



MAPLETON CITY CORPORATION

SUBDIVISION PLAT APPLICATION

MAPLETON CITY COMMUNITY DEVELOPMENT DEPARTMENT

125 West Community Center Way, Mapleton, Utah 84664
(801) 489-6138

APPLICANT READ CAREFULLY: Attached is a checklist which specifies what information is required in order for your application to be completed and ready for processing. Before completing the application, please review the checklist; submit all the information it requests with your application. Your application will be taken at the front desk, but will not be considered “accepted” by Mapleton City until it has been reviewed for compliance by the Community Development Department. **Your application must be considered “Complete” by the Development Review Committee (DRC) at least 3 weeks prior to being scheduled for a Planning Commission meeting.** If you need help or have questions please ask to speak to a member of the Community Development Department Staff. We will not guarantee that your application is considered complete at the counter. Please leave no line below unmarked. Please mark N/A in lines not applicable to your request.

Fees due at the time of application submittal: See fee schedule at the Community Development Department or at www.mapleton.org.

Project Information			
Application Date:	Number of Lots/Units:	Acreage:	
Project Name:	Project Address:		
Parcel Tax Identification Number(s):			
Names / Mailing Addresses of Property Owners:			
Present Use of Property:			
Applicant/Developer Information			
Applicant/Agent Name:			Phone Number:
Company:			Cell Phone:
Address:			Fax:
City:	State:	Zip:	E-mail Address:
Engineer, Architect, or Surveyor			
Name:			Phone (Work):
Company:			Phone (Alternate):
Address:			Fax:
City:	State:	Zip:	E-mail Address:

I declare under penalty of perjury that I am the owner or authorized agent for the property which is the subject of this request, and that the statements, answers, and documents submitted in connection with this application are true and correct. Furthermore, I understand that my application is not considered a complete submittal until all required materials are submitted to the Mapleton City Community Development Department.

Signature(s) of Owner or Agent* _____ Date _____
 Comments _____

DEPARTMENT USE ONLY	
Received By _____	Comments:
Type of Application _____	
Date Received _____	
Zone _____	
Requested Zone (if applicable) _____	
Application Fee \$ _____	
Subdivision:	
Final Plat \$ _____	
Per Lot Fee \$ _____	
Total \$ _____	
Rev. Statement # _____	
<input type="checkbox"/> 4 - 24 x 36" Plans Received	
<input type="checkbox"/> 4 - 11x 17" Reduced Copies Received	
<input type="checkbox"/> 1 CDs Received	
<input type="checkbox"/> Updated AutoCAD files on CD	
<input type="checkbox"/> Updated Adobe PDF files on CD	
Special Circulation Requirements:	
Application types:	
A - Annexation	
CUP - Conditional Use Permit	
PPA - Project Plan Approval	
R - Rezone	
SF - Subdivision-Final	
SM - Subdivision Minor	
SP - Subdivision-Preliminary	
Staff Member: _____	Decision _____
Date of Decision _____	
Final Decision Maker: <input type="checkbox"/> Staff <input type="checkbox"/> PC <input type="checkbox"/> BOA <input type="checkbox"/> CC	



MAPLETON CITY CORPORATION

Subdivision Process

The City's subdivision requirements are designed to facilitate orderly, safe and efficient development and to implement the adopted General Plan. Below is a brief summary of the review process required for subdivision approval.

Step 1: An applicant may request a pre-application meeting with City staff to gather information and discuss the development potential of a property.

Step 2: An applicant may submit a concept plan to receive input from the City Council on a potential development concept. In most cases a concept plan is not required. However, an applicant may find it beneficial to receive input prior to moving forward with a more formal review. Staff may require a concept plan review for complex projects or projects with unique circumstances.

Step 3: An applicant submits a Preliminary Plat application with the items outlined in the attached checklist.

Step 4: The City's Development Review Committee (DRC) will review the application for completeness.

Step 5: The application is scheduled for a hearing with the Planning Commission. The Planning Commission is the final decision-making body for projects of 3 lots or less that do not include any zoning change requests.

Step 6: The application is scheduled for a hearing with the City Council for final approval.

Step 7: Upon final approval of the Preliminary Plat, the applicant submits the Final Plat and construction drawings with the items outlined in the attached checklist to the DRC.

Step 8: DRC approves the Final Plat and construction drawings.

Step 9: Prior to plat recording the applicant shall provide the following:

- Applicant determines to either 1) establish a performance bond agreement or 2) to install any required improvements (i.e. utilities, roads, curb, gutter, sidewalk, etc.) without establishing a performance bond. If option 2 is selected, a site restoration/durability bond is still required and the plat will not be recorded until the City has accepted the improvements.
- A final mylar plat with all required signatures.
- Water rights or shares are conveyed to the City (see attached water dedication summary).
- Payment of street light fee (\$450 per lot) & engineering inspection fees (\$170 per lot).
- Payment of impact fees (\$4,528 per lot). An additional \$6,968 per lot is required at building permit.
- Payment of slurry seal fee.
- A check made out to the Utah County Recorder (\$30 + \$1 per lot).
- Submittal of SWPPP and Land Disturbance permits.

Step 10: The City records the plat with the Utah County Recorder.

APPLICATION CHECKLISTS

Please include the applicable information described in the checklists below based on the type of application being submitted (i.e. concept, preliminary plat, final plat or combined preliminary and final plats).

Preliminary Plat: Submit one set of 24" x 36" and two sets of 11" x 17" plans and on CD with the following information:

Applicant's Use	Office Use	Preliminary Plat Submittal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	A distinct subdivision name followed by the plat # (A, B, C, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	A dated plan showing accurately drawn boundaries, a north arrow, map scale and a vicinity map with at least a ¼ mile radius.
<input type="checkbox"/>	<input type="checkbox"/>	Registered professional engineer and/or surveyor's certificate of survey.
<input type="checkbox"/>	<input type="checkbox"/>	Description of land to be included in the subdivision including the total acreage. The description must close.
<input type="checkbox"/>	<input type="checkbox"/>	Show ground distances for all courses. Grid distances should be placed in parenthesis next to ground distances.
<input type="checkbox"/>	<input type="checkbox"/>	Show Grid Factor used in computing grid distances.
<input type="checkbox"/>	<input type="checkbox"/>	Show State Plane Coordinates for overall parcel description (use coordinate table or list on each point).
<input type="checkbox"/>	<input type="checkbox"/>	The subdivision should be tied to at least two Utah County Monuments or Bay Stations.
<input type="checkbox"/>	<input type="checkbox"/>	Include topographic lines at 2' contours or closer for slopes up to 10%. 5' contours for slopes greater than 10%. Existing contours should be light-colored and proposed contours should be dark colored.
<input type="checkbox"/>	<input type="checkbox"/>	Identify lot numbers.
<input type="checkbox"/>	<input type="checkbox"/>	Show street names and callouts on map (both name and street coordinates if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	Street and right-of-way dedications should be shown cross-hatched.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed street cross sections.
<input type="checkbox"/>	<input type="checkbox"/>	Include a curve table.
<input type="checkbox"/>	<input type="checkbox"/>	Identify the basis of bearing. Cite NAD27 or NAD83.
<input type="checkbox"/>	<input type="checkbox"/>	Include public utility easement along all property lines (typically 10') and identify all other easements on the property.
<input type="checkbox"/>	<input type="checkbox"/>	Show ownership for all adjacent parcels.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary utility plans including location of culinary water, pressurized irrigation and sanitary sewer lines.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary storm water drainage plans and calculations. The storm drain system shall be designed for the 100 year storm event.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed phasing plan if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report addressing soil conditions and ground water. Additional reports may be required for properties in the CE-1 zone or other potential hazardous areas.
<input type="checkbox"/>	<input type="checkbox"/>	If wetlands exist on the property, an approved letter from the Army Corps of Engineers, and a wetlands report will be required.
<input type="checkbox"/>	<input type="checkbox"/>	U.D.O.T. approval for all development along HWY 89, & HWY 147 (Maple Street from 1600 W to Main, Main St from Maple St. south to 1600 S, and 1600 S from Main St. to 1600 W).

<input type="checkbox"/>	<input type="checkbox"/>	Applicant must submit plans to RB&G Engineering (801-374-5771) to be inputted into the City's water model. The applicant shall be for the cost of this review.
<input type="checkbox"/>	<input type="checkbox"/>	A traffic impact study shall be required for all projects of 100 lots or more.

Additional Requirements for Planned Unit Developments (PUD's)

Applicant's Use	Office Use	Submittal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Draft zoning text defining development standards
<input type="checkbox"/>	<input type="checkbox"/>	Designate open space areas and ownership
<input type="checkbox"/>	<input type="checkbox"/>	Project Summary to include: <ul style="list-style-type: none"> <input type="checkbox"/> Description of project <input type="checkbox"/> Preliminary CC&R's <input type="checkbox"/> Description of architecture (materials, colors, dwelling types, etc.)

Infrastructure Standards

The following are standard specs to be used for utility and construction drawings unless otherwise noted by the DRC, Planning Commission or City Council.

Roads

- Asphalt 3" local roads, 4" collectors + a slurry seal fee of \$.18 a square foot to be paid prior to plat recording.
- Road Base 8"
- Cul-de-sacs are generally discouraged but in no case shall they exceed 500' in length
- Cul-de-sac are 90' diameter (asphalt)
- Temporary turnarounds per the fire code
- Street curves – radius (centerline)
 - 350' – collector
 - 250' – major/local
 - 100' – minor/local
- Street curves – reverse
 - 100' minimum tangent between curves
- Street intersection
 - Right angles +/- 10 degrees
- Offsets less than 15'
- Greater than 120'
- Street grades – 8% maximum

Curb, Gutter, Sidewalk

- 2' curb, gutter, min. slop of .3%
- Corner radius 20' – minor/major/local
- Corner radius 25' – collector
- 5' sidewalk
- ADA ramps required @ all pedestrian crossings

Water, Sewer, Pressurized Irrigation

- 8" minimum water main, D.I. Class 350 w/poly wrap and trace wire
- 8" minimum sewer main, PVC – SDR35 or class 250 D.I.
- 8" minimum pressurized irrigation – PVC – SDR 18, C900/905 and trace wire

- Water valves and manholes require concrete collars
- Mark utilities w/markers in concrete
- Concrete collars on all man holes and water valves
- Submit plans to RB&G Engineering for water model

Storm Water

- Comply with City Code Chapter 21.04
- Inlet/Sump spacing 300'
- Submit a SWPPP and Land Disturbance Permit prior to construction

Water Conveyance Requirements

As new development is proposed, the City requires that water rights or water shares be submitted to the City to cover the proposed water use of new development. The following outlines the City’s water conveyance requirements for new residential subdivisions:

- Dedication of .45 acre-feet for indoor use per residential unit.
- Dedication of 2.5 acre-feet per irrigable acre for outdoor use. Irrigable acreage is determined by subtracting the maximum allowed building coverage from the lot area.
- If applicant is submitting water shares from Hobbler Creek, Mapleton Irrigation Company or in the case of properties west of Hwy 89, East Bench Canal Company, no change application with the State Engineer is needed.
- If applicant is submitting water rights or shares other than those listed above, applicant must process a change application with the State Engineer prior to plat recording. Below is a link to the change application form.

<http://www.waterrights.utah.gov/wrinfo/forms/PermanentChangeApplication.pdf>

Process: Below is a summary of the steps required for complying with the water conveyance ordinance.

- 1) Determine the indoor use requirement. Example: A 10 lot subdivision is being proposed. Multiply 10 units by .45 (required indoor dedication) = a total dedication of 4.5 acre feet for indoor use.
- 2) Determine the outdoor use requirement. Example: A 10 lot subdivision is being proposed, each lot is an acre in size and the allowed building coverage is 35%. Multiply 10 acres by .35 to get allowed building coverage of 3.5 acres. Subtract 3.5 acres (non-irrigable area) from 10 acres and multiply by 2.5 (required outdoor dedication) = a total outdoor water dedication of 16.25 acre-feet.
- 3) Add indoor use and outdoor use to determine total dedication requirement. The example above would require a total dedication of 20.75 acre-feet.
- 4) Submit water to the City using one of the two options below, or a combination of the two:

Option #1: If an applicant has water shares from acceptable irrigation companies (Mapleton Irrigation, Hobbler Creek, & in some cases East Bench) applicant may either process a change application or transfer those shares into Mapleton City’s name and submit the shares to the City with a fee (fee is to cover City’s costs of processing a change application); and or

Option #2: If applicant has water rights or water shares from companies other than those listed in option #1, applicant shall submit a change application to the State Engineer.

- 5) Record the Plat. Once the City has received the water conveyance, and all other subdivision requirements have been met, the subdivision plat may be recorded.

Water Dedication Examples

Zone	Lot Size	Allowed Coverage	Indoor Use	Outdoor Use	Total Dedication (acre-feet)
A-2	2 acre	30%	.45	3.5	3.95
A-2	1 acre	30%	.45	1.75	2.2
RA-1, RA-2	1 acre	35%	.45	1.63	2
“	½ acre	35%	.45	.8	1.25
“	1/3 acre	35%	.45	.54	.99