



## Application for Preliminary Subdivision

### About the Application

Thank you for your interest in submitting a Preliminary Subdivision Plat application. The following packet will provide general information to get started on your project and guide you through the application process from start to finish. The package is broken down into three sections: Information about the application, a visual diagram of the application process, and the application form.

We highly encourage you to work with our Planning staff prior to submitting an application. For questions regarding any of the information listed in this packet or to set up a pre-submittal meeting please contact us at [planning@murray.utah.gov](mailto:planning@murray.utah.gov) or give us a call at (801) 270-2430.

### Submittal:

Applications for a preliminary subdivision review may be submitted to the Murray City Community & Economic Development Department, located at 10 East 4800 South Suite 260. Planning staff will review the application and obtain payment after the application has been deemed complete. Planning staff has up to fifteen (15) business days to determine if the application is complete. Applicants will be notified in writing of an incomplete application with information required to correct any deficiencies. This may delay processing of the application and, if required, subsequent scheduling of public hearings.

### Application Fee (non-refundable):

- Planning Division Fees
  - Lot split (2 lots): \$450.00
  - More than 2 lots: \$500.00 plus \$50.00/lot
  - Amended plat: \$300.00
  - Subdivision Vacation: \$200.00
- Engineering Fees
  - Lot Split: \$300.00
  - Subdivision: \$500.00 plus \$100.00 per lot
  - PUD – Detached SFD: \$500.00 plus \$100.00 per lot
  - PUD – Attached SFD: \$500.00 plus \$50.00 per lot
  - Condominium: \$500.00
  - Amended plat: \$300.00 plus \$50.00 per lot

\*\* Construction Inspection and Stormwater Impact Fees will be collected at Final Plat Approval \*\*

### Application Process:

**Step 1. Contact the Planning Division:** Meet with a Murray City staff planner to discuss the subdivision proposal. Staff will provide information describing the legal requirements of the City (i.e. lot size, access, etc.) necessary to subdivide property. The applicant should also discuss with staff the subdivision process, fees and other potential issues associated with the proposed subdivision. The planning staff and all other officers and employees of the city act in an advisory capacity to the Planning Commission and have no authority to make binding decisions or to make authoritative representations, approvals or determinations other than in a purely advisory and recommending capacity.

**Step 2. Submit Application.** For all Preliminary Subdivision applications, please submit the following information, ensuring each item is either checked off or marked 'NA' if not applicable. For each item submitted, include at least one

(1) 11x17 inch copy (or larger if requested by staff) and a digital PDF. The preliminary plat and related documents shall be prepared by a licensed surveyor.

Follow the Checklist below **CAREFULLY** and initial each item as being completed, or put N/A if waived by staff or not applicable to the approval process:

#### **Format and General Items**

1. \_\_\_\_\_ All engineering and/or surveying documents stamped by engineer or land surveyor in accordance with the procedures of the Utah State Board of Professional Registration.
2. \_\_\_\_\_ A title block showing:
  - a. \_\_\_\_\_ Name of the subdivision.
  - b. \_\_\_\_\_ Type of development (residential, commercial, PUD, etc.).
  - c. \_\_\_\_\_ Name and address of owner of record, developer, and designer.
  - d. \_\_\_\_\_ Name and address of engineer or land surveyor
  - e. \_\_\_\_\_ Date of preparation.
  - f. \_\_\_\_\_ Tabulation of acres, lots, open space, and units per acre.
3. \_\_\_\_\_ Graphic and written scale at no more than one (1) inch equals one hundred (100) feet or as recommended by City Engineer.
4. \_\_\_\_\_ North arrow.
5. \_\_\_\_\_ Township and Range, section lines, and other monuments.
6. \_\_\_\_\_ Vicinity map at a scale of one (1) inch equals one thousand (1,000) feet.
7. \_\_\_\_\_ Topographic contour intervals of no greater than two (2) feet, unless otherwise stipulated by City Engineer.
8. \_\_\_\_\_ Surveyed boundary of the subdivision.
9. \_\_\_\_\_ Location and names of adjacent properties/property owners and platted subdivisions.
10. \_\_\_\_\_ Location of zoning boundary lines within and adjacent to the proposed subdivision.
11. \_\_\_\_\_ Location, height and type of existing fence lines within and contiguous to the subdivision.
12. \_\_\_\_\_ Location, use, and dimensions of all existing buildings within the proposed subdivision. Indicate which buildings are to remain and which are to be removed.
13. \_\_\_\_\_ Location of all proposed lots including:
  - a. \_\_\_\_\_ Lot dimensions.
  - b. \_\_\_\_\_ Lot frontage.
  - c. \_\_\_\_\_ Lot area (square feet).
  - d. \_\_\_\_\_ Building setback lines (building envelopes).
14. \_\_\_\_\_ Lots consecutively numbered or lettered in alphabetical order.
15. \_\_\_\_\_ Location of existing features within and contiguous to the proposed subdivision including:
  - a. \_\_\_\_\_ Existing public utility easements.
  - b. \_\_\_\_\_ Existing utilities including power lines/poles (must identify ownership of lines as Murray or Rocky Mountain Power), telephone, cable, gas, fiber optic, etc. Indicate whether they are to remain or be relocated. If they are to be relocated, show the proposed new location.
  - c. \_\_\_\_\_ Irrigation ditches.
  - d. \_\_\_\_\_ Drain pipes, drainage channels, and culverts.
  - e. \_\_\_\_\_ Railroads.
  - f. \_\_\_\_\_ Bridges.
  - g. \_\_\_\_\_ Water bodies, springs, or water sources within twenty-five hundred (2,500) feet.
  - h. \_\_\_\_\_ Wells (show and label whether the well is to remain or be abandoned – if the well is to be abandoned, add a note on the plans stating “existing well to be abandoned and capped by a certified well driller and documentation provided to Murray City”).
  - i. \_\_\_\_\_ Equestrian, pedestrian, and bicycle trails.

16. \_\_\_\_\_ Location and dimensions of any common space or open space areas including property to be set aside for parks, playgrounds, trails, or other public or private uses, with a designation of the purpose of those areas, and conditions, if any, of the dedication or reservation.
17. \_\_\_\_\_ Location and extent of all cuts and fills exceeding three (3) feet anywhere on the project site and any associated retaining walls.

#### Roads

18. \_\_\_\_\_ The location and width of all existing and proposed roads, rights-of way, alleys, and other public ways (all main roads must comply with the Murray City Master Transportation Plan & Specifications).
19. \_\_\_\_\_ Cross sections of all existing and proposed roads (include road dimensions and location of utilities within the road.)
20. \_\_\_\_\_ Proposed names of all new roads/private access ways.
21. \_\_\_\_\_ Location of all existing and proposed curb, gutter, and sidewalk within the subdivision including:
  - a. \_\_\_\_\_ An indication of the grades.
  - b. \_\_\_\_\_ Flow arrows showing direction of storm water surface flows.
22. \_\_\_\_\_ Location of any necessary temporary turnaround easements for emergency access on dead end roads.
23. \_\_\_\_\_ Provide a circulation plan that includes information on cul-de-sac lengths, block lengths, and connectivity index.
24. \_\_\_\_\_ Not more than 30 single-family dwellings or 100 multi-family units off a single point of access and provision for future access to adjacent vacant parcels
25. \_\_\_\_\_ Street intersection offsets of not less than 150 feet
26. \_\_\_\_\_ If adjacent to a state road specify UDOT access size and location (UDOT approval will be required at final plat).

#### Water/Sewer

27. \_\_\_\_\_ Location and size of existing and proposed culinary and pressure irrigation water lines (including existing lines adjacent to and/or affected by the proposed subdivision). Show main lines only. Do not show proposed valves, blowoffs, hydrants, pipe types or other related details. These items will be reviewed with the final plat.
28. \_\_\_\_\_ Location of existing and proposed sewer main lines including size, depth, and slope (show any sewer lines adjacent to or affected by the proposed subdivision).
29. \_\_\_\_\_ Letter(s) of intent for any necessary offsite water or sewer easements across privately owned land.

#### Grading and Drainage

30. \_\_\_\_\_ Drainage system calculations and an explanatory narrative stamped and signed by a licensed engineer.
  - a. \_\_\_\_\_ Use Murray City rainfall curves in the drainage study and calculate to 100-year floods (attach Murray City rainfall curves to drainage calculations).
  - b. \_\_\_\_\_ For detention basins, submit calculations to justify sizing based on 100-year design storm.
31. \_\_\_\_\_ Existing and proposed storm drainage improvements including:
  - a. \_\_\_\_\_ Major drainage facilities, outfalls, and discharge.
  - b. \_\_\_\_\_ Drainage pipe locations, sizes, and depths.
32. \_\_\_\_\_ Location of detention/retention basins with proposed landscaping will include the following:
  - a. \_\_\_\_\_ Minimum 1-foot freeboard.
  - b. \_\_\_\_\_ 3:1 slopes or flatter.
  - c. \_\_\_\_\_ Underground sprinkler system.
  - d. \_\_\_\_\_ Designation of the purpose and conditions, if any, of the dedication or reservation.

33. \_\_\_\_\_ A written statement from the appropriate agency accepting responsibility for all surface and subsurface drainage, which is directed into channels owned, by the agency (such as irrigation companies, private land owners, etc.).

34. \_\_\_\_\_ Letter(s) of intent for any necessary offsite drainage easements across privately owned land.

35. \_\_\_\_\_ Drainage Report section describing how Low Impact Development (LID) is being incorporated into the site and how storm water quality will be improved.

36. \_\_\_\_\_ Storm Water Pollution Protection Plan (SWPPP).

37. \_\_\_\_\_ Geotechnical Report.

#### **Irrigation Ditches**

38. \_\_\_\_\_ A written statement from the appropriate agency (such as irrigation companies, private land owners, etc.) regarding the effect of the proposed subdivision on any irrigation channels or ditches and any piping or other mitigation required.

39. \_\_\_\_\_ The location, size, and grade of any required piping for irrigation ditches as per the irrigation company letter.

#### **Sensitive Lands**

40. \_\_\_\_\_ Identification of natural features or sensitive lands including, but not limited to:

- a. \_\_\_\_\_ Wetlands.
- b. \_\_\_\_\_ Floodplains, floodways, and areas that would be covered in water in a 100-year storm event.
- c. \_\_\_\_\_ Areas where ground water rises periodically to within two (2) feet of the surface of the ground.
- d. \_\_\_\_\_ Slopes exceeding thirty (30) percent.
- e. \_\_\_\_\_ Vegetation areas (including name and size of all existing trees and shrubs which could be incorporated into the subdivision).
- f. \_\_\_\_\_ Threatened or endangered species habitat areas.

41. \_\_\_\_\_ A letter from the Army Corps of Engineers regarding any wetland areas within boundaries of the proposed plat.

#### **Buffering**

42. \_\_\_\_\_ The proposed treatment of the perimeter of the development, including materials and techniques used such as:

- a. \_\_\_\_\_ Fences.
- b. \_\_\_\_\_ Berms.
- c. \_\_\_\_\_ Walls / Retaining Walls.

#### **Required Notes**

43. \_\_\_\_\_ Provide a note on the Preliminary Plat which states that the following items will be reviewed at the time of Final Plat review (because these items will be reviewed with the final plat, do not show them on the Preliminary Plat):

- a. \_\_\_\_\_ Plan & profiles/construction drawing of public improvements.
- b. \_\_\_\_\_ All pipe types, specific locations & details (bends, detector tape, etc.).
- c. \_\_\_\_\_ Valves.
- d. \_\_\_\_\_ Blowoffs including size type & protection.
- e. \_\_\_\_\_ Manholes, boxes, and related details.
- f. \_\_\_\_\_ Water & sewer service details.
- g. \_\_\_\_\_ Fire hydrants.

- h. \_\_\_\_\_ Lot line utility easements.
- i. \_\_\_\_\_ Street lights/street signs/traffic signs.
- j. \_\_\_\_\_ Power line extensions & dome/transformer locations.
- k. \_\_\_\_\_ Lot addresses.
- l. \_\_\_\_\_ CBR values and road sub-base.
- m. \_\_\_\_\_ Subdivision monumentation and lot corner markers.

#### **Other Required documents**

- 44. \_\_\_\_\_ A surveyor's plat showing existing fence lines, existing deed lines, existing road rights-of-way and ROW widths, and proposed subdivision boundary lines shall be included with each set of the preliminary subdivision plans.
- 45. \_\_\_\_\_ If the subdivision is proposed as a PUD, the applicant must complete an application for PUD and provide detailed information regarding proposed features including building elevations, materials, and amenities.
- 46. \_\_\_\_\_ Landscaping plan for all park, open space, and common ownership areas including:
  - a. \_\_\_\_\_ Location, name, and size of all proposed trees, shrubs, and plants.
  - b. \_\_\_\_\_ Indication of proposed seed mix for grass areas.
  - c. \_\_\_\_\_ Indication of proposed irrigation facilities (underground sprinkler system).
  - d. \_\_\_\_\_ Location of the clear view area at all street intersections (a triangular area formed by a line connecting the property lines at points 25 feet in each direction from the intersection) and an indication that no landscaping or other obstruction in excess of three (3) feet above finished grade shall be allowed in the clear view area.
- 47. \_\_\_\_\_ A development phasing schedule (if applicable) including the sequence for each phase; approximate size in area of each phase; and, proposed phasing of construction of public improvements, recreation and common open spaces.
- 48. \_\_\_\_\_ Applicant and/or Applicant's engineer/surveyor has purchased the latest Murray City Design Standards and Public Improvements Specifications Manual.
- 49. \_\_\_\_\_ Applicant and/or Applicant's engineer/surveyor has reviewed Murray City's existing and master plan utility maps (available for review or purchase at the Planning Division Office).
- 50. \_\_\_\_\_ Traffic Study conducted by a licensed traffic engineer.

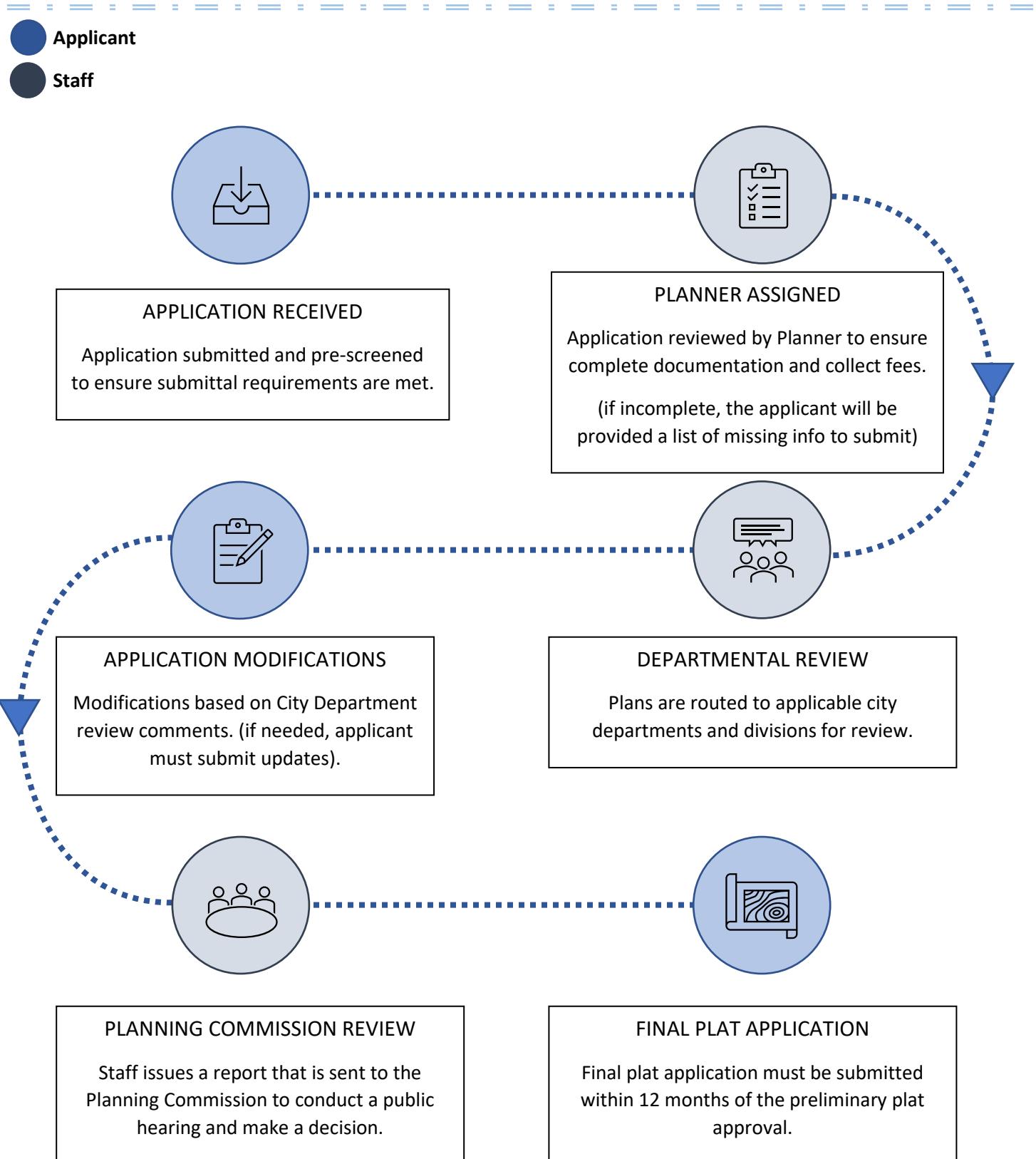
**Step 3. Murray City Department Review:** The application is routed to various departments and divisions within Murray City who provide insight or information to the Planning Commission to help make an informed decision. If there are unique circumstances that require additional information, a meeting may be requested by the City to be held in person on Tuesday's at 9 am. The applicant will be notified ahead of time if attendance is required.

**Step 4. Attend Planning Commission Meeting:** The applicant will be sent a copy of the planning commission agenda and staff recommendation in advance of the meeting date. The agenda will give the date, time, and location of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If the applicant or the representative is not present, the Planning Commission may move on to the next agenda item and/or may take no action on the application. It is the applicant's responsibility to reschedule another hearing date. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and other interested parties. The Planning Commission will then make a motion to approve, modify the conditions, continue the application or deny the request.

**Appeal of Planning Division Decision:** Anyone aggrieved with a decision of the Planning Division may appeal the decision to the Hearing Officer. The appellant may be the applicant, neighboring property owner, or the City itself. Appeals must be in writing and received by the Planning Division within ten (10) calendar days of the Planning

Commission or Division's written decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing.

## PROCESS TIMELINE



# PRELIMINARY SUBDIVISION APPLICATION

Name of Proposed Subdivision: \_\_\_\_\_

Project Address: \_\_\_\_\_

Parcel Identification (Sidwell) Number: \_\_\_\_\_

Parcel Area(acres): \_\_\_\_\_ Zoning District: \_\_\_\_\_ Total # of Lots: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Property Owner's Information (If different)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Licensed Engineer Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **For Office Use Only**

Project Number: \_\_\_\_\_ Date Accepted: \_\_\_\_\_

Planner Assigned: \_\_\_\_\_

### **Property Owners Affidavit**

I (we) \_\_\_\_\_, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

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Owner's Signature

Owner's Signature (co-owner if any)

State of Utah

§

County of Salt Lake

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Notary Public

Residing in \_\_\_\_\_

My commission expires: \_\_\_\_\_

### **Agent Authorization**

I (we), \_\_\_\_\_, the owner(s) of the real property located at \_\_\_\_\_, in Murray City, Utah, do hereby appoint \_\_\_\_\_, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize \_\_\_\_\_ to appear on my (our) behalf before any City board or commission considering this application.

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Owner's Signature

Owner's Signature (co-owner if any)

State of Utah

§

County of Salt Lake

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me \_\_\_\_\_ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

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Notary public

Residing in: \_\_\_\_\_

My commission expires: \_\_\_\_\_