



---

# Minor Subdivision Checklist

---

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • [www.alpinecity.org](http://www.alpinecity.org)

---

Minor subdivisions include developments of three (3) or fewer lots that meet the requirements of the Alpine City Development Code (see Section 4.5). In this process, the preliminary and final plats required for most subdivisions are simplified and combined. With new minor subdivisions only preliminary and final will be required. Applicants must still follow the City's planning process including making and attending appointments with the Development Review Committee (DRC), the Planning Commission, and the City Council.

Please follow this checklist to ensure a complete and proper Minor Subdivision submittal.

---

## Submission Requirements

- | Applicant Use            | Office Use               |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The subdivider shall meet with the DRC to discuss the proposed subdivision before submitting an application or any plans.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit all required documentation to the City Planner fourteen (14) days prior to the scheduled Planning Commission meeting or ten (10) days for a resubmission, including: <ul style="list-style-type: none"><li>• The Minor Subdivision Checklist, Minor Subdivision Application, and required fees;</li><li>• A list of and stamped envelopes addressed to all property owners that are within 300 feet of the proposed subdivision;</li><li>• an electronic copy of the site plan in a compatible format (AutoCAD);</li><li>• three (3) D size (22"x 34") copies of the site plan drawn to scale; and</li><li>• ten (10) 11"x 17" copies of the site plan drawn to scale.</li></ul>                        |
| <input type="checkbox"/> | <input type="checkbox"/> | The developer shall erect a 4 ft. x 8 ft. sign that is no more than 6 feet in height, five feet inside the property line of the property proposed for development at least fourteen (14) days prior to the meeting at which the sketch plan will be presented. The following information shall be on the sign: <ul style="list-style-type: none"><li>• Nature of the proposed development (i.e., residential, commercial, church, etc.);</li><li>• Current zoning of the property and proposed zoning, if applicable;</li><li>• Number of proposed lots and sizes, if applicable; and</li><li>• Date, time, and place of the meeting at which the sketch plan for the development will be presented.</li></ul> |

## Plat Requirements

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The Plat is drawn to scale  |
| <input type="checkbox"/> | <input type="checkbox"/> | The Plat is certified as to accuracy by a registered land surveyor licensed to do such work in the State of Utah. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Plat shall be delineated in permanent ink on mylar.   |
| <input type="checkbox"/> | <input type="checkbox"/> | If the Plat is revised, a copy of the old plat has been provided for comparison purposes.                         |

## Drawing Requirements (See Section 4.6.3.3)

- | Applicant Use            | Office Use               |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The bearings, distances, and curve data of all perimeter boundary lines are indicated outside the boundary line, not inside the lot dimensions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | All blocks and all lots within each block are numbered consecutively.   |
| <input type="checkbox"/> | <input type="checkbox"/> | On curved boundaries and all curves in the plat, sufficient data is given to enable the re-establishment of the curves on the ground. This curve data must include the following for the circular curves: <ul style="list-style-type: none"><li>• Radius of curve</li><li>• Central angle</li><li>• Tangent</li><li>• Arc length</li><li>• Chord length</li><li>• Chord bearing</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Derelict parcels have not been created.   |
| <input type="checkbox"/> | <input type="checkbox"/> | All streets and walkways are designated as such and streets are named; bearings and dimensions are given.   |
| <input type="checkbox"/> | <input type="checkbox"/> | All easements are designated as such; and bearings and dimensions given.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All lands within the boundaries of the plat are accounted for either as lots, walkways, streets, or ground in common ownership, public paths, open space, and excepted parcels.   |
| <input type="checkbox"/> | <input type="checkbox"/> | All dimensions of irregularly-shaped lots are indicated in each lot.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All bearings and lengths are given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.   |

Buildable areas, when required by the DRC or Planning Commission, are noted with all dimensions. The Designated Buildable Area is not less than five thousand (5,000) square feet. All dwellings and other habitable structures and accessory buildings are located within the Designated Buildable Area.

Parcels not contiguous are not included in one plat, nor is more than one plat made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat, provided all owners join in dedication and acknowledgement.

Lengths are shown to hundredths of a foot, and angles and bearings are shown to seconds of arc.

The information on the plat shall include:

- Name of subdivision
- Map north arrow
- Date
- Name and address of owner or owner(s) of record
- Total acreage of subdivision
- Total number of lots
- Township, range, section (and quarter section, if portion)
- Public and private open space
- Graphic scale
- City engineer and County surveyor's certificate
- City attorney's approval certificate
- Planning Commission approval certificate
- City Council approval certificate
- Any additional information required by Alpine City ordinance or State law
- An address block
- Current zoning at time of final approval
- Design criteria for elevation of 5,000 feet
- Design criteria for snow load of 45 pounds per square foot
- Show orientation of driveway in cases where lot fronts on arterial street

Location of all monuments is shown.



---

# Minor Subdivision Application

---

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • [www.alpinecity.org](http://www.alpinecity.org)

## Contact Information

**Applicant / Sponsor** \_\_\_\_\_ Attn. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Engineer** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## Project Information

Name of Subdivision \_\_\_\_\_ Date \_\_\_\_\_

Project Address \_\_\_\_\_ Proposed Number of Lots \_\_\_\_\_

Project Size (in acres) \_\_\_\_\_ Current Zoning \_\_\_\_\_

## Source of Water Rights

Irrigation Stock \_\_\_\_\_ # of Shares \_\_\_\_\_ Company \_\_\_\_\_

Other Water Rights \_\_\_\_\_ # of Shares \_\_\_\_\_ Company \_\_\_\_\_

Other Acceptable Contribution \_\_\_\_\_

Requesting Cash in lieu of Water Rights Option

**Minor Subdivision Fee** \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

(Actual cost of City Engineer's review + \$100.00 + \$90.00 per lot)

**Applicant Signature** \_\_\_\_\_ Date \_\_\_\_\_