



MAPLETON CITY CORPORATION

FINAL SUBDIVISION PLAT APPLICATION

MAPLETON CITY COMMUNITY DEVELOPMENT DEPARTMENT

125 West Community Center Way, Mapleton, Utah 84664
(801) 489-6138

APPLICANT READ CAREFULLY: Attached is a checklist which specifies what information is required in order for your application to be completed and ready for processing. Before completing the application, please review the checklist; submit all the information it requests with your application. Your application will be taken at the front desk, but will not be considered "accepted" by Mapleton City until it has been reviewed for compliance by the Community Development Department. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED BY THE COMMUNITY DEVELOPMENT DEPARTMENT.** If you need help or have questions please ask to speak to a member of the Community Development Department Staff. We will not guarantee that your application is considered complete at the counter. If items of the application are incomplete, the application will not be considered by the Development Review Committee. Please leave no line below unmarked. Please mark N/A in lines not applicable to your request.

Fees due at the time of application submittal:

- a. Final Plat: \$300 + \$45 per lot
- b. Preliminary and Final Plat for 3 lots or less: \$ 350 + \$45 per lot
- c. Amended Plat: \$200
- d. SDP or PRC: (See fee schedule)

Project Information			
Application Date:	Number of Lots/Units:	Acreage:	
Project Name:	Project Address:		
Parcel Tax Identification Number(s):			
Names / Mailing Addresses of Property Owners:			
Present Use of Property:			
Developer Information			
Applicant/Agent Name:		Phone Number:	
Company:		Cell Phone:	
Address:		Fax:	
City:	State:	Zip:	E-mail Address:
Engineer, Architect, or Surveyor			
Name:		Phone (Work):	
Company:		Phone (Alternate):	
Address:		Fax:	
City:	State:	Zip:	E-mail Address:

I declare under penalty of perjury that I am the owner or authorized agent for the property which is the subject of this request, and that the statements, answers, and documents submitted in connection with this application are true and correct. Furthermore, I understand that my application is not considered a complete submittal until all required materials are submitted to the Mapleton City Community Development Department.

Signature(s) of Owner or Agent* _____ Date _____
 Comments _____

DEPARTMENT USE ONLY	
Received By _____	Comments:
Type of Application _____	
Date Received _____	
Zone _____	
Requested Zone (if applicable) _____	
Application Fee \$ _____	
Subdivision:	
Final Plat \$ _____	
Per Lot Fee \$ _____	
Total \$ _____	
Rev. Statement # _____	
<input type="checkbox"/> 3 - 24 x 36" Plans Received	
<input type="checkbox"/> 3 - 11x 17" Reduced Copies Received	
<input type="checkbox"/> 3 CDs Received	
<input type="checkbox"/> Updated AutoCAD files on CD	
<input type="checkbox"/> Updated Adobe PDF files on CD	
Special Circulation Requirements:	
Application types:	
A - Annexation	
CUP - Conditional Use Permit	
PPA - Project Plan Approval	
R - Rezone	
SF - Subdivision-Final	
SM - Subdivision Minor	
SP - Subdivision-Preliminary	

Mapleton City Subdivision Final/Mylar Checklist

Note: All plats should contain the following information. It is best to submit the plat for review by the City Engineer prior to obtaining the approval signatures in the event that corrections are needed.

CHECK HERE	ITEMS REQUIRED	STAFF
	Vicinity Map included (minimum ¼ mile radius).	
	North arrow shown.	
	Map scale shown.	
	Ground distances shown for all courses.	
	Grid distanced placed in parenthesis next to ground distances for all exterior courses of the subdivision.	
	Show Grid Factor used in computing grid distances for all exterior courses of the subdivision.	
	Show State Plane Coordinates for overall parcel description (use coordinate table or list on each point).	
	The subdivision should be tied to at least two Utah County Monuments.	
	Provide monument description and coordinates.	
	Show ownership for all adjacent parcels from County Plats. Include book and page for deeds.	
	Include lot numbers on map.	
	Show street names and callouts on map (both name and street coordinates if applicable).	
	Street areas dedicated to Mapleton City are shown on map and cross hatched.	
	Description must close.	
	Area shown.	
	Curve table included.	
	Basis of bearing shown and identified.	
	Description in Surveyor's certification must match the boundaries shown on map exactly.	
	Required easements shown and dimensioned.	
	Dedication block for subdivision owner included.	
	Acceptance block by Mayor included.	
	Plat stamped and signed by Surveyor of record.	
	Addresses shown on lots.	
	Utility Company Notification Sign Offs (Rocky Mountain Power, Qwest, Questar, Comcast, Mapleton Irrigation) – Form provided with Preliminary Plat Application.	

	Signature Lines for City Engineer, Rocky Mountain Power, Mayor, Planning Commission Chairman, Community Development Director and Property Owners with a Notary Public acknowledgement.	
	Water Shares rendered to the City	
	Utah State Division of Water Quality General Construction Permit, including Notice of Intent (NOI), Notice of Termination (NOT), and Storm Water Pollution Prevention Plan (SWPPP) guidelines (See attached documents).	
	10' wide Public Utility Easements along all property lines.	
	Construction and Durability Bonds in place.	
	All fees paid prior to recording.	
	If you have CC&R's, a check to Utah County Recorders Office for \$8+\$2 per page and \$1 per lot.	
	If you have CC&R's, a check to Utah County Recorders Office for \$8+\$2 per page and \$1 per lot.	
	A professional grade Mylar of the recordable subdivision.	
	3 sets (24"x36") paper drawings of improvement, grading, street plan / profile, and drainage. Construction Drawings to be submitted after Final Plat approval from City Council.	

Mapleton City

DEVELOPMENT SITE REQUIREMENTS

I. State Permit:

Prior to the recording of the final plat, or commencing any site work, including grading, digging or grubbing a parcel of property, a permit from the *State of Utah Department Environmental Quality, Division of Water Quality* is required. A copy of the permit is available at the Division of Water Quality website at <http://waterquality.utah.gov/> or at their office, located at 288 North 1460 West, Salt Lake City, Utah, 84114. Utah State Division of Water Quality General Construction Permit, including Notice of Intent (NOI), Notice of Termination (NOT), and Storm Water Pollution Prevention Plan (SWPPP) guidelines (See Page 17). Once the permit has been issued, a copy of the permit must be remitted to the Mapleton City Planning and Public Works Offices (See page 17-19).

II. Street Clean-up & Dust Trash:

Project developers, you are hereby noticed that you are responsible for the work-related actions of your subcontractors, workers, and delivery drivers. Mapleton City will strictly enforce our site and street clean up ordinances. If we deem it necessary, we will place a stop work order on any development or home under construction that is found in violation of the ordinance. We can also use all or any portion of the required bond to remove any dirt or debris on the street caused from construction related to your development. Construction sites are also required to control dust caused from the development. A copy of the ordinance is available upon request.

III. Noise and Construction:

Mapleton City Code required that construction or site preparation not commence between the hours of 10:00pm to 7:00am.

IV. Signs & Advertising

Mapleton City Code allows on on-site sign that is placed at the entrance of the development. Off-site advertising is not allowed by Mapleton City Code, and signs located off-site can and will be removed by Mapleton City without notice. Mapleton City, at its discretion, may elect to use an outside contractor to provide an off-site signage program to advertise new development.

V. Minimum Improvements – Building Permits:

Minimum levels of improvements are required prior to the issuance of a building permit in a development. Those improvements include the following:

- A. Culinary Water, Pressurized Irrigation & Sewer Service – All water lines and sewer lines required in the recorded plat must have first been installed, and water and sewer stubs shall have been stubbed to each lot within the development
- B. Other Utilities – Electric, gas, phone and cable lines shall also first be installed.
- C. Curb Gutter and Streets – All shall be installed, including the pavement of the street. However, a building permit may be issued in a development without the street having first been paved if all local asphalt plants have been shut down for the winter. In such cases, properly compacted road base may be used. In no case will the City issue an occupancy permit, either temporary or permanent, until the street has been paved according to City standards.

VI. Street Signs:

All street signs must meet Mapleton City Standards. Street signs showing street names or addresses must bare the Mapleton City logo. Signs can either be paid for and installed by the City, or bonded for an installed by the developer. Street names must also include the numerical street number on the sign.

CONSTRUCTION CLEAN-UP

17.42.010: REQUIREMENTS:

- A. This chapter shall apply to all construction activities or any other debris or obstruction in the public right-of-way. The provisions of this chapter shall be enforced by the building official for those holding building permits, and by the public works director for those holding excavation permits.
- B. Each holder of a building or excavation permit shall be responsible to see that vehicles used in the process of carrying out the work authorized by the permit shall not rack any mud, dirt, or debris of any kind upon any streets or sidewalks within the corporate limits of Mapleton City. The permit holder shall be responsible to see that the wheels of the equipment are clean prior to its leaving the job site and entering the streets of Mapleton City.
- C. All trucks and equipment leaving the site with earthen materials or loose debris shall be leaded and covered in such a manner as to prevent dropping of materials on city streets or sidewalks or adjoining property. An on site gravel cleanup and parking area shall be required for all sites that have no paved areas. Neither city streets nor adjoining property shall be used as the required cleanup area.
- D. Ramps constructed over curbs and gutters shall not interfere with or block passage of water along the gutter and shall be constructed of a material that will not erode or deteriorate under adverse weather conditions. Dirt shall not be used for ramping material.
- E. The permit holder shall install erosion and water runoff controls sufficient to ensure that no storm water, surface water, sediments or debris from the construction site shall drain or wash or be tracked into any public right-of-way or other adjacent properties, including curb and gutter. For construction pursuant to a building permit the building official may require an erosion control plan to be submitted for approval. For construction in the public right-of-way or easements, an erosion control plan shall be submitted shall be sufficient to cover any contingency, including, but not limited to seasonal storms, unseasonable storms, or methods of construction. Such plans may be required anytime during construction and must be submitted within five (5) days of the request. The Building Official and/or the Public Works Director may suspend all work until the plan requested is approved. The permit holder will maintain all erosion control plan facilities throughout the life of the construction project. The Building Official and/or the Public Works Director, or assigned city official, will monitor their effectiveness after storms and enforce the necessary adjustments to ensure they function correctly.
- F. The curb, gutter, street and sidewalk shall not be used for storage of debris, dirt or excavated materials. In addition, the sidewalks shall not be removed, blocked or otherwise rendered unusable by either the storage of construction equipment or materials or the construction procedures used, unless a safe, usable alternative walkway along the same side of the street is provided. All alternate walkways shall be ramped in accordance with ADA handicap ramp requirements and so constructed as to provide an all weather walking surface four feet (4') wide that is as sound and smooth as the normal concrete sidewalk.
- G. The permit holder, contractor, or individual shall be responsible for the immediate removal of mud, dirt or debris deposited on city streets, curb, gutter and sidewalks by equipment leaving the site of by the permit holder's construction procedures. Any curb, gutter or sidewalk, or other utility such as a secondary water line that is broken shall be replaced immediately. If not work has been done to replace or repair broken or damaged utilities, no occupancy permit or final inspection will be granted.
- H. A two thousand dollar (\$2,000.00) bond shall be required for a building permit for all undeveloped sites. The purpose of the bond is to ensure that the site is kept in accordance with this code. If it becomes necessary for the city street crews to remove any mud, dirt, or debris which has been deposited upon a street or sidewalk of Mapleton City, the total cost to the city of such removal will be charged to the permit holder, contractor, or individual including legal fees, if any, from the bond. Any cost associated with the cleanup or administrative costs above and beyond the bond amount, may be subtracted from any additional bonds (if applicable). The city may also pursue other legal remedies to recoup additional costs and legal fees. Payment of such charges will be made to the city upon billing or prior to certification of final inspections, and/or issuance of a certificate of occupancy.
- I. The Building Official and/or Public Works Director or designated city official is empowered to suspend a building or excavation permit until the permit holder installs necessary cleaning equipment or erosion control facilities approved by the Building Official and/or Public Works Director to ensure that no dust/dirt or debris is deposited upon the streets and sidewalks or Mapleton City.
- J. Each permit holder, contractor, or individual shall be responsible to see that all construction sites are kept free of construction waste that would be subject to being blown onto adjoining properties, and shall remove or place construction waste in a garbage dumpster daily.
- K. All construction materials and waste shall be removed from the property and legally disposed before an occupancy permit shall be issued. (Ord. 2003-06, 3-5-2003, eff. 3-12-2003)

Mapleton City

ACKNOWLEDGMENT OF REQUIREMENTS

I, _____, the applicant, hereby acknowledge that I have read the Mapleton City Subdivision packet, and I understand all of the submittal requirements therein. I certify to the best of my knowledge, that all drawings, standards and specifications meet current Mapleton City Code, and that any mistakes made on the drawings are my responsibility and will either be corrected on the final drawings or if necessary, changes will be made on the project site. I further acknowledge that I will meet all signage and advertising restrictions, as well as any other Mapleton City Codes and requirements applicable to my development.

(Applicant's Signature)

(Date)

PROPERTY OWNER

I/We, _____ being duly sworn, depose and say that I/We am/are the owners 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 also acknowledge that I have received written instructions regarding the process for which I am applying and the Mapleton Planning Staff have indicated they are available to assist me in making this application.

Property Owner

Property Owner

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)
Residing in Utah 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 matter pertaining to the attached application.

Property Owner

Property Owner

Dated this _____ 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.

(Notary)
Residing in Utah County, Utah
My Commission Expires: _____

Utility Notification Form

Mapleton City

(DO NOT FILL OUT FORM IF YOU HAVE ALREADY SUBMITTED ONE WITH THE PRELIMINARY SUBDIVISION APPLICATION)

Development Name: _____ Commercial / Residential (circle one)

Development Address: _____

Developer Name: _____ Office # _____

Developer Business Address: _____

Developer Cell #: _____ Fax #: _____ E-Mail _____

The utility companies listed need to receive plans and necessary information for the above stated development to begin the process for providing their services to this project. Plans will not be approved by the City until this document is completed and returned.

QUESTAR GAS

Name: _____ Title/Position: _____ Tel #: _____

(Please print)

Signature: _____ Date: _____

Suggested Contact: Brad Mattinson (801) 853-6585 brad.mattinson@questar.com

1640 North Mountain Springs Parkway (1100 West), Springville, UT 84663

COMCAST CABLE TELEVISION

Name: _____ Title/Position: _____ Tel #: _____

(Please print)

Signature: _____ Date: _____

Suggested Contact: Heidi Hawkey (801) 401-3023 heidi_hawkey@cable.comcast.com

1350 East Miller Avenue, Salt Lake City, UT 84106

QWEST (TELEPHONE)

Name: _____ Title/Position: _____ Tel #: _____

(Please print)

Signature: _____ Date: _____

Suggested Contact: Chad Argyle (801) 356-0651 chad.argyle@qwest.com

75 East 100 North, Provo, UT 84606

ROCKY MOUNTAIN POWER

Name: _____ Title/Position: _____ Tel #: _____

(Please print)

Signature: _____ Date: _____

Suggested Contact: Ron Rayburn (801) 754-6006 ronald.rayburn@pacificorp.com

355 West 200 North, Santaquin, UT 84655

MAPLETON IRRIGATION COMPANY

Name: _____ Title/Position: _____ Tel #: _____

(Please print)

Signature: _____ Date: _____

Suggested Contact: Clayne Weight (801) 420-0218

UTAH DEPARTMENT OF TRANSPORTATION (If Directed by City)

Name: _____ Title/Position: _____ Tel #: _____

(Please print)

Signature: _____ Date: _____

Suggested Contact: Fess Scott (801) 227-8017 jascott@utah.gov 658 North 1500 West, Orem, Utah 84057