



Subdivision Amendment

Ogden City Customer Service Center
2549 Washington Blvd. Suite 240
Ogden, UT 84401
Phone: 801-629-8930

Staff Use Only

Date: _____ PC Date: _____ Zone: _____ Applic # _____

Information and Contacts

Subdivision Name: _____

Address: _____ Ogden, Ut Zip: _____ Date: _____

Owner or the owner's authorized representative: _____ Phone: _____ Fax: _____
Address: _____ Zip: _____

Subdivider, if different from the existing owner of record: _____ Phone: _____ Fax: _____
Address: _____ Zip: _____

Engineer and/or surveyor of the subdivision: _____ Phone: _____ Fax: _____
Address: _____ Zip: _____

E-mail _____

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

Check what type of amendment is proposed

- Adjusting a boundary lines between two or more subdivisions.
- Creating one or more lots in a platted subdivision.
- Adjusting public utility lines in a platted subdivision.
- Dedication of any land for street or other public purposes in a platted subdivision.

Preliminary Checklist

- One current copy of the **Weber County ownership plat(s)** which would show the proposed subdivision and all contiguous property
- A statement of ownership.
- Two copies of a recent, preliminary title report which identifies ownership, easements, liens or other encumbrances and verifies payment of taxes and assessments.
- 12 copies of a preliminary plan amendment to include:
 - A.Name of the subdivision.
 - B.Include all land within 100 feet from the subject property.
 - C.The boundaries, course, and dimensions of the property to be amended.
 - D.The location, widths and other dimensions of all existing or platted streets and other important features of the subject property which may affect development, including, but not limited to, easements of record, railroad lines, watercourses, floodplains, exceptional topography and buildings within the tract or within one hundred feet of the tract to be amended.
 - E.The location and size of existing sanitary sewers, storm drains water supply mains and culverts within the subject property or within one hundred feet thereof.
 - F.The location, lengths, widths and other dimensions of proposed blocks, streets, alleys, easements, lots, units and common areas.
 - G.Proposed special features, such as detention basins, shared access areas, parks.
 - H.North arrow, scale and date of preparation.
 - I.The names of the subdivider, and the engineer or surveyor of the subdivision amendment.
- An initial public improvement plan to include: (if required)
 - A.Identify the proposed location and size of all proposed sanitary sewers, water mains, storm sewers and storm detention basins, and their connection to existing facilities, including manholes, fir hydrants, and valves, and identifying the water pressure in existing eater mains.
 - B.Proposed grades and widths of streets.
 - C.Provide sufficient information to show how proposed mains and lines will be fed by gravity.

- D. Any proposed variations from the standards for public improvements adopted under Chapter 3 of the Subdivision Ordinance.
- E. Identify all private streets and any or all portions of water, sanitary sewer, or storm sewer facilities located within private streets, which the subdivider is requesting to be owned and maintained by the City.
- \$100 + \$10/lot or unit or Sensitive Area Overlay Zone \$400 + \$10/lot or unit

Preliminary Process

- One copy of the preliminary plat amendment will be submitted to:
Fire, Engineering, Inspections, Pole, Planning, Sewer, Water, City's Attorney, Questar, Utah Power, USWest, Secondary water, Operations, School District and the Post Office.
- Review and comments will be given to the applicant by the process manager at the Site Plan Review Meeting.
- Major changes will be made and then placed on the Planning Commission Agenda and then the Mayor's agenda.

Final Checklist

- 8 copies of the proposed plat which will meet all conditions of preliminary approval.
- an updated title report which identifies ownership, easements, liens or other encumbrances and verifies payment of taxes and assessments
- The submittal of one set of Mylar plot improvement drawings.
- All lots and blocks are to be numbered consecutively under a definite system approved by the Planning Commission.
- All proposed streets shall be named or numbered in accordance with and in conformity with the adopted street naming and numbering system.
- The standard forms approved by the Planning Commission lettered for the following:
 - a. Description of land to be included in the subdivision amendment.
 - b. Registered land Surveyor's certificate of survey.
 - c. Owner's dedication.
 - d. Notary Public's acknowledgement.
 - e. Engineering Division certificate of approval.
 - f. Mayor's certificate of acceptance attested by the City Recorder.
- The cost estimate for public improvements. (if required)
- Water main extension contract submitted to the Water Department. \$_____ (if required)
- Sewer hook up and sewer tap fees if required. \$_____ (if required)
- Engineering review fee \$45 per lot
- Engineering inspection fee. (2% of the estimated construction cost if required)
- Escrow agreement or letter of credit for public improvements. (if required)
- Any proposed deeds conveying property or easements to the City, if improvements or access, not located within existing easements or right-of-ways of the City are required outside of the boundaries of the subject property.

Final Process

- Eight copies of the final plat will be routed to the:
Fire, Engineering, Inspections, Police, Planning, Sewer, Water, City's Attorney divisions for review and comments.
- One hard copy of the improvement drawings will be routed to the Engineering Division. (if required)
- Cost estimates for subdivision improvements will be routed for review to the Engineering Division. (if required)
- The process manager at the site plan review meeting will give review and comments to the applicant.
- The applicant will make the required changes.
- Mylar will be submitted for review.
- The Process Manager will review the mylar's for accuracy.
- The Process Manager will schedule time for signatories to come in to sign the plat.
- Final approval and signing of the mylar by the Mayor.

Recording

A current title report is required to be submitted with 30 days prior to recording. Prior to recording all engineering fees will need to be paid. A letter of credit or escrow equivalent to 110% of estimated subdivision amendment improvement costs is required. The City Recorder's office will arrange a time to record the Mylar plat with them and Weber County. All Weber County fees are the responsibility of the subdivider.