



MIDVALE CITY

Department of Community Development
7505 South Holden Street, Midvale City, Utah 84047
Phone: 801.567.7231 * www.midvalecity.org

FINAL SUBDIVISION PROCEDURE

SUBMITTAL DEADLINE: All required submittals must be turned in to the Midvale City Planning Department at least three weeks prior to the public hearing before the City Council.

MEETING DATES: The Midvale City Council meets the first and third Tuesdays of the month at 7pm. Please contact the Midvale City Planning Department regarding date assignments.

ITEMS TO BE SUBMITTED: All required documents must be submitted with the application. Incomplete applications will not be accepted.

- Fee and application.
- Property owner's affidavit or agent's authorization.
- Property tax clearance verification. Available from the Salt Lake County Treasurer's Office located at 2001 South State Street, Room N1200.
- Five (5) plat maps at 22" x 34", one (1) digital copy, and one (1) 11" x 17" copy to include the following:
 - Scale, not less than 1" = 50';
 - North arrow facing either to top or right of sheet;
 - Each sheet dated;
 - Plat in black ink on Mylar, outside dimensions 22" x 34", with ½ inch boarder on all four sides;
 - Subdivision name in bold letters either at top or lower right hand corner of drawing;
 - Outside boundary of subdivision in heavy lines with all lengths, dimensions, bearings and curve data shown;
 - Point of beginning of the subdivision clearly labeled;
 - Legend of symbols (fire hydrant, street lights, etc.);
 - All survey monuments and proposed fire hydrants;
 - All streets – show all numbers and names;
 - All lots numbered consecutively;
 - Dimensions, widths, bearings and curve data shall be given on all street center lines, including the delta angle, radius, length, tangent, and the long cord on curves;
 - All parcels for public use shall be heavy lined, show acreage and have the boundary line show bearings and dimensions;
 - All streets, lots and properties within 200 feet surrounding the subdivision shall be shown in ghost lines;
 - The delta angle, long cord and arc length shall be shown on all lots;
 - All points of intersection shall fall within roadways and shall be shown;
 - All subdivisions shall be tied to two monuments; either section corners, section quarter corners or existing county monuments;
 - All utility easements shall be shown giving bearings, lengths, widths and curve data, etc; and
 - The standard forms, as approved by the Midvale City Planning and Zoning Commission for approval and acceptance, shall be lettered for:
 - Surveyor's certificate with subdivision boundary legal description;
 - Owner's dedication signed by each owner;
 - Salt Lake County Health Department approval;
 - Midvale City Planning and Zoning Commission approval;
 - Midvale City Council approval and acceptance;
 - Midvale City Attorney approval as to form;
 - Midvale City Engineer approval; and
 - Salt Lake County Recorder's Certificate.
 - A note indicating the existence of institutional controls or other environmental regulations in areas where such controls or regulations are in effect.



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FINAL SUBDIVISION APPLICATION

Applicant Information

Name: _____
Mailing Address: _____
City, State, Zip: _____
Daytime Phone: _____ Email: _____

For Office Use Only

SUB- _____
Fee: _____
Date Accepted: _____
Planner: _____

Property Owner Information

Owner Name (if different): _____ Daytime Phone: _____
Mailing Address: _____
City, State, Zip: _____

Project Information

Subdivision Name: _____
Location or Address of Property: _____ Sidwell No.: _____
Number of Proposed Lots: _____ Zoning Classification: _____

Application Fees

\$600 for 2 lots \$1,270 for 3 lots An additional \$10 per lot (over 3) for more than 3 lots

Fees are in addition to Fire Department review fees (if applicable).

Authorized Signature

I certify that the submitted information is true and correct to the best of my knowledge. I am aware that only complete applications will be accepted for processing. (Complete application requirements are attached.)

Authorized Signature: _____ Date: _____

For Office Use Only

Planning and Zoning Department:

Approved Not Approved Signed: _____ Date: _____

Engineering Department:

Approved Not Approved Signed: _____ Date: _____

Fire Department:

Approved Not Approved Signed: _____ Date: _____

Planning and Zoning Commission (if applicable):

Approved Not Approved Date: _____
 Approved with Conditions (see attached)

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH }
 }SS
COUNTY OF SALT LAKE }

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I (we) also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying and the Midvale City Planning Staff have indicated they are available to assist me (us) in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, _____.

(Notary)
Residing in Salt Lake County, Utah
My commission expires: _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, _____, personally appeared before me _____, the signer(s) of the above agent authorization who duly acknowledged to met that they executed the same.

(Notary)
Residing in Salt Lake County, Utah
My commission expires: _____