

PRELIMINARY PLAT (Subdivision)
APPLICATION



FILE #: _____ FILING DATE: _____ RECEIVED BY: _____
FEE: \$200 + \$75/LOT /UNIT FEES PAID: _____ RECEIPT #: _____

PROPERTY INFORMATION

PROPOSED PLAT NAME: _____

STREET ADDRESS OF PROPERTY: _____

ASSESSOR'S PARCEL NUMBER(S): _____

ZONING: _____ GENERAL PLAN: _____

LEGAL DESCRIPTION: (Attach separate sheet if necessary) _____
Lot / Plat

EXISTING USE: _____
Use of property and/or Buildings

PROPOSED USE: _____
Use of property and/or Buildings

APPLICANT INFORMATION

LEGAL OWNER(S) OF SUBJECT PROPERTY: _____

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

APPLICANT : _____
(If different than owner)

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

CONTACT PERSON/REPRESENTATIVE: _____
(If different than owner)

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

** PLAT NAME: _____

Type of Subdivision: _____

- | YES | NO | |
|-----|-----|--|
| ___ | ___ | 1. North arrow and scale. |
| ___ | ___ | 2. Boundary, survey and phasing plan (numbering of lots are to be established sequentially within each phase). |
| ___ | ___ | 3. All property under control of the developer and portion being developed. |
| ___ | ___ | 4. Overall street system. (Conformance to Master Street Plan). |
| ___ | ___ | 5. Existing and proposed contour lines at vertical intervals of not greater than Two (2) feet (existing contours = dashed and light line)(proposed contours = solid dark line). |
| ___ | ___ | 6. Location, width and names of all streets within 200'; easements; right-of-ways, parks and other public open spaces within or adjacent to the proposed subdivision. |
| ___ | ___ | 7. Existing sewers, water mains, power lines, culverts or other facilities within and adjacent within 100'. |
| ___ | ___ | 8. Ditches, drainage channels, waterways, and major washes. |
| ___ | ___ | 9. Flood plain and floodway and elevations as designated by FEMA. |
| ___ | ___ | 10. Exceptional topography. |
| ___ | ___ | 11. Air approaches when requested by City Engineer. |
| ___ | ___ | 12. Information required for Hillside Ordinance? Is the proposed subdivision within the Hillside overlay zone? |
| ___ | ___ | 13. Large vicinity map showing all properties within 500' of subject property. |
| ___ | ___ | 14. Layout of streets and utility easements showing identification and dimensions. |
| ___ | ___ | 15. Layout, number and dimensions of lots. |
| ___ | ___ | 16. Public use areas, and/or common or limited common area. |
| ___ | ___ | 17. Grading plan; show walls, pad elevations, cross-sections to adjust developments. |
| ___ | ___ | 18. Street cross sections(s) with dimensions only. |
| ___ | ___ | 19. Eight (8) blue line copies of the plat and one (1) 8-1/2 x 11 reduction. |
| ___ | ___ | 20. Subdivisions are subject to public hearing per State requirements. Provide mailing labels prepared by a Title Company using the most current property owners' information from the County Accessors Office (Provide a copy of the Washington County ownership plat showing the radius map). The vicinity map will also be required for the public hearing on the preliminary plat. |

**** THE NAME OF THE PROJECT SHALL NOT BE CHANGED ONCE THE PRELIMINARY PLAT IS APPROVED**
(A name change requires an Amended Preliminary Plat)

CITY OF ST. GEORGE

(435) 634-5800 – 175 East 200 North – St. George, UT 84770

CERTIFIED PROPERTY OWNERS LIST DECLARATION

The property owners listed identifies the owners of properties within a certain distance or radius of the external boundaries of a project or property. It must be prepared by a **TITLE COMPANY**, signed by its representative, and certified by the legal owner of his/her legal agent. A complete property owners list shall consist of the following:

1. A completed and signed declaration.
2. A list identifying each property owner's name, mailing address, and Assessor's Parcel Number (APN).
3. A TYPED set of mailing labels for each property owner prepared on 8-1/2" x 11" sheets of pre-gummed labels in three column format, as shown on the attached sample. All type shall be in capital letters with no punctuation or APNs, and shall be prepared by the project applicant and representative or contact person.
4. A property owner radius map identifying all properties within the required radius. An example radius map is attached.

The property owners list and the required radius shall be based on the application type as described below:

- | | | |
|--------------------------|------------------------------------|--|
| <input type="checkbox"/> | Zone Change | All parcels within 500 ft. of subject property |
| <input type="checkbox"/> | Conditional Use Permit or Variance | All parcels within 300 ft. of external boundaries of subject property or project |
| <input type="checkbox"/> | Preliminary Plat | All parcels within 300 ft. of external boundaries of subject property or project |
| <input type="checkbox"/> | Other | All parcels within ____ ft. of subject property |
| | _____ | |
| | _____ | |

PREPARED BY:

(Title Company Representative)

Date

To the best of my knowledge, the attached list contains the names and addresses of all persons to whom all property is assessed, provided by the Title Company, as they appear on the most current County assessment roll. This list identifies all properties located within the required area measured from the exterior boundaries of the property legally described by Assessor's Parcel Number(s) _____.

(Signature of Legal Owner/Legal Agent)

Date

The list of property owners shall be submitted with the application.

APPLICANT P O BOX 9990 ST. GEORGE, UT 84770		EXAMPLE JANE DOE P O BOX 9999 ST. GEORGE, UT 84770
CONTACT PERSON P O BOX 9991 ST. GEORGE, UT 84770		

EXAMPLE MAILING LIST
 PLEASE NOTE: APPLICANT MUST SUPPLY PROPERTY OWNERS' ADDRESSES
 IN THIS FORMAT ON SELF-ADHESIVE LABELS FOR CITY MAILING

NOTE:
Assessor's Page
may be used
as base map

EXAMPLE RADIUS MAP

