



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 Planning Commission and 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.

Step 6: Upon approval of the Preliminary Plat, the applicant submits an application for Final Plat approval with the items outlined in the attached checklist. Steps 4 and 5 are repeated. For projects of four (4) lots or more, final approval is required by the Planning Commission and City Council.

*Based on the complexity of the proposal, staff may allow Preliminary and Final plat applications to be submitted simultaneously.

Step 7: Upon final approval and prior to plat recording the applicant shall provide the following:

- A final set of construction documents (including a water model prepared by RB&G Engineering if required).
- A determination to either 1) establish a performance bond agreement or 2) to install any required improvements (i.e. utilities, roads, curb, gutter, sidewalk, etc.) without bonding. If option 2 is selected, 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).
- A check made out to the Utah County Recorder (\$30 + \$1 per lot).
- Submittal of SWPPP and Land Disturbance permits.

Step 8: 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).

Concept Plan (not required in most cases)

Applicant's Use	Office Use	Submittal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	A cover letter describing the project.
<input type="checkbox"/>	<input type="checkbox"/>	A plan of the entire project area drawn at a scale of not smaller than one inch equals one hundred feet (1" = 100') and showing the general layout of the proposed subdivision and its relationship to the adjacent properties; the location of each proposed lot; the location, width and general configuration of proposed roads in the subdivision, and their relationship to the existing road system and major street plan; and major canals and watercourses in the vicinity.

Preliminary Plat

Applicant's Use	Office Use	Submittal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	A cover letter describing the project.
<input type="checkbox"/>	<input type="checkbox"/>	Three (3) sets (24" x 36") and three (3) sets of 11" x 17" drawings and one (1) CD with CAD files and a PDF copy. Drawings should use standard engineering scale (preferably 1" = 30' or 1" = 40').
<input type="checkbox"/>	<input type="checkbox"/>	Current copy of County Assessor's Parcel Map from the Utah County Recorder (can be printed from county's website).
<input type="checkbox"/>	<input type="checkbox"/>	A Utah County tax clearance, showing that taxes are current for subject property.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary title report or policy of title insurance.
<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"/>	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"/>	Boundary overlaps and boundary line agreements should be in place prior to submittal.
<input type="checkbox"/>	<input type="checkbox"/>	Detailed utility plans in plan and profile view to include: <ul style="list-style-type: none"> <input type="checkbox"/> Existing fences <input type="checkbox"/> Existing platted streets with name and widths within 200' of the site <input type="checkbox"/> Existing water courses, culverts, irrigation ditches and flood zones <input type="checkbox"/> Existing power lines (labeled), gas lines, water mains, fire hydrants and valves w/pipe size <input type="checkbox"/> Existing sewer mains and manholes with pipe size <input type="checkbox"/> Existing storm drains, sumps pre-treatment manholes <input type="checkbox"/> Existing easements <input type="checkbox"/> Proposed street widths, change in water courses, water mains, PRV's, fire hydrants, and valves with pipe sizes <input type="checkbox"/> Proposed PI mains, valves, laterals drains with pipe sizes <input type="checkbox"/> Proposed sewer mains and manholes, with sizes <p>See section below entitled "Infrastructure Standards"</p>
<input type="checkbox"/>	<input type="checkbox"/>	All street improvements including curb, gutter, sidewalks, underground conduit, power lines and mail box cluster easement and location (to be approved by U.S. Postal Service). Pavement design determined by CBR Test performed by a licensed engineer.
<input type="checkbox"/>	<input type="checkbox"/>	Detailed Geologic and Hydrologic studies when located on hillsides, high water table or when hazards may exist (contact Public Works to determine whether these studies will be required)
<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"/>	A traffic study for developments of 100 units or more
<input type="checkbox"/>	<input type="checkbox"/>	Draft development agreement if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Cost for postage of neighbor notification mailings will be paid by the applicant once staff determines the total of individuals to be notified. Failure to pay this may result in delayed progression of application.

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.)

Final Plat (May be combined with Preliminary Plat, consult with City staff)

Applicant's Use	Office Use	Submittal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	All requirements identified for Preliminary Plan submittal
<input type="checkbox"/>	<input type="checkbox"/>	Final plat stamped and signed by Surveyor of Record
<input type="checkbox"/>	<input type="checkbox"/>	Dedication block and signature lines for all property owners. Please include a line for the notary to print their full name, their commission number and the words "A notary public commissioned in Utah" in the signature block.
<input type="checkbox"/>	<input type="checkbox"/>	Acceptance block and signature lines with notary public acknowledgement for the following: <ul style="list-style-type: none"> <input type="checkbox"/> Mayor <input type="checkbox"/> Planning Commission Chair <input type="checkbox"/> Community Development Director <input type="checkbox"/> City Engineer <input type="checkbox"/> Utility Companies (Rocky Mt. Power, Century Link, Questar, Comcast, Mapleton Irrigation Co.)
<input type="checkbox"/>	<input type="checkbox"/>	Addresses shown on lots
<input type="checkbox"/>	<input type="checkbox"/>	Proof of water shares or rights
<input type="checkbox"/>	<input type="checkbox"/>	Final development agreement if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Detailed grading plans.
<input type="checkbox"/>	<input type="checkbox"/>	Revisions as requested by DRC and/or Planning Commission/City Council

Infrastructure Standards

The following are standard specs to be used for utility and construction drawings.

Roads

- Asphalt 2.5" + 1" local roads, 3.5" + 1" collectors
- Road Base 8"
- Cul-de-sacs are generally discouraged but in no case shall they exceed 400' in length
- Cul-de-sac are 90' diameter
- Temporary turnarounds are 96' in diameter
- 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
- 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

Storm Water

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

Prior to Mylar Recording (after final approval from Planning Commission or City Council)

Applicant’s Use	Office Use	Submittal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Submit three (3) sets (24” x 36”) and three (3) sets of 11” x 17” drawings and one (1) CD with CAD files and a PDF copy of the final drawing incorporating all required conditions and amendments
<input type="checkbox"/>	<input type="checkbox"/>	Prepare a professional grade Mylar of the Final Subdivision Plat and obtain all necessary signatures
<input type="checkbox"/>	<input type="checkbox"/>	Fill out a bond agreement form and submit construction and durability bonds (durability bond is 10% of the construction bond and must be in cash)
<input type="checkbox"/>	<input type="checkbox"/>	Pay all impact fees
<input type="checkbox"/>	<input type="checkbox"/>	Submit required water shares
<input type="checkbox"/>	<input type="checkbox"/>	Submit a check made out to “Utah County Recorder’s Office” for \$30 + \$1 per lot
<input type="checkbox"/>	<input type="checkbox"/>	If you have CC&R’s, an additional check to the Utah County Recorder’s Office for \$8 = \$2 per page and \$1 per lot must be submitted

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 Hobbie 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, Hobbie 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