



MAPLETON CITY CORPORATION

# PRELIMINARY 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. Preliminary (up to 20 lots): \$770
- b. Preliminary (up to 40 lots): \$975
- c. Preliminary (more than 40 lots): \$1,275
- d. Per Lot Fee (beyond 50 lots): \$45
- e. 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:	



## **MAPLETON CITY**

### **RESIDENTIAL DEVELOPMENT AND SUBDIVISION CHECKLIST**

THE FOLLOWING INFORMATION IS REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION, in order for Mapleton City to process and review your request. If all the information is submitted, your application will be considered complete and ready to be considered for approval. If any of the information is not submitted then your application will be returned to you, along with all submitted drawings, until the application is complete. Note: The information requested is the minimum required to review projects. Additional information may be required as part of the review process. Processing fees will vary depending on the size of the project.

Your application may be reviewed by a member of the Community Development Staff on a preliminary basis. However, it is important for you to remember that it must still be reviewed in depth by the Community Development Director before it is accepted for processing. You will be contacted by the Community Development Department if there are questions or additional information that is needed. An application will not be scheduled to be heard by the Planning Commission until the subdivision is reviewed by the Development Review Committee (DRC) and has implemented and/or addressed that Committee's recommendations. The corrections addressed by the DRC must be made by the applicant or the applicant's engineer prior to the application being placed on the Planning Commission Agenda

APPLICANTS ARE ADVISED THAT AFTER APPROVAL OF THE PROJECT, A BUILDING PERMIT MUST BE OBTAINED FROM THE CITY, PRIOR TO CONSTRUCTION OR REMODELING OF ANY STRUCTURE. THIS IS THE OWNER'S RESPONSIBILITY.

CHECK HERE	ITEMS REQUIRED	STAFF
	<p><b>For the Development Review Committee (DRC):</b> 3 sets (24"x36") paper drawings of proposed subdivision or residential development, 3 reduced 11"x17" copies, and 3 CDs containing CAD files and Adobe .pdf files of the plans (this can easily be done by your engineer). Drawings must include improvement, grading, and drainage plans. Drawings should use a normal engineering scale.</p> <p><b>For the Planning Commission:</b> Once the DRC has reviewed the plans, and all/any changes have been made, 3 sets (24"x36") paper drawings of proposed subdivision or residential development, 3 reduced 11"x17" copies, and 3 CDs containing CAD files and Adobe .pdf files of the plans.</p> <p><b>For City Council:</b> 3 sets (24"x36") paper drawings of proposed subdivision or residential development, 3 reduced 11"x17" copies, and 3 CDs containing CAD files and Adobe .pdf files of the plans.</p> <p><b>Prior to Final Plat Approval:</b> 3 updated sets (24"x36") paper drawings of proposed subdivision or residential development, 3 reduced 11"x17" copies, and 3 CDs containing CAD files and Adobe .pdf files of the plans.</p>	
	Detailed traffic study for all preliminary subdivisions with 100 or more lots or units by a licensed professional engineer.	
	Current copy of County Assessor's Parcel Map from the Utah County Recorder's office (can be printed online).	
	When determined necessary by staff, buildable areas shall be shown on each lot by cross-hatching, and labeled or noted as "Buildable Area" as per setbacks/easements. If there are existing structures anywhere on the subject property, the footprint of each building must also be shown on the plat, and labeled as such. See Mapleton City Code for setback requirements.	
	A Utah County tax clearance, showing that taxes are up-to-date and current for subject property.	

	A preliminary title report or policy of title insurance.	
	Dated drawing, with north point and scale indicated.	
	Accurately drawn boundaries, showing bearings and division, properly tied to 2 public survey monuments.	
	Area of land to be dedicated as public streets.	
	Description of land to be included in the subdivision or development.	
	Vicinity map, with a minimum of ¼ mile radius (shown on the plat – standard)	
	Results of site inspection performed by Shade Tree Committee if determined by Staff (trees to stay or be removed)	
	Registered professional engineer and/or surveyor's certificate of survey.	
	Topographic map at 2' contours or closer for slopes less than 10%. 5' contours for slopes greater than 10%. Existing contours should be light-colored, and proposed contours should be dark-colored.	
	Detailed utility plans, including all water main, valves, fire hydrants, water/sewer service mains and laterals, sumps, ADA Handicap Ramps, existing location of poles, anchors, transformers, and connection pedestals.	
	All street improvements, including curb, gutter, sidewalks, all underground conduit, power lines and mail cluster box location.	
	Detailed drainage plans, including calculations, profile and typical cross section drawings of all streets, bridges, culverts, and other drainage structures, designed for a 100 year storm. Also including existing irrigation ditches, canals, or other drainage features.	
	Detailed grading plans, and erosion prevention plan.	
	Detailed Geologic Study for property located in hillside areas.	
	Hydro geologic study when located in high water areas.	
	If wetlands exist on property, an approval letter from the Army Corps of Engineers, and a wetlands report will be required.	
	Pavement design determined by CBR Test performed by a licensed professional engineer.	
	U.D.O.T. approval for all developments along any State Highway, including Highway 89, Maple Street from 1600 West to Main Street, Main Street from Maple Street southward to 1600 South, and 1600 South from Main Street to 1600 West.	

# MAPLETON CITY SUBDIVISION APPLICATION REVIEW PROCESS & PROCEDURES

## PLEASE CAREFULLY REVIEW ALL OF THE INFORMATION PROVIDED HEREIN

This handout will provide you with guidelines through the process of filing out an application for a subdivision approval. We hope it will answer some of your questions, as well as help you understand what the steps are, why they are important, and how long it will take to process the application.

Prospective applicants should also schedule a meeting with the Mapleton City Community Development Staff so that the proposal can be examined for basic code compliance. Prior to submitting any official drawings, a prospective applicant should have a sketch of the proposed development. Such drawings are typically done by an Engineer or Architect, and must be to some type of engineering normal scale.

Please make sure your application is complete and includes all required information and materials, per the attached Residential Development and Subdivision Checklist. If you have an agent representing you, it is your responsibility to make sure that they are representing your interests.

All preliminary subdivision plats are approved exclusively by the Planning Commission. Final subdivisions (the Mylar-plat recorded at the Utah County Recorder's Office) require approval by the Planning Commission and City Council. Preliminary and final subdivisions with three or less are approved by the Planning Commission only.

**Review Process:** Once the complete application has been submitted, the Community Development Staff will review it to make sure that it meets the general requirements of the Mapleton City Code. We cannot process subdivision applications which do not meet zoning requirements, including lot size, required lot dimensions, overall density, right-of-way widths and other zoning requirements.

During the review process, it is common for changes to be required to the subdivision plat. The size, type, and location of the project may differ, requiring additional information and/or submittals, such as traffic studies, geotechnical reports, wetland studies, etc. We will give recommendations to the applicant when such changes are required. *It is the applicant's responsibility to have his/her engineer make those changes and submit them back to us in a timely manner. If changes or additional requested materials are not submitted to us promptly, it will affect the time in which we can systematically consider the subdivision plat.*

The subdivision plat will be signed by the City Engineer, Planning Commission Chairman, Community Development Director, Mayor, and City Recorder. After the plat has been signed, the plat will be recorded with the Utah County Recorder's Office (after fees have been paid and bond has been received and approved). The Recorder's Office will complete a final check of the subdivision to verify that all of the property owners have signed the plat, and to check that the property included in the plat is owned by the applicant. Mapleton City will consider the plat officially approved only after accepted and recorded by the Utah County Recorder's Office. Building permits will be issued after the plat is recorded. One the plat has been delivered to the County Recorder's Office, any changes that need to be made or additional information requested is the applicant's responsibility.

**Timing:** Subdivisions will require several weeks of review. There are several factors which can influence the time frame without guaranteeing approval. Timing deadlines of note:

- A. Scheduling for Development Review Committee (DRC): Turning in required hard copy DRC documentation and payment of fees. Materials for consideration at DRC must be turned in at least one week before the meeting.
- B. Scheduling for Planning Commission: Turning in required hard copy documentation

- C. Scheduling for Final Plat at City Council: Community Development Department Agenda Item requests to City Council require two weeks notice, so an application will normally not go from Planning Commission to City Council for approximately one month.

While we are happy to attempt to answer your questions, the review process is not shortened by frequent calls. We have an established procedure for subdivision review and cannot allow parts of the application to be hand carried by the applicants to other departments.

**Bonding and Fees:**

The subdivision request will require that a Cash Bond and/or Letter of Credit Bond be posted for required subdivision improvements. Staff will calculate what fees will be assessed to the approved development (prior to the recording), including the number of water shares to be transferred to the City. We can neither approve nor record the subdivision plat until the bonding is in place, and fees have been paid. To expedite the process, fees and bonds may be paid and submitted after the amounts become known.

**Building Permits:**

The City cannot review plans, accept applications for building permits, or issue building permits for unapproved or unrecorded subdivisions, regardless of how far along the subdivision is in the review process. This includes the posting of cash or letter of credit bonds and payment of required fees for the building permit(s). No exceptions will be made to this policy.

**Notification:**

Mapleton City will notify all property owners within 300 feet of the perimeter of the entire project, of the proposed development. Said notification will be sent out approximately ten days prior to the Planning Commission Meeting.

**Prior to Recording:**

- A. Updated hard copies and electronic copies of development (subdivision) on CD (include CAD files and Adobe .pdf files).
- B. Sign off from the Mapleton Irrigation Company and utility providers (see insert within this packet).
- C. Any deeds for parks, open space areas, road dedication or other related items.

**Prior to Final Bond Release** (An “as-built” drawing of the development showing the following information – 3 copies 24”x36”, 3 copies 11”x17”, and an 3 CDs with CAD and Adobe PDF copies).

- A. A plat map of the entire subdivision, as recorded, with each lot clearly shown on the plat.
- B. Locations and depth of all sewer & water lines stubbed to each lot.
- C. Locations of fire hydrants, storm water sumps, or any other physical infrastructure installed with the development.

# POST OFFICE CLUSTER BOXES

New developments with three lots or more are required by the U.S. Postal Service to provide a cement pad area for clustered mail boxes. This is not a Mapleton City requirement, but Mapleton City will enforce this standard. The Postal Service will no longer deliver mail to individual mail boxes for new developments. Developments with more than 20 lots shall be required to provide a covered mail box kiosk that meets Postal Service Standards.

Item	Quantity	Unit Price	Total Cost
CBU I (8 compartments)		\$824.00	\$
CBU II (12 compartments)		\$837.00	\$
CBU IV (13 compartments)		\$823.00	\$
CBU III (16 compartments)		\$877.00	\$
PPL (OPL) (2 compartments)		\$243.00	\$
Install concrete pad (price per CBU/PPL) 4' x 4' 8" deep pad or Contractor can pour pad		\$250.00	\$
Install unit on pad		\$55.00	\$
Expansion bolts (4 per unit)		\$20.00	\$
<b>TOTAL</b>			<b>\$</b>

Coordinate with the Springville Post Office Post Master at (801) 489-7435.

# Utility Notification Form

## Mapleton City

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.

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### *QUESTAR GAS*

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_ Tel #: \_\_\_\_\_

(Please print)

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

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

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

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### *COMCAST CABLE TELEVISION*

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_ Tel #: \_\_\_\_\_

(Please print)

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

**Suggested Contact: Heidi Hawkey (801) 401-3023 [heidi\\_hawkey@cable.comcast.com](mailto:heidi_hawkey@cable.comcast.com)**

**1350 East Miller Avenue, Salt Lake City, UT 84106**

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### *QWEST (TELEPHONE)*

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_ Tel #: \_\_\_\_\_

(Please print)

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

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

**75 East 100 North, Provo, UT 84606**

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### *ROCKY MOUNTAIN POWER*

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_ Tel #: \_\_\_\_\_

(Please print)

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

**Suggested Contact: Todd Lindley (801) 754-6006 [todd.lindley@pacificorp.com](mailto:todd.lindley@pacificorp.com)**

**355 West 200 North, Santaquin, UT 84655**

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### *MAPLETON IRRIGATION COMPANY*

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_ Tel #: \_\_\_\_\_

(Please print)

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

**Suggested Contact: Clayne Weight (801) 420-0218**

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### *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](mailto:jascott@utah.gov) 658 North 1500 West, Orem, Utah 84057**

**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)

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: \_\_\_\_\_