



PLZ# \_\_\_\_\_  
Permit # \_\_\_\_\_  
Date \_\_\_\_\_

# Subdivision Application

Preliminary Plat     Final Plat     Single Phase     Minor Subdivision     Commercial Subdivision

**Subdivision Name** \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Mobile # \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Contact Person** (if different than Applicant) \_\_\_\_\_

The applicant may assign a consultant or other third party to be the principle contact for the application by filling out this section.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Mobile # \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Project Information

1. Subdivision Address \_\_\_\_\_
2. Tax ID#(s) \_\_\_\_\_
3. Current Zoning of the Proposed Site \_\_\_\_\_  
Zoning of Adjacent Parcels: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_
4. Total acreage of the property \_\_\_\_\_ Proposed Lot Count \_\_\_\_\_
5. Streets proposed to be public or private? Explain: \_\_\_\_\_
6. Public parks, public drainage ponds, or other publicly maintained space? \_\_\_\_\_

**By signing this application, I acknowledge that I have read and understood the application, ordinances, checklists, and other materials associated with this application, and that any and all required drawings, plans, and other submittals are included and complete. All drawings and plans, and the proposed development, must comply with the requirements of all applicable Riverton City ordinances, and the Riverton City Standards and Specifications.**

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

# SUBDIVISION APPLICATION CHECKLIST

Subdivision Name \_\_\_\_\_

**Pre-Application Conference**

- Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff Initial \_\_\_\_\_

**Complete Application Items**

- Application page (complete and signed).
- Ownership Affidavit Signed and Notarized
- Mailing Label Set – current address labels of all legal property owners located within three hundred (300) feet of your project boundaries. **Labels must be obtained from the Salt Lake County Recorder’s Office.**

**The Salt Lake County Recorder’s Office is located at:  
2001 South State Street, Room N1600  
Salt Lake City, Utah (801) 468-3391**

**Required Plan Submittals**

- Three (3) full-size plan sets (24x36 inch copies); and**
- One (1) 11x17 inch copy; and**
- One (1) Electronic copy in pdf form of the following:**
  - o Title Sheet
  - o Subdivision Plat
  - o Record of Survey or ALTA - prepared and stamped by a Utah Professional Land Surveyor
  - o Site Plan
  - o Topography Map
  - o Grading and Drainage Plan
  - o Utility Plan
  - o Landscaping and Irrigation Plan
  - o Other sheets as required
  
- One (1) copy of the following:**
  - o Title Report
  - o Engineering Department Plan Review Checklist
  - o Geotechnical Report
  - o Storm Water Drainage Report (a separate 8.5x11 document see Engineer Checklist for Details)
  - o Storm Water Maintenance Plan or Covenant to Maintain (a separate 8.5x11 document for subdivisions with private drainage systems)
  - o Traffic Study (Unless an exception was granted by City Engineer)

Application Fees (Calculated on the Riverton City Planning Department Fee Sheet)

- Fees Paid \$ \_\_\_\_\_

**Application received by:** Staff Initial \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ .

**NOTES: Riverton City Use Only**

- DRC** \_\_\_\_\_
- PC** \_\_\_\_\_

**OWNERSHIP AFFIDAVIT**

PROPERTY OWNER

I/we, \_\_\_\_\_, \_\_\_\_\_ being duly sworn, depose and say that I/we am/are the owner(s) 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/we also acknowledge that I/we have received written instructions regarding the application for which I/we am/are applying and understand that the attached application will be required to comply with any and all applicable standards and ordinances of Riverton City.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, personally appeared before me \_\_\_\_\_, \_\_\_\_\_, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in \_\_\_\_\_ County, Utah

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AGENT AUTHORIZATION (If application will be in the name of someone other than the Owner(s))

I/we, \_\_\_\_\_, \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my/our agent(s)

\_\_\_\_\_  
(Agent)

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 matters pertaining to the attached application, and will comply with any and all applicable standards and ordinances of Riverton City.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, personally appeared before me \_\_\_\_\_, \_\_\_\_\_, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in \_\_\_\_\_ County, Utah



### Planning Department Fees

Fees are non-refundable once application has been made.

\* indicates advertising fees are required

Subdivision Fees	
<b>Minor and Preliminary Subdivision Plat *</b>	
Minor Subdivision	\$660.00
Preliminary 4-49 lots	\$1,530.00
Preliminary 50-99 lots	\$2,085.00
Preliminary 100-149 lots	\$2,625.00
Preliminary 150 + lots	\$3,180.00
<b>+ per lot fee</b>	<b>\$55.00</b>
<b>Final Subdivision Plat</b>	
4-49 lots	\$1,740.00
50-99 lots	\$2,160.00
100-149 lots	\$2,580.00
150 + lots	\$3,000.00
<b>+ per lot fee</b>	<b>\$150.00</b>
<b>Single Phase Subdivision *</b>	
4-10 Lots	\$1,050.00
11-20 Lots	\$2,100.00
<b>+ per lot fee</b>	<b>\$150.00</b>

Zoning/General Plan Fees	
<b>Rezoning (Advertising x2) *</b>	
0-2 acres	\$425.00
2-9 acres	\$885.00
10-19 acres	\$1,155.00
20-49 acres	\$1,575.00
50 + acres	\$2,160.00
<b>Text Change (Advertising x2) *</b>	
Text Change	\$750.00
<b>General Plan Amendment (Advertising x2) *</b>	
0-9 acres	\$750.00
10-19 acres	\$1,500.00
20-49 acres	\$3,000.00
50 + acres	\$3,750.00

Advertising	
Newspaper Advertising	\$75.00
<b>Per address processing fee</b>	<b>_____ x \$0.50</b>

<b>Sub-Total</b>
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Commercial Site Plan Fees		
<b>Site Plan *</b>	<b>+ Per acre</b>	
0-5 acres	\$1,260.00	\$300
6-10 acres	\$1,815.00	\$300
11-19 acres	\$2,355.00	\$300
20 acres or more	\$2,910.00	\$300
<b>Master Site Plan *</b>		
0-5 acres	\$2,655.00	
6-10 acres	\$3,225.00	
11-19 acres	\$3,765.00	
20 acres or more	\$4,320.00	
<b>Final Site Plan (Phasing of Master Site Plan)</b>		
0-5 acres	\$1,260.00	\$300
6-10 acres	\$1,815.00	\$300
11-19 acres	\$2,355.00	\$300
20 acres or more	\$2,910.00	\$300
<b>Multi-Family/Condo Development *</b>		
0-40 units	\$1,785.00	
41-80 units	\$2,760.00	
81-119 units	\$4,260.00	
120 + units	\$5,325.00	
<b>Commercial Subdivision in Conjunction with a Site Plan *</b>		
Subdivision	\$660.00	

Miscellaneous Fees	
<b>Conditional Use *</b>	
Conditional Use	\$300.00
Home Occupation	\$175.00
<b>Sign Permit</b>	
Temporary Signs	\$25.00 per sign
Permanent Signs	\$100.00 per sign
<i>Signs installed without permit pay double fee</i>	

<b>Sub-Total</b>
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<b>TOTAL</b>
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