



# Small Subdivision Application

Ogden City Development Services  
2549 Washington Blvd. Suite 240  
Ogden, Utah 84401  
(801) 629-8930

## -Electronic Submittal-

Please print legibly and complete all areas:

<b>Subdivision name:</b>			
Address:			
<b>Applicant Name:</b>			
Address:		City:	State: Zip:
E-mail:		Phone:	
<b>Engineering and/or Surveying Contact:</b>			
Address:		City:	State: Zip:
Phone:		E-mail:	
<b><u>Submittal Checklist</u></b>			
<input type="checkbox"/> Current Weber County <b>ownership plats</b> showing the proposed subdivision and all contiguous property. (Subdivisions that front on a state road must be platted and thus use standard subdivision format)			
<input type="checkbox"/> <b>Recent</b> , preliminary <b>title report</b> showing ownership, easements, liens or other encumbrances and verifies payment of taxes and assessments.			
<input type="checkbox"/> <b>Preliminary plat to include:</b>			
<ul style="list-style-type: none"> <li>•Property description</li> <li>•Name of the proposed subdivision (<i>not previously used in Weber County</i>)</li> <li>•The boundaries, course, and dimensions of the property to be subdivided.</li> <li>•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 subdivided.</li> <li>•The location and size of existing sanitary sewers, storm drains, water supply mains, existing fire hydrants and culverts within the subject property or within one hundred feet thereof.</li> <li>•The location, lengths, widths (all dimensions) of proposed blocks, streets, alleys, easements, lots, units and common areas.</li> <li>•Proposed special features, such as detention basins, shared access areas and parks.</li> <li>•North arrow, scale and date of preparation.</li> <li>•The names of the subdivider, and the engineer or surveyor of the subdivision.</li> </ul>			
<input type="checkbox"/> <b>An initial public improvement plan to include:</b>			
<ul style="list-style-type: none"> <li>•Location and size of all proposed sanitary sewers, water mains, storm sewers and storm detention basins, and their connection to existing facilities, include manholes, fire hydrants, valves, and identify the water pressure in existing water mains.</li> <li>•Proposed grades and widths of streets.</li> <li>•Provide information to show how proposed mains and lines will be fed by gravity.</li> <li>•Any proposed variations from the standards for public improvements adopted under Chapter 3 of the subdivision ordinance.</li> <li>•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.</li> <li>•Soil test that meets the satisfaction of the Building Services Division.</li> </ul>			
<input type="checkbox"/> <b>FEES: \$100 + \$10/lot or unit ~ If within the Sensitive Area Overlay Zone: add \$400 and \$10/lot</b> <i>(continued on back)</i>			
_____ (Signature)		_____ (date)	

**Electronic Plan Requirements:**

- All digital documents shall be submitted on a DVD or USB Jump Drive as PDF's compatible with Adobe Acrobat.
- Security settings shall allow reviewers to mark up digital documents, create notes, and to insert/remove sheets.
- One PDF with all pages to be indexed/bookmarked on every submission. The index should note the sheet number as well as the description of each sheet. (GI-00– Cover Sheet CI-11– Index Sheet)
- If the submission is incomplete, the review cycle will end. ***Partial submittals will not be accepted for review.***

**Hard Copy Requirements:** 2 complete final paper sets of plans and 1 DVD or USB Jump Drive will be required once final approval is granted.

# QUITCLAIM DEED

(Small Lot Subdivision)

\_\_\_\_\_, Grantor(s) of Ogden City, County of Weber, State of Utah, hereby quitclaim(s) all of its right, title and interest to

\_\_\_\_\_, Grantee(s) of Ogden, County of Weber, State of Utah, for the sum of one dollar (\$1.00) and other good and valuable consideration the tract of land located generally at \_\_\_\_\_ in Ogden City, Weber County, State of Utah, and more fully described in Exhibit "A," attached hereto and incorporated herein by reference (the "Property").

The intent of this deed is to subdivide the Property from contiguous land.

WITNESS the hand of said GRANTOR, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

GRANTOR(S)

\_\_\_\_\_  
\_\_\_\_\_

## ACKNOWLEDGMENT

State of Utah )  
                  : §  
County of Weber )

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the foregoing instrument, who duly acknowledged to me that he/she/they executed the same.

\_\_\_\_\_  
NOTARY PUBLIC

**OGDEN CITY APPROVAL**

The small subdivision (five lots or less) effected in the above deed is hereby approved by the Community and Economic Development Director of Ogden City, or the Director's designee, in accordance with Ogden City Ordinance, and the undersigned also hereby certifies that the Ogden City Planning Commission is not required to give its recommendation to the subdivision approved herein under the ordinances of Ogden City, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

OGDEN CITY, a Utah Municipal Corporation

By: \_\_\_\_\_  
Planning Manager

ATTEST:

\_\_\_\_\_  
City Recorder

**ACKNOWLEDGEMENT**

STATE OF UTAH     )  
                              :§  
COUNTY OF WEBER )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_  
\_\_\_\_\_, the Planning Manager and \_\_\_\_\_  
\_\_\_\_\_, the City Recorder, the signer(s) of the foregoing instrument  
who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
NOTARY PUBLIC