

# ***Farr West City***

## **Subdivision Checklist**

THE FOLLOWING ITEMS SHALL BE ADDRESSED BY THE DEVELOPER IN ORDER FOR ANY DEVELOPMENT TO BE CONSIDERED FOR PRELIMINARY AND/OR FINAL APPROVAL. This checklist represents the minimum requirements for full approval. The developer may be required to complete additional actions and/or provide additional information at the discretion of the planning commission, city engineer, and city council.

Please be advised that the process from the preliminary meeting to final approval by the City Council will take a minimum of 90 days, assuming all documentation is provided and all actions are completed in a timely manner.

### **Preliminary Approval**

\_\_\_\_\_ Developer completes the subdivision application (see attachment).

\_\_\_\_\_ Developer pays in full all engineering review fees and subdivision plan processing fees to Farr West City (see Farr West City Fee Schedule).

\_\_\_\_\_ Developer submits to the city three complete sets of the preliminary development plats (1-large and 2-11x17) relating to the current subdivision application. If the developer owns property that is adjacent to the proposed subdivision, also submit three complete sets of plats showing the anticipated future development of adjacent property.

Submission requirements: paper copies and electronic media

A. The preliminary plan shall be drawn to a scale not smaller than one hundred feet (100') to the inch, and shall show: (Reference Farr West City Municipal Code chapter 16.16.040)

1. The proposed name of the subdivision;
2. Its location as forming a part of a larger tract or parcel, where the plat submitted covers only a part of the subdivider's tract or only a part of a larger vacant area. In such case, a sketch of the prospective future street system of the unplatted parts, shall be submitted, and the street system of the part submitted shall be considered in the light of adjustments and connections with the future street system of the larger area;
3. Sufficient information to locate accurately the property shown on the plan;
4. The names and addresses of the subdivider, the engineer or surveyor of the subdivision, and the owners of the land immediately adjoining the land to be subdivided;
5. Contour map at appropriate intervals as determined by the planning commission;
6. The boundary lines of the tract to be subdivided;

7. The location, widths and other dimensions of all existing or platted streets and other important features such as railroad lines, watercourses, exceptional topography, and buildings within or immediately adjacent to the tract to be subdivided;

8. Existing sanitary sewers, storm drains, water supply mains, and culverts within the tract and within five hundred feet (500') thereof;

9. The locations, widths and other dimensions of proposed public streets, private streets, alleys, utility easements, parks, other open spaces and lots, with proper labeling of spaces to be dedicated to the public, or designated as private streets;

10. North point, scale and date.

B. Plans or written statements regarding the proposed storm water drainage facilities and other proposed improvements, such as planting and parks, and any grading of individual lots.

At this time, the city will set up a preliminary meeting with the city engineer, mayor, city council representative, planning commission representative, city recorder, the developer and the developer's engineer. This meeting will be held to discuss the proposed development before it can be put on the planning commission agenda. No action can be taken in this meeting – its purpose is to assist the developer in preparation for the planning commission meeting. The city engineer shall be given a minimum of three weeks to complete the review of the subdivision request.

\_\_\_\_\_ Once a letter is obtained from the city engineer, the developer, working with the city engineer, must resolve all concerns specified in the letter. After all required documents from the developer are obtained, the application for development can then be placed on the planning commission agenda for preliminary approval. The developer must provide eight complete sets of all required documents to the city at least one week before the planning commission meeting.

\_\_\_\_\_ Developer must be prepared to answer and/or address all recommendations and action items on the engineer's letter and from the planning commission.

\_\_\_\_\_ The preliminary plan is reviewed by the planning commission and action taken as outlined below: (Reference Farr West Municipal Code 16.16.050)

**Review and Recommendations:** The preliminary plan shall be reviewed by the planning commission. The commission shall make a recommendation to the city council on the plan, as submitted or modified, within sixty (60) days after its presentation to the planning commission. The city council shall conduct a review based upon the planning commission's recommendations, the recommendations of the city engineer and the written recommendations of the utilities. Within forty five (45) days of receiving the planning commission's recommendation, the city council shall review the preliminary plan and vote to approve, disapprove, or to approve with conditions.

**City Council Determination:** If approved, the city council shall express its written approval with conditions, if any, specified in writing and shall return one copy of the preliminary plan, signed by the mayor, to the developer. If the preliminary plan is disapproved the city council shall indicate its disapproval in writing and reasons therefore by similarly signed copies. Notification of approval of the preliminary plan shall be authorization for the developer to proceed with the preparation of the final plat and specifications for the minimum improvements required in chapters 16.24 and 16.28 of the city code.

### **Final Approval**

- \_\_\_\_\_ Developer submits to the city three copies of the final development plat and a Mylar and any other information necessary for review.
- \_\_\_\_\_ Once received by the city, the recorder will place the development on the planning commission agenda.
- \_\_\_\_\_ If the planning commission recommends final approval to the city council, the planning commission chairman will sign and date each copy of the final plat, including the Mylar copy. The city will then submit the Mylar to the city engineer for review and signature, in order to establish a bond amount for escrow.
- \_\_\_\_\_ Next, the copies will be submitted to the city council and the city attorney, and placed on the next possible city council agenda for consideration of final approval.
- \_\_\_\_\_ Before final approval can be obtained, the developer and his escrow agent must establish the bond amount in an escrow account and sign an escrow agreement with the city for improvements. Any remaining balances on fees and deposit amounts for improvement inspections must be paid in full.
- \_\_\_\_\_ Once the city council grants final approval, the signed and dated Mylar will be returned to the developer to be recorded with the Weber County Recorder.
- \_\_\_\_\_ Developer must provide a copy of the recorded plat, along with an 8 1/2 x 11 or 11 x 17 copy to the city within 30 days of recording, in order to proceed with construction.

### **After Construction**

- \_\_\_\_\_ When necessary for an escrow release, the developer must contact the city in writing to request an inspection of said improvements. When an inspection has been completed, the city building inspector and the city engineer will send a letter of recommendation for the amount of funds to be released. 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, retaining an appropriate percentage of the original escrow as a contingency.

\_\_\_\_\_ After 2 years and a final inspection of the development by the city building inspector and, as required, the city engineer, any issues identified shall be rectified by the developer . Once all issues are resolved to the satisfaction of the city building inspector, any funds left over will then be returned to the developer.

\_\_\_\_\_ Upon release of any remaining funds, the development will be placed on the city council agenda for final acceptance.

**IT IS ESSENTIAL THAT THESE STEPS BE FOLLOWED FOR A DEVELOPMENT TO BE CONSIDERED FOR PRELIMINARY AND FINAL APPROVAL.**

I have read and understand the subdivision application process, and agree to follow the process as described above.

\_\_\_\_\_  
Developer's Signature

\_\_\_\_\_  
Date