



**Final 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 is a summary of the requirements for the Final Plat in Bicknell Town. The final engineering drawings are to consist of enough pages to clearly provide the required information.

**FINAL PLAT CHECKLIST**

- ☐ The following checklists are a summary of the requirements for the Final Plat in Bicknell Town. The final engineering drawings are to consist of enough pages to clearly provide the required information.
- ☐ Pay the appropriate application fees. (Fees due at time of application)

**COVER PAGE**

Each set of engineering drawings shall have a cover page containing, at a minimum the following information:

- ☐ **5 copies** -- 4 Copies at 24" x 36" and 1 copy at 8.5" x 11"
- ☐ Subdivision name & phase number (if applicable)
- ☐ Approximate address
- ☐ Vicinity Map
- ☐ Key map of entire subdivision with phase indicated
- ☐ 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.
- ☐ Engineer's notice to contractors
- ☐ General Notes
- ☐ List of drawings
- ☐ County reference / benchmark data
- ☐ Date of drawing of last revision
- ☐ Bicknell Town construction requirement note

**INFORMATION REQUIRED ON ALL ENGINEERING PAGES:**

**Construction Drawings**

- ☐ All drawings and text are to be legible.
- ☐ North Arrow
- ☐ Date of drawing of last revision
- ☐ Key map showing subdivision and designating section that is on the page.
- ☐ Legend of all symbols used on the drawings Lot numbers, if applicable.

- ☐ Name of subdivision and phase number
- ☐ Required notes
- ☐ Scale is to be no smaller than 1:50
- ☐ Sheet number and total number of sheets
- ☐ Typical road cross section with utilities
- ☐ Street Stationing
- ☐ Existing and proposed easements

## **ENGINEERING REQUIREMENTS:**

### **1. Plan Views**

*Notes pertaining to the modifications of existing*

- ☐ Right-of-ways
- ☐ Easements
- ☐ Utilities
- ☐ Fences
- ☐ Structures and Buildings
- ☐ Irrigation systems
- ☐ Drainage and drains
- ☐ Property lines
- ☐ Monuments

*Roadways*

- ☐ Curbs and gutters
- ☐ Sidewalk
- ☐ Street
- ☐ Right-of-way
- ☐ Drainage easements
- ☐ TBC – station and elevation at lot lines
- ☐ Grade breaks – station and elevations
- ☐ Horizontal curves – PC station and elevations, PT station and elevations, radius, length, delta.

*Proposed and Existing Utilities*

- ☐ Show and label connections to existing utilities
- ☐ Utility vertical separation
- ☐ Gravity Irrigation - ditches, structures, main lines, pipe size and type, head-gates, etc.
- ☐ Storm Drain – main lines, pipe size and type, manholes, catch basin, boxes, etc
- ☐ Culinary water – main lines, pipe size and type, valves, blow-offs, fire hydrants, meter boxes, etc. Valves and fire hydrants are to be shown in the same locations as on the approved preliminary plat.
- ☐ Secondary water – main lines, pipe size and type, valves, air inlets, drains, services, etc. Valves are to be shown in the same locations as on the approved preliminary plat.
- ☐ Land drain – main lines, pipe size and type, manholes, etc.
- ☐ Field drains – location, size, material, etc.

*General Items*

- ☐ Fences - Type and Height
- ☐ Streetlights – streetlights are to be shown in the same locations as on the approved preliminary plat.
- ☐ All specifications and references required by the Engineering and Standard Specifications and Standard Drawings for Bicknell Town

### **2. Profile Views**

*Roadways*

- ☐ Existing ground profile or centerline of existing road
- ☐ Street centerline profile – station and elevation every 100 feet
- ☐ Grade breaks – station and elevation
- ☐ Vertical curves – PC station and elevation, PT station and elevation, PI station and elevation, radius, central angle, length, k value
- ☐ Street center line profile for 100 feet on existing streets
- ☐ If offset TBC exists, the TBC'S need to be shown in the profile
- ☐ If curb & gutter is added to an existing street, show the TBC in profile
- ☐ Where steep cross slopes exist – cross sections at 50-foot stations with elevation points at centerline of road, property line, and 25 feet inside property line

*Proposed and Existing Utilities*

- ☐ Gravity Irrigation pipes -  
  - New lines – main lines, sizes slopes, material type, structures, manholes, etc.
  - Existing lines – through intersections show main lines, size slope, material type, manholes, structures, etc.
- ☐ Storm Drain – main line, pipe size and type, slope, manhole locations and sizes, catch basin locations, manhole rim and invert elevations, catch basin TBC and invert elevations, etc.
- ☐ Secondary water – main lines, pipe size and type, slope, valves, air inlets, drains, loops, etc. Existing secondary water lines in non-subdivision streets do not need to be shown.
- ☐ Land drain – main line, pipe size and type, slope, manhole locations and sizes, manhole rim and invert elevations, laterals, etc.

## **AS BUILT DRAWINGS:**

- ☐ Drawings are to meet the requirements outlined for the Construction Drawings and Engineering Requirements and show all features as they were constructed. Drawings shall be locally reproducible, XEROX, and show all features, red-line or other corrected drawings shall not be acceptable.

## **FINAL PLAT**

*Plat*

- ☐ Material shall be reproducible linen or Mylar

- ☐ Finished size must be 19" x 30"
- ☐ All ink is to be black, permanent type ink
- ☐ Plat must be cleanly, clearly and legibly reproducible. No half-tones and gray/shaded line work or text. Text should not be overlapped by line work or other text or symbols.

#### *Title of Plat*

- ☐ Name and subdivision
- ☐ Location of subdivision – listing section quarter, section, Township and Range, in the Salt Lake Base & Meridian
- ☐ Label City – Bicknell Town, Wayne County, Utah
- ☐ Date

#### *Drawing*

- ☐ North arrow
- ☐ Top of plat is to be north or west
- ☐ Scale – scale is to be no smaller than 1:100
- ☐ Graphic scale
- ☐ If more than one sheet, the page number and total number of pages needs to be shown
- ☐ Engineer's name, address, phone number

#### *Notes*

- ☐ Notation of self imposed restrictions
- ☐ Narrative of subdivision survey
- ☐ Other required notes deemed necessary by Bicknell Town

#### *General Plat Information*

- ☐ Street names/numbers
- ☐ Street (R-O-W) widths from centerline and total width
- ☐ Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to the nearest second.
- ☐ Legal description of property
- ☐ Total acreage of property with total number of lots
- ☐ Boundary of property shown on plat and matching legal description
- ☐ Tie to County section monument on the plan and in legal description
- ☐ Basis of bearing – noted on plan and shown on plat drawing
- ☐ Lots – property line bearings and distances, curve data
- ☐ Lot area in d square feet
- ☐ Lot numbers and addresses
- ☐ Location, description of monuments that are found
- ☐ Locations of new monuments
- ☐ Location, dimension, and purpose of any easements

#### *Signature Blocks*

- ☐ Surveyor's Certificate
- ☐ Owner's dedication with full information pertaining to legal owner filled in and notary acknowledgement
- ☐ Certificate of **acceptance** by the Bicknell Town Council with a signature line for the Mayor and attested by the Town Clerk
- ☐ Acknowledgement
- ☐ Certificate of approval by the Bicknell Town Planning and Zoning with the following wording:  
"I hereby certify that this **office** has examined this plat and it is correct in accordance with information on file in this office."

#### **FOR OFFICE USE ONLY:**

Base Fee: \_\_\_\_\_ per Lot Fee: \_\_\_\_\_ Total Fee: \_\_\_\_\_

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

#### **FINAL APPROVAL PROCESS:**

The final subdivision application will be submitted to the Town.  
Once the application has been deemed "complete", the Town has 40 days to do its initial review. There is no limit to the number 40-day review cycles.  
Once the review process has been complete, the project will be submitted to the Planning and Zoning for final review and approval.

#### **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 cannot 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.

#### **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 Bicknell 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: \_\_\_\_\_

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**AGENT AUTHORIZATION**

STATE OF UTAH                     )  
  : SS  
COUNTY OF WAYNE             )

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: \_\_\_\_\_