



## MIDVALE CITY

Department of Community Development  
7505 South Holden Street, Midvale City, Utah 84047  
Phone: 801.567.7231 \* [www.midvalecity.org](http://www.midvalecity.org)

---

### PRELIMINARY 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 Planning and Zoning Commission.

**MEETING DATES:** The Midvale City Planning and Zoning Commission meets on the second and fourth Wednesdays of the month at 7pm. 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.
- List of all property owners and two sets of mailing labels for all property owners within 300 feet of the subject property along with applicable postage. Property ownership information is available at the Salt Lake County Recorder's office located at 2001 South State Street, Room N1600. **No hand written labels please.**
- Five (5) site plans at 22" x 34", one (1) digital copy, and one (1) copy at 11" x 17", to include the following:
  - Accurate dimensions of subject property drawn to scale with north arrow;
  - Location of existing and proposed buildings, parking areas, landscape areas, sidewalk, curb and gutter, etc;
  - Location of existing property features such as streets, canals, hillsides, etc; and
  - If a new building or exterior remodel, please submit all building elevations.
- Five (5) plat maps at 22" x 34", one (1) digital copy, and one (1) copy at 11" x 17", to include the following:
  - Scale, not less than 1" = 50';
  - Proposed streets, alleys, parks, open spaces, etc. which could be dedicated as public use areas. Show locations, widths and pertinent dimensions;
  - North arrow and date;
  - Topography of the area to be subdivided, including a 200 foot wide area around the proposed subdivision site. Two (2) foot contours shall be shown except in areas where the ground slope is less than 5%, where five (5) foot contours will be acceptable;
  - Give sufficient information to locate the property accurately, including boundary dimensions and legal descriptions;
  - If the property of the proposed subdivision is a part of a larger tract owned by the same subdivider or adjacent to properties for which subdivisions are proposed, the sub-divider shall show on this preliminary plat the proposed street systems of the other properties;
  - The location, width, and other dimensions of all existing or platted streets and other important features, such as railroad lines, water courses, exceptional topography, and buildings within the tract and within a 200 foot wide belt around the boundary of the tract;
  - Show size and location of existing sanitary sewers, storm drains, subsurface drains, culinary water supply mains and culverts within the tract or within 200 feet thereof, including a statement as to the proposed connection point to each of the above;
  - Proposed name of the subdivision; and

- The names and addresses of the sub-divider, the engineer or surveyor of the subdivision, all the owners of the land and the owners of the land immediately adjoining the land to be subdivided.

**Final Plat Approval:** Approval of the preliminary plat by the City Council through recommendation by the Planning and Zoning Commission shall not constitute final acceptance of the subdivision. The approved or conditionally approved preliminary plat will be returned to the subdivider and shall constitute authorization for the subdivider to proceed with the preparation of the final plat, plans, and specifications; in accordance with those specifications and conditions stated on the approval of the preliminary plat. The subdivider shall submit any other data or drawings as requested by the City to facilitate any review. Approval or conditional approval of the preliminary plat does not constitute authorization to begin construction on any improvements to the site. Construction of improvement shall not commence until after the final plat has been approved and recorded.



# MIDVALE CITY

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

## PRELIMINARY 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

\$570 for 2 lots      \$900 for 3 lots      An additional \$5 per lot (over 3) for more than 3 lots  
More than one plat will result in an additional per plat charge of \$250.00  
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  
 Approved with Conditions (see attached)

Date: \_\_\_\_\_

**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: \_\_\_\_\_