



## Preliminary Subdivision Application

**BICKNELL TOWN INCORPORATED**

**P.O. BOX 96**

**BICKNELL, UTAH 84715**

### Staff Use Only

Date: \_\_\_\_

Zone: \_\_\_\_

P&Z Date: \_\_\_\_

**SUBDIVISION NAME:** \_\_\_\_\_

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

**OWNER or the Authorized Representative(s):** \_\_\_\_\_

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

**PHONE#** \_\_\_\_\_

**FAX #** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**Engineer and/or Surveyor:** \_\_\_\_\_

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

**PHONE#** \_\_\_\_\_

**FAX #** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

I HAVE READ THE APPLICATION AND HEREBY CERTIFY THAT THE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
*Signature of owner or applicant*

The following checklist can be used as a guide to assist you in obtaining subdivision approval.

### **CONCEPT**

Schedule an **optional** pre-application meeting prior to submitting a concept plan.

*(Because concept is optional enough detail is to be shown on the plan to make it beneficial).*

### **PRELIMINARY PLAT CHECKLIST**

- ☐ The following checklists are a summary of the requirements for the Preliminary Plat. The preliminary plat is to consist of three pages, PLAT, SURVEY & EXISTING CONDITIONS, and DEVELOPMENT CONDITIONS, more pages may be added if necessary to clearly provide the required information.
- ☐ Pay the appropriate application fees. (Fees due at time of application)

### **INFORMATION REQUIRED ON ALL DRAWINGS**

- ☐ SCALE to be no smaller than 1:50
- ☐ **5 copies** -- 4 Copies at 24" x 36" and 1 copy at 8.5" x 11"
- ☐ North Arrow
- ☐ Date of drawing or last revision
- ☐ Sheet number & total number of sheets
- ☐ Legend of all symbols used on drawings

### **PRELIMINARY PLAT**

- ☐ Name, address, phone, fax number, and e-mail address of developer and principal contact.
- ☐ Name, address, phone, fax number, and e-mail address of engineering firm and principal engineer.
- ☐ Vicinity Map
- ☐ County reference data
- ☐ Boundary of project with bearing & lengths
- ☐ Lots & lot numbers
- ☐ All easement, rights-of-way (R.O.W.) & protected lands that will be recorded with the final plat.
- ☐ All existing rights-of-way immediately adjacent to the development, & Adjacent property lines.
- ☐ Written Boundary description based upon Wayne County Datum
- ☐ Lot square footage & Lot Dimensions
- ☐ Street Numbers (if known)

- ☐ Subdivision phasing lines (if any)
- ☐ Dedicated restricted properties.
- ☐ Location and width of street intersections on the opposite side of street fronting development
- ☐ Vacations -- List/show all easements/subdivisions/streets that may need to be vacated
- ☐ Lot addresses will be calculated by the Town and are to be added to the final preliminary plat set

## **SURVEY & EXISTING CONDITIONS**

### **1. Drawing**

- ☐ Boundary of project with bearing & lengths
- ☐ Contour lines with no greater than 2-foot contours. Show source of contours and date of contour data.
- ☐ Adjacent platted streets or public ways with numbers/names
- ☐ Existing access points onto adjacent streets, include opposite side of street from development
- ☐ Property lines of adjacent properties
- ☐ Water courses
- ☐ Wetlands

### **2. Location & size of existing utilities within tract & adjacent**

- ☐ Culverts
- ☐ Drainage systems
- ☐ Irrigation ditches, structures, main lines, pipe size and type, head-gates, etc.
- ☐ Existing structures and buildings
- ☐ Storm Drain – main lines, pipe size and type, manholes, catch basin, boxes, etc
- ☐ Culinary water – main lines, pipe size and type, valves, blow-offs, meter boxes, etc.
- ☐ Secondary water – main lines, pipe size and type, valves, air inlets, drains, etc
- ☐ Land drain – main lines, pipe size and type, manholes, etc.
- ☐ Underground structures
- ☐ Utility poles, indicate owner(s)
- ☐ Utility easements and rights-of-way, indicate owner
- ☐ Buried utilities, indicate owner
- ☐ Fences, Type and Height
- ☐ Field drains
- ☐ Existing monuments with county information
- ☐ Wetlands
- ☐ Streets
- ☐ Street lights, Fire hydrant and all adjacent streets

## **PROPOSED DEVELOPMENT CONDITIONS**

### **1. Drawings**

- ☐ Boundary of project with bearing & lengths
- ☐ Lots & lot numbers
- ☐ Adjacent platted streets or public ways with numbers/names.
- ☐ Existing easements
- ☐ Property lines of adjacent properties
- ☐ Watercourses
- ☐ Location and width of street intersections on the opposite side of street fronting development
- ☐ Standard street sections

### **2. Notes pertaining to modifications to be made to existing**

- ☐ Right-of-way
- ☐ Easements
- ☐ Utilities; Power, Gas, Phone, etc.
- ☐ Infrastructure; Water, Sanitary Sewer, Storm Drain, Secondary Water, Land Drain, etc.
- ☐ Fences
- ☐ Structures & Buildings
- ☐ Irrigation systems
- ☐ Drainage & drains
- ☐ Property lines
- ☐ Monuments

### **3. Location & size of proposed**

- ☐ Dedicated properties
- ☐ Culverts
- ☐ Easements
- ☐ Drainage systems
- ☐ Irrigation ditches, structures, size, material type, etc.
- ☐ Storm Drain –main lines, pipe size and type, manholes, catch basin, boxes, etc
- ☐ Land drain – main lines, pipe size and type, manholes, etc.
- ☐ Culinary water – main lines, pipe size and type, valves, blow-offs, meter boxes, etc.
- ☐ Secondary water – main lines, pipe size and type, valves, air inlets, drains, etc
- ☐ Underground structures and utilities
- ☐ Utility easements
- ☐ Buried utilities, indicate owner
- ☐ Fences, Type and Height
- ☐ Wetlands, wetland mitigation notes
- ☐ Streets
- ☐ Street lights will be located by the Town and are to be added to the final preliminary plat set.

### **4. Documents**

One (1) copy of a recent, preliminary title report which identifies ownership, easements, liens or other encumbrances and verifies payment of taxes and assessments.

Preliminary Soil test.

**Notes**

Other notes appropriate to the development

**ADDITIONAL INFORMATION:**

Total Area (acres or square feet): \_\_\_\_\_ Legal Description: (Please attach a copy)

# of Lots: \_\_\_\_\_

Affidavit: (Please complete attachments)

**FOR OFFICE USE ONLY:**

Base Fee: \_\_\_\_\_

per Lot Fee: \_\_\_\_\_

Total Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_

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

**PRELIMINARY APPROVAL PROCESS:**

The preliminary subdivision application will be submitted to the Town.

Once the application has been deemed "complete", the Town has 30 days to do its initial review. There is no limit to the number 30-day of review cycles.

Once the review process has been complete, the project will be agendized at the next Planning and Zoning Agenda for review and approval.

**RE-ASSESSMENT OF PROCESSING FEES:**

Failure on the part of the developer, the developer's engineer / surveyor or other representative of the developer, to submit corrected drawings that have incorporated Town staff comments, or appropriate comments of other agencies, may be subject to re-assessment of the processing fees.

**RIGHT OF ENTRY:**

By signing this application I authorize Town staff, with proper credentials, access to my property, during normal working hours, for the purpose of verifying the location of infrastructure, buildings, fences, and other features of or on the property here addressed. If Town staff can not gain access to my property due to locked gates, animals within the area needing inspection, or if access to a structure is needed, I understand that I will be contacted and it will be my responsibility to schedule a time, during normal working hours, with the Town staff member.

**FAILURE TO APPEAR AT ADVERTISED PUBLIC HEARINGS:**

Unless previously cleared, in writing from the Town of Bicknell Clerk, failure to appear at an advertised Public Hearing will

**JURISDICTION AND VENUE**

The terms and conditions within this agreement shall be governed by the laws of the State of Utah and shall be construed and interpreted in accordance with those laws. Any action or proceeding brought by either party which is based upon or derived from or in any way related to this agreement, shall be brought in a court of competent jurisdiction within the state of Utah. The parties hereto consent to their personal jurisdiction of said court.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Corporation

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the county

of \_\_\_\_\_ State of Utah.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

AFFIDAVIT

**PROPERTY OWNER**

STATE OF UTAH                    )  
  : SS  
COUNTY OF WAYNE            )

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 Town 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 \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

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

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 Town considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me

\_\_\_\_\_, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary Public)

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

Commission Expires: \_\_\_\_\_