the Planning Commission Agenda.
 - ___ 7. Once all required criteria are met by the developer, submit any revised plats to the City and the City Engineer for review.
 - ___ 8. Once a letter of recommendation from the City Engineer and all required documents from Developer are obtained for the preliminary approval of the development, (must be one week before Commission meeting), it can then be placed on the Planning Commission Agenda for preliminary approval.
- ___ A complete set of plats will be given to the Planning Commission (8 copies total)
- ___ Developer must be able to answer and/or accept all concerns on the letter.
- ___ 9. Based upon the Planning Commission's recommendations, the development may either be **tabled or denied due to lack of information**, or recommended to the City Council for public hearing.

- ___ 10. If the development is tabled, the developer will be made aware of the criteria that must be met and will be given 4 weeks to complete them, after which it may be placed back on the Planning Commission agenda for approval (this requires a call from the developer to be placed on the agenda). This process will continue until the development is sent to the City Council.
- ___ 11. If the Planning Commission denies the development it will be sent to the City Council for further action, it will be placed on the next possible City Council agenda. It will stay with the City Council for all further actions
- ___ 12. If the Planning Commission recommends the development it will be sent to the City Council for public hearing, it will be placed on the next possible City Council agenda for public hearing.
- ___ 13. After public hearing is complete, the City Council will grant or deny preliminary approval per planning commission recommendations.
- ___ 14. Once the City Council grants preliminary approval of the development, the Mayor will sign and date each copy of the plats and return one copy to the developer in order to proceed with the preparation of the final plat for approval.

Submission Requirements: (Paper copy's and CD/DVD)

**Blueline copies with title of plat appearing on outside.
Schematic plans for water, wastewater, drainage, plus preliminary drainage calculations.**

Information shown on plat (11 x 17):

**Title of subdivision
North Arrow
Scale: 1" = 100'**

Information on first sheet:

**Owner(s):
Acreage:
Survey (Legal Description):
Date (revision dates, if any):
Surveyor:
Engineer:
Benchmark Description & Elevation:**

**Vicinity map
Boundary survey with bearings and distances.**

SUBDIVISION CHECKLIST

Final

- ___ 1. Once the final plat is prepared, two copies will need to be submitted to the City and one copy and a mylar to the City Engineer along with any other information for review. The mylar and Final Plat must be present at the Planning Commission meeting.
- ___ 2. The process of steps #6-10 will be repeated for final approval.
- ___ 3. If the Planning Commission recommends final approval to the City Council, the Planning Commissioner will then sign and date each copy of the final plat including the mylar copy. The developer will then submit the mylar to the City Engineer to be reviewed so that a bond amount for Escrow can be established and he too can sign and date the mylar.
- ___ 4. Next, the copys will be submitted to the City Council and the City Attorney, and placed on the City Council agenda for final approval.
- ___ 5. Before final approval can be granted, the developer and his escrow agent must set up the bond amount in an Escrow Account and sign an Escrow Agreement with the City for improvements. Also, any balances on Developer User Fees and a deposit for Improvement Inspections (\$ _____) must be paid in full.
- ___ 6. Once the City Council grants final approval, the signed and dated mylar will then be turned back over to the developer to be recorded with Weber County Recorder's Office.
- ___ 7. A copy of the recorded plat along with an 11x17 copy must be submitted to the City within 30 days of recording to proceed with construction.
- ___ 8. When necessary for an escrow release, the developer must contact the City in writing to request an inspection of said improvements.
- ___ 9. When an inspection has been complete, the Mayor will send a letter of recommendation for the amount of monies that is to be released.
- ___ 10. Once all improvements are in place and all inspections and releases have been completed, the city will then begin a 2 Year Guarantee Period and Conditional Acceptance of the development, still holding a 10% contingency.
- ___ 11. After 2 years and a final inspection of the development, if any improvements need to be taken care of, the contingency monies will allow the City to take care of the properly. Any monies left over will then be released to the developer.

___12. Upon release of any remaining monies, the development will be placed on the City Council agenda for Final Acceptance.

IT IS REQUIRED THAT THESE STEPS BE FOLLOWED IN ORDER FOR A DEVELOPMENT TO BE GRANTED FINAL APPROVAL. HOWEVER, AT ANY GIVEN TIME THE CITY COUNCIL MAY OVERRIDE ANY ONE OF THESE STEPS UNDER SPECIFIC CIRCUMSTANCES. IF A DEVELOPER AND A DEVELOPMENT ARE APPROVED TO SKIP A STEP, IT IN NO WAY ALLOWS FOR OTHERS TO FOLLOW WITHOUT THE RECOMMENDATION OF THE CITY COUNCIL.

By initialing all steps, you accept this checklist and all its requirements.

Developer Signature

Date

Application Fees: 1-4 Lots = \$100

5-9 Lots = \$100 + \$10 per lot

10-24 Lots = \$150 + \$10 per lot

25 + Lots = \$250 + \$10 per lot

Developer Fees: 50% of the Engineers estimate

This checklist will be effective 07 Feb 2008; Rev 1 26 Mar 2008

Any changes or recommendations, contact Bill Malone 801-391-8005

FARR WEST CITY

Application for Subdivision



Date Submitted _____

Developer's Name _____

Developer's Mailing Address _____

Developer's Daytime Phone _____ Developer's Fax _____

Subdivision Name _____ Phase _____

Subdivision Address _____

Is this a Re-Subdivision _____ Current Property Zone _____ Is Re-Zoning Required _____

Acreage of property being divided _____ Acreage of entire land parcel _____

Number of proposed lots in Subdivision _____ In Phase _____ Number of Phases _____

Is Culinary Water available?	Y	N	
Is Secondary Water available?	Y	N	Company _____
Is Secondary System in Place?	Y	N	
Is Storm Sewer/Drainage adequate?	Y	N	
Is Sewer available?	Y	N	
Is Electric Power available?	Y	N	
Is Natural Gas available?	Y	N	
Is Telephone Service available?	Y	N	
Is Cable T.V. available?	Y	N	Company _____

What Flood Zone is the property _____ Panel Number _____ Lowest Elevation _____

Is the Access Road above 4,215' Elevation? _____ Source _____

Does the property contain Wetlands? _____ Source _____

Please give a brief history of the property that is being subdivided _____

Please describe any agreements, right-of-ways, easements, etc. which could affect the planning and construction of this development _____

I have read and understand the Developers Users Fees Acknowledgment as well as the Subdivision Ordinance. I do believe that the information on this form is true and correct to the best of my knowledge.

Signed _____ Date _____

Application Fee \$ _____ Developer User Fee \$ _____ Total \$ _____

Receipt # _____ Date Paid _____ Received by _____