



FARR WEST CITY COUNCIL AGENDA

May 16, 2024 at 6:30 p.m.
City Council Chambers
1896 North 1800 West
Farr West, UT 84404

Notice is hereby given that the City Council of Farr West City will hold its regular meeting at 6:30 pm on Thursday, May 2 2024 at the Farr West City Hall, 1896 North 1800 West, Farr West

Call to Order – Assistant Mayor Boyd Ferrin

1. Opening Ceremony
 - a. Opening Prayer
 - b. Pledge of Allegiance
2. Comments/Reports
 - a. Public Comments (*2 minutes*)
 - b. Report from the Planning Commission
3. Consent Items
 - a. Assignments and direction for Planning Commission
 - b. Consider approval of minutes dated May 2, 2024
 - c. Consider approval of bills dated May 15, 2024
4. Business Items
 - a. Consider approval of Ordinance No. 2024-09, amending the subdivision ordinance
 - b. Consider approval of the purchasing agent pool
 - c. Consider approval of an interlocal agreement for building inspection services
 - d. Set a public hearing for June 6, 2024 to consider the request to vacate utility easement at 953 North 2075 West – Mason Mileski
 - e. Set a public hearing for June 6, 2024 to consider the request to vacate utility easement at 981 North 2075 West – Toby Mileski
5. Mayor/Council Follow-up
 - a. Report on Assignments
6. Adjournment

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City Recorder at 801-731-4187, at least three working days prior to the meeting. Notice of time, place and agenda of the meeting was emailed to each member of the City Council, posted in the City Hall, and posted on the Utah Public Meeting Notice Website on May 13, 2024.

Lindsay Afuvai
Recorder

TITLE 16

SUBDIVISIONS

16.04: General Provisions

16.08: Definitions

16.12: Fees

16.14: Subdivision Applications for 1–2 Family Residential

16.16: Preliminary Plan Approval

16.20: Minor Subdivisions

16.24: Final Plat

16.28: Subdivision Standards

16.32: Subdivision Improvements

16.36: Penalty

CHAPTER 16.04

GENERAL PROVISIONS

SECTION:

16.04.010: Purpose

16.04.020: Compliance Required

16.04.030: Permit Issuance Restrictions

16.04.040: Exceptions

16.04.010: PURPOSE:

- A. The underlying purpose and intent of this title is to promote the health, safety, convenience and general welfare of the inhabitants of the city of Farr West in the matter of the subdivision of land, to encourage the healthful growth of the city and related matters affected by such subdivision.
- B. Any proposed subdivision and its ultimate use shall be in the best interests of the public and shall be in harmony with good neighborhood development of the area concerned and the subdivider shall present evidence to this effect when required to do so by the planning commission. (Ord. 89-003 § 1(A), (B))

16.04.020: COMPLIANCE REQUIRED:

- A. No person shall subdivide any tract of land which is located wholly or in part in the city, except in compliance with this title.
- B. No person shall sell or exchange or offer to sell or exchange any parcel of land which is a part of a subdivision of a larger tract of land, nor offer for recording in the office of the county recorder any deed conveying such a parcel of land, or any interest therein, unless such subdivision has been created pursuant to and in accordance with the provisions of this title; provided, that this title shall not apply to any lot or lots forming a part of a subdivision created and recorded prior to the effective date of the initial subdivision regulations adopted by the city of Farr West. (Ord. 89-003 § 2)

16.04.030: PERMIT ISSUANCE RESTRICTIONS:

The city building inspector shall not issue any permit unless the plans for the proposed erection, construction, reconstruction, alteration or use fully conform to all provisions of this title. No officer of the city of Farr West shall grant any permit or license for any building structure or land use when such land is a part of a subdivision which has not been approved and recorded in the county recorder's office. Any license or permit issued in conflict with this title shall be null and void. (Ord. 89-003 § 10)

16.04.040: EXCEPTIONS:

In cases where unusual topographic or other exceptional conditions exist, variations and exceptions from this title may be made by the city council after recommendation by the planning commission. (Ord. 89-003 § 1(C))

**CHAPTER 16.08
DEFINITIONS**

SECTION:

16.08.010: Definitions

16.08.010: DEFINITIONS:

The following words and phrases used in this title shall have the respective meanings hereinafter set forth, unless a different meaning clearly appears from the context:

- A. **ADMINISTRATIVE LAND USE AUTHORITY (ALUA):** A committee consisting of the Planning Commission Chair or a delegated member of the Planning Commission, the Vice Planning Commission Chair or a delegated member of the Planning Commission,

two members of the Public Works or Storm Water departments, the City Recorder, and the City Engineer.

- B. ALLEY: A public thoroughfare less than twenty six feet (26') wide.
- C. BLOCK: The land surrounded by streets and other right of way other than an alley, or land which is designated as a block on any recorded subdivision plat.
- D. BONA FIDE DIVISION OR PARTITION OF AGRICULTURAL LAND FOR AGRICULTURAL DEVELOPMENT PURPOSES: The division of a parcel of land into three (3) or more lots or parcels which is or is intended to be used in the immediate future for a legitimate and acceptable agricultural purpose. Such agricultural purpose must be economically feasible and otherwise qualify as a bona fide agricultural use. The division of land for the purpose of building, for commercial or residential development, or for investment purposes, whether immediate or future, shall not constitute a bona fide division or a partition of agricultural land for agricultural development purposes. This will include five (5) acres minimum and must meet the greenbelt amendment of Weber County.
- E. CITY: The city of Farr West, Utah.
- F. CITY COUNCIL: The city council of the city of Farr West, Utah.
- G. CITY ENGINEER: Any registered civil engineer appointed by the city council to accomplish the objectives of this title, provided that no such person may serve the city and a subdivider in the city simultaneously where he or she would have to check his own work or the work of a member of his firm in connection with any subdivision in the city.
- H. CONSTRUCTION STANDARDS: A set of standard drawings and specifications entitled "public works standards and technical specifications of Weber County" (adopted September 21, 1989).
- I. EASEMENT: That portion of a lot or lots reserved, granted or arising in behalf of and for the present or future use by a person or agency other than the legal owner or owners of said property or properties. The easement may be for use under, over or above the lot or lots.
- J. FINAL PLAT: A drawing of a proposed subdivision drawn accurately to scale, which has thereon all measurements, data, certificates and dedications required for final approval and acceptance by the proper agencies and for the recording in the office of the county recorder.
- K. HALF STREETS: That portion of a street within a subdivision comprising one-half (1/2) the required right of way width upon which improvements in accordance with one-half (1/2) of an approved typical street cross section are constructed. (See section 16.28.010 of this title.)
- L. IMPROVEMENT PLAN: a plan to complete permanent infrastructure on the subdivision that is essential for the public health and safety, that is required for human occupation, or that is required by applicable law and that an applicant must install in

accordance with public installation and inspection specifications for public improvements and as a condition of recording a subdivision plat.

- M. LAND USE AUTHORITY: an individual, board, or commission appointed or employed by a municipality to make land use decisions.
- N. LOT: A parcel of land comprising a unit within a subdivision of a unit of land for building development or transfer of ownership together with such yards, open spaces, lot width and area as required by the zoning ordinance of the city of Farr West, having frontage of no less than twenty feet (20') upon a street, lot right of way or right of way approved by the appeal authority defined in title 2, chapter 2.28 of this code.
- O. LOT RIGHT OF WAY: An easement of not less than twenty feet (20') wide reserved by the lot owners as private access to serve the lots through which it passes.
- P. MAJOR STREET PLAN: A plan, labeled "major street plan of the city of Farr West", approved by the city council.
- Q. MASTER PLAN: A plan, labeled "master plan of Farr West", including maps or reports or both, which has been approved by the planning commission and the city council as required by law.
- R. OFFICIAL MAP: Prohibited under Utah Code Annotated section 10-9-306, as amended. Municipalities may not adopt official maps nor may they be used to unconstitutionally prohibit development of property designated for eventual use as a public street.
- S. PARCEL OF LAND: A contiguous quantity of land, in the possession of, or owned by, or recorded as the property of the same claimant or person.
- T. PERSON: Any individual, corporation, partnership, firm or association of individuals however styled or designated.
- U. PLANNING COMMISSION: The Farr West City planning commission.
- V. PLAT, generally: An instrument subdividing property into lots as depicted on a map or other graphic representation of land that a licensed professional land surveyor makes and prepares in accordance with §10-9a-603 or §57-8-13 of Utah State Code (as amended).
- W. PRELIMINARY PLAT: A drawing drawn to scale representing a proposal as to a method of subdividing a tract, lot or parcel of land but which does not require the certificates and dedications necessary for acceptance by the council. This definition does not apply to chapter 16.14 of this Title.
- X. PROTECTION STRIP: A strip of land bordering both the boundary of a subdivision and a street within the subdivision for the purpose of controlling the access of property owners abutting the subdivision, to the street.
- Y. STREET: A thoroughfare which has been dedicated or abandoned to the public and accepted by proper public authority, or a thoroughfare not less than twenty six feet (26') wide which has been made public by right of use and which affords the principal access to the abutting property.

1. Collector Street: A street, existing or proposed, of considerable continuity which is the main means of access to the major street system.
 2. Cul-De-Sac Street: A minor terminal street provided with a turnaround.
 3. Major Street: A street, existing or proposed, which serves or is intended to serve as a major trafficway and is designated on the master street plan as a controlled access highway, major street, parkway or other equivalent term to identify those streets comprising the basic structure of the street plan.
 4. Marginal Access Street: A minor street which is parallel to and adjacent to a limited access major street and which provides access to abutting properties and protection from through traffic.
 5. Minor Street: A street, existing or proposed, which is supplementary to a collector street and of limited continuity which serves or is intended to serve the local needs of a neighborhood.
 6. Private Street: A thoroughfare within a subdivision which has been reserved by dedication unto the subdivider or lot owners to be used as private access to serve the lots platted within the subdivision and complying with the adopted street cross section standards or by the city and maintained by the subdivider or other private agency.
- Z. SUBDIVIDER: An individual, corporation or registered partnership owning or controlling any tract, lot or parcel of land to be subdivided or a group of two (2) or more persons owning any tract, lot or parcel of land to be subdivided who have given their power of attorney to one of their group or to another individual to act on their behalf in planning, negotiating for, representing or executing the purpose of the subdivision.
- AA. SUBDIVISION: Any land that is divided, subdivided, or proposed to be divided into two or more lots or other division of land for the purpose, whether immediate or future, for offer, sale, lease, or development either on the installment plan or upon any and all other plans, terms, and conditions.
1. Subdivision includes:
 - i. The division or development of land, whether by deed, metes and bounds description, devise and testacy, map, plat, or other recorded instrument, regardless of whether the division includes all or a portion of a parcel or lot; and
 - ii. Except as provided below, divisions of land for residential and nonresidential uses, including land used or to be used for commercial, agricultural, and industrial purposes.
 2. Subdivision does not include:
 - i. A bona fide division or partition of agricultural land for the purpose of joining one of the resulting separate parcels to a contiguous parcel of unsubdivided agricultural land, if neither the resulting combined parcel

nor the parcel remaining from the division or partition violates an applicable land use ordinance;

- ii. A boundary line agreement recorded with the County Recorder's Office between owners of adjoining parcels adjusting the mutual boundary in accordance with §10-9a-524 of Utah State Code (as amended) if no new parcel is created;
- iii. A recorded document, executed by the owner of record revising the legal descriptions of multiple parcels into one legal description encompassing all such parcels or joining a lot to parcel;
- iv. A boundary line agreement between owners of adjoining subdivided properties adjusting the mutual lot line boundary in accordance with §10-9a-524 and §10-9a-608 of Utah State Code (as amended) if no new dwelling lot or housing unit will result from the adjustment and the adjustment will not violate any applicable land use ordinance;
- v. A bona fide division of land by deed or other instrument if the deed or other instrument states in writing that the division is in anticipation of future land use approvals on the parcel or parcels does not confer any land use approvals, and has not been approved by the land use authority;
- vi. A parcel boundary adjustment;
- vii. A lot line adjustment;
- viii. A joining of one or more lots to a parcel;
- ix. A road, street, or highway dedication plat;
- x. A deed or easement for a road, street, or highway purpose; or
- xi. Any other division of land authorized by law.

BB. SUBDIVISION, MINOR: The division of a tract or parcel of land into three (3) or less building sites, tracts or lots, each accessible by an existing public street.

CC. SUBDIVISION DEVELOPMENT COMMITTEE: A committee consisting of the Mayor, two members of the Planning Commission, two members of the Public Works or Storm Water departments, and the City Engineer.

DD. UTILITIES: Culinary water lines, pressure and gravity irrigation lines, sanitary and storm sewer lines, electric power and telephone transmission lines, underground conduit and junction boxes.

EE. VICINITY PLAN: A. A vicinity plan shall be drawn to scale and shall show a representation of the blocks and streets of the proposed subdivision and their relationship to existing and proposed streets and to existing and proposed utilities. Size of such utilities shall also be shown.

1. A vicinity plan and a written statement explaining the intent of the subdivider can then be prepared for review by the planning commission prior to submission of the preliminary plat. Two (2) copies of each are required.
2. The vicinity plan should be based on or referenced to a published street, highway, USGS or zoning map and should show the relationship of the proposed residential development to the community facilities which serve or influence it, such as traffic arteries, commercial or industrial areas, schools, parks, etc., within one mile of the boundaries of the proposed subdivision. Consideration should be given to proposed future as well as existing facilities in the area.
3. The written statement should be in sufficient detail that the intent of the subdivider is clear to those persons who review the proposal for the city.

FF. ZONING ORDINANCE: The zoning ordinance of the city of Farr West as adopted and amended by the city council of the city of Farr West. (Ord. 13-05: Ord. 06-01 §§ 1, 2: Ord. 97-19 § 1: Ord. 97-11 § 1: Ord. 93-04: Ord. 93-02: Ord. 89-003 § 3)

CHAPTER 16.12 FEES

SECTION:

16.12.010: Processing Fees

16.12.020: Subdivision Plat Application And Engineering Fees

16.12.010: PROCESSING FEES:

- A. At the time of presenting the preliminary plan to the planning commission, the subdivider shall pay the Farr West City recorder a nonrefundable processing fee as prescribed in the fee schedule (see title 3, chapter 3.30 of this code).
- B. Phase developments will be charged a fee for the overall preliminary plan (see title 3, chapter 3.30, "Fee Schedule", of this code), and each individual phase will pay the regular processing fees.
- C. In the event that action of the appeal authority is required, an additional fee shall be paid as prescribed in the fee schedule.
- D. Any revision of original plans which require planning commission action shall be charged an additional fee as prescribed in the fee schedule.
- E. The payment of any fees above prescribed shall not constitute or imply in any way that the subject subdivision has been or will be approved. The fees herein prescribed and paid shall in no event be refundable. (Ord. 13-05: Ord. 2012-02)

16.12.020: SUBDIVISION PLAT APPLICATION AND ENGINEERING FEES:

- A. The Farr West City council directs that the engineering review system, as provided by Farr West City for all new developments proposed within the city, be based on a user fee.
- B. The engineering review provided to the city for the purpose of development review shall be outlined in the adopted engineering services contract, as amended.
- C. The engineering review fees shall cover the cost of the associated professional services rendered to the city by the consultant engineer during the development approval period. The "development approval period" shall be defined as that period beginning with the preliminary development application with the city through final approval by the city council. This does not cover user fees associated with the actual construction period.
- D. The engineering review fees as prescribed in the fee schedule (see title 3, chapter 3.30 of this code) shall be payable to the city at the time of the preliminary site plan approval application. The potential development will not be placed on the planning commission agenda until the fees are paid in advance. The engineering review fees shall be based on: 1) the subdivision developments, and 2) the site plan reviews. These fees shall be considered by the city as a "deposit" against the actual cost of the services provided by the city engineer during the development review period. Following final approval by the city council of the subdivision or the site plan, the city recorder will provide an accounting of the costs incurred during the development review process. If the costs incurred are less than the fee collected, the balance of the funds in the account will be refunded to the developer/subdivider. If the costs incurred are more than the amount of the collected fee, then the developer/subdivider will be required to pay to the city the deficient amount. The city will not record the final subdivision plat or issue building permits until deficient fees have been paid.
- E. Should the developer/subdivider decide to abandon the proposed development after the payment of the review fees, the city recorder will provide an accounting of the costs incurred to date during the development review process. If the costs incurred are less than the fee collected, the balance of the funds in the account will be refunded to the developer/subdivider. If the costs incurred are more than the amount of the collected fee, then the developer/subdivider will be required to pay to the city the deficient amount.
- F. The developer/subdivider, at the time of the payment of the review fee deposit, shall sign an acknowledgment that he understands the city engineering review system and he agrees to abide by the requirements. Should the city be required to employ legal means to collect deficient user fees, the developer/subdivider will pay all associated legal and collection fees required for collection. (Ord. 2012-02)

**CHAPTER 16.14
SUBDIVISION APPLICATIONS FOR 1-2 FAMILY RESIDENTIAL**

SECTION:

16.14.010: Purpose

16.14.020: Scope of Applicability

16.14.030: Interpretation and Conflict of Laws

16.14.040: Subdivision Land Use Authority

16.14.050: Subdivision Appeal Authority

16.14.060: Application Process and Requirements

16.14.070: Pre-application Meeting

16.14.080: Notice to Affected Entities

16.14.090: Review

16.14.100: Approval

16.14.110: Post-approval Actions

16.14.010: PURPOSE

The purpose of this Chapter is to comply with Utah Code §10-9a-604–604.9 and increase administrative efficiency in reviewing subdivision applications.

16.14.020: SCOPE OF APPLICABILITY

This Chapter applies to all subdivision-related applications or petitions where the intended use is one- or two-family residential dwellings. This Chapter does not apply to applications or petitions for other uses.

16.14.030: INTERPRETATION AND CONFLICT OF LAWS

Where any provision in this Subdivision Chapter conflicts with state law, state law shall prevail. Where any provision in this Subdivision Chapter conflicts with other ordinances enacted by the City, the provisions in this Subdivision Chapter shall prevail unless the City intended such conflicting ordinances not in this Chapter to amend this Chapter.

16.14.040: SUBDIVISION LAND USE AUTHORITY

- A. The Land Use Authority for preliminary applications under this Chapter is the Planning Commission. For purposes of subdivision applications, the Planning Commission shall be ultimately responsible for the following, but may delegate any task to the City Engineer, City staff, or members of the Planning Commission:

1. Rendering land use decisions related to preliminary applications under this Chapter, including approving or denying preliminary applications.
 2. Reviewing all preliminary applications under this Chapter in an impartial manner and according to the standards and deadlines described in this Chapter. This task is delegated to the City Engineer by default.
 3. Holding public meetings for reviewing preliminary applications as required by this Chapter.
 4. Providing feedback to applicants on their preliminary applications in the manner required by this Chapter. This task is delegated to City staff by default.
 5. Scheduling and holding a pre-application meeting with potential applicants as required by this Chapter. This task is delegated to City staff and the Subdivision Development Committee, as described in 16.14.070, by default.
 6. Keeping subdivision application forms (both preliminary and final) and related informational material up to date and publicly accessible and distributing such forms and materials to potential applicants. This task is delegated to City staff by default.
- B. The Land Use Authority for final applications under this Chapter is the Administrative Land Use Authority (ALUA). For purposes of subdivision applications, the ALUA shall be responsible for the following, but may delegate any task to the City Engineer, City staff, or members of the ALUA:
1. Rendering land use decisions related to final applications under this Chapter, including approving or denying final applications.
 2. Reviewing all final applications under this Chapter in an impartial manner and according to the standards and deadlines described in this Chapter.
 3. Providing feedback to applicants on their final applications in the manner required by this Chapter.
 4. Providing notice to entities and parties as required by this Chapter.
 5. Signing final application approvals as required by this Chapter.
 6. Ensuring that documents are properly recorded with the County as required by this Chapter.
- C. As subdivision application decisions are administrative, not legislative, the Land Use Authorities are authorized to make any land use decision described by this Chapter without City Council approval.
- D. Except when operating as the Appeal Authority, the City Council shall not require a Land Use Authority to approve or deny an application under this Chapter.

16.14.050: SUBDIVISION APPEAL AUTHORITY

- A. The Appeal Authority for City decisions relating to this Chapter, except where otherwise noted, is the City Council.
- B. The Appeal Authority shall hear appeals on final decisions made by the Land Use Authorities and shall hear complaints about the conduct of the Land Use Authorities in administering the provisions of this Chapter.
- C. A party appealing or complaining of a Land Use Authority's decision under this Chapter must exhaust its remedies under this section (by appealing or complaining to the Appeal Authority) before bringing an action against the City in a court of law.
- D. A party who has submitted a subdivision application or petition may appeal or complain to the Appeal Authority under this Chapter. In such an appeal or complaint, the party may appeal or complain only regarding the Land Use Authority's treatment of that party's own application; a third party may not appeal or complain of Land Use Authority decisions or conduct.
- E. A party desiring to appeal or complain of a Land Use Authority decision shall submit to the Appeal Authority the following in writing:
 - 1. A brief explanation of the relief the party is seeking, the reason the party submitted its application or petition, the Land Use Authority's decision and treatment of the application or petition, and why the applicant believes the Land Use Authority misapplied the provisions of this Chapter or abused the discretion given it by this Chapter.
 - 2. The most recent version of the application or petition the party submitted.
 - 3. Any supplemental documentation or information that the Appeal Authority requests.
 - 4. All appeals and complaints must be emailed or mailed to the City Recorder using the Recorder's official City address and/or email account listed on the City website.
- F. After receiving a complete appeal or complaint in accordance with this Section, the Appeal Authority shall deliver a decision to the applicant, in writing, no later than 30 days after the Appeal Authority receives the appeal or complaint.

16.14.060: APPLICATION PROCESS AND REQUIREMENTS

- A. The City shall not approve, nor shall a party record, any plat or other creating instrument for a new subdivision under this Chapter unless the party has properly applied under this Chapter and received both a preliminary approval and a final approval from the respective Land Use Authorities.

B. To be considered complete, a *preliminary* subdivision application must include at least the following elements:

1. An approved land use application that describes how the property will be used after it is subdivided.
 - a. If the intended use is permitted by right under City ordinances, the land use application must include citations to the specific ordinance(s) that the applicant believes authorizes the intended use.
 - b. If the intended use is prohibited under City ordinances and requires a variance, the land use application must include an approved, City-issued variance authorizing the intended use. Should an applicant seek a variance concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the variance is issued.
2. A plat. The plat must be drawn to scale, in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The plat must also meet the requirements listed in section 16.16.040 and chapter 16.28 of this Title.
3. An improvement plan, created in accordance with applicable portions of chapters 16.29 and 16.32 of this Title, for all public improvements proposed by the applicant or required by City ordinances.
4. Certifications, including:
 - a. An affidavit from the applicant certifying that the submitted information is true and accurate.
 - b. The signature of each owner of record of land described on the plat, signifying their dedication and approval of the plat.
 - c. Certification that the surveyor who prepared the plat:
 - i. Holds a license in accordance with Utah Code 58-22; and
 - ii. Either
 - (1) Has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or
 - (2) Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and
 - iii. Has placed monuments as represented on the plat.
 - d. Proof of approval by the local fire department and the entities that will provide the subdivision with the following:

- i. Culinary water,
- ii. Sanitary sewer,
- iii. Secondary water,
- iv. Natural gas,
- v. Electricity, and
- vi. Telecommunications.

5. An electronic copy of all plans in PDF format.

6. Payment of any application-processing fees required by the City.

C. To be considered complete, a *final* subdivision application must meet all the same requirements as the preliminary application, subject to the following:

1. ~~The applicant shall not be required to submit or resubmit an improvement plan in a final application (the plan approved in the preliminary application shall be binding on the final application).~~

2. The final application must meet the additional~~plus the~~ requirements listed in sections 16.24.030 and 16.24.040 of this Title and the requirement in 16.14.090.H.2 that the applicant attend all public meetings held to discuss the applicant's preliminary application.

C.3. ~~The City may, however, in its discretion,~~ waive the final plat requirement for minor subdivisions as authorized by chapter 16.20 of this Title.

D. City staff (under the direction of the Planning Commission) shall produce, maintain, and make available to the public a list of the specific items that comprise complete preliminary and final applications and a breakdown of any fees due upon submission or approval of the applications.

E. The Planning Commission, the ALUA, or their designees may require, and the applicant shall provide, additional information beyond the requirements of this Section or those published by the City relating to an applicant's plans to ensure compliance with City ordinances and approved standards and specifications for construction of public improvements.

16.14.070: PRE-APPLICATION MEETING

A. A party intending to submit a subdivision application under this Chapter may request a pre-application meeting with the Subdivision Development Committee for the purpose of reviewing any element of the party's proposed subdivision application (preliminary or final). The proposed application need not be complete for purposes of this meeting and may—if the party desires—be limited to a concept plan.

Commented [JH1]: For some strange reason, "A municipality may not require a subdivision improvement plan to be submitted with both a preliminary subdivision application and a final subdivision application." (HB476, 10-9a-604.2(3)(b), <https://le.utah.gov/~2024/bills/static/HB0476.html>).

So I think you can *ask* applicants to resubmit their improvement plan in the final phase, but the idea is that it gets totally approved while still in the preliminary phase. Then if they don't resubmit it with the final phase, you should already have the approved preliminary plan on file.

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1. To request a pre-application meeting, the party must contact a City staff member.
2. If a party requests a pre-application meeting, City staff shall schedule the meeting within 15 business days after the request. The meeting shall be scheduled at the earliest convenient opportunity, and, at the option of the party requesting the meeting, shall occur within 45 business days after scheduling.
3. The Subdivision Development Committee (or a member of the body that makes up the Subdivision Development Committee) shall conduct the meeting, provide feedback on materials as requested by the party, and shall provide or have available on the City website the following at the time of the meeting:
 - a. Copies of applicable land use regulations,
 - b. A complete list of standards required for the project, and
 - c. Relevant application checklists.

16.14.080: NOTICE TO AFFECTED ENTITIES

- A. Within 15 days after receiving a complete preliminary subdivision application under this Chapter, City staff shall provide written notice of the proposed subdivision to the facility owner of any water conveyance facility located, entirely or partially, within 100 feet of the subdivision plat.
 1. To determine whether any water conveyance facility is located within 100 feet of a proposed subdivision, City staff shall review information:
 - a. From the facility owner under Utah Code §10-9a-211, using mapping-grade global positioning satellite units or digitized data from the most recent aerial photo available to the facility owner;
 - b. From the state engineer's inventory of canals; or
 - c. From a licensed surveyor who has consulted with a representative of an existing water conveyance facility that services an area near the land the application concerns.
- B. To give water conveyance facilities time to provide feedback on subdivision applications, the City shall not approve a preliminary or final subdivision application under this Chapter sooner than 20 days after the applicant submits a complete application. This waiting period does not apply to revised applications the applicant may submit during the application review process.
 1. A water conveyance facility owner's failure to provide comments about a subdivision application does not affect or impair the City's authority to approve the subdivision application.

16.14.090: REVIEW

- A. The respective Land Use Authorities or their designees shall review all subdivision applications under this Chapter in accordance with the requirements of this Section before approving or denying those applications.
- B. For both preliminary and final applications, the review process begins when an applicant submits a complete application.
 1. The respective Land Use Authorities or their designees shall not review an incomplete preliminary or final subdivision application, except to determine whether the application is complete.
 2. If the appropriate Land Use Authority or its designees determines that a preliminary or final application is incomplete, it shall notify the applicant of the incompleteness, highlighting any insufficiencies and explaining that the application will not be reviewed until completed.



SUBDIVISION APPLICATION FOR 1-2 FAMILY RESIDENTIAL TIMELINE + PROCESS



- C. **Preliminary Review:** After the applicant submits a complete *preliminary* application, the Land Use Authority or its designees shall review and provide feedback to the applicant in up to ~~three~~^{four} "review cycles."

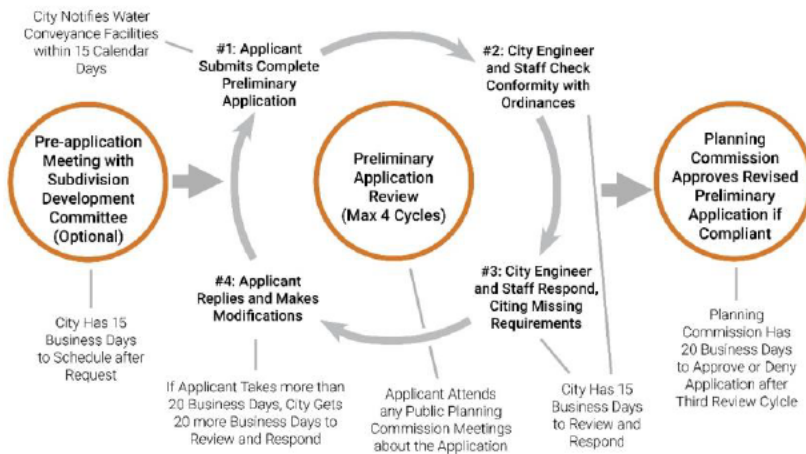
1. A review cycle consists of the following phases:
 - a. Phase #1: The applicant submits a complete application (or, if after the first cycle, submits a revised version of the complete application).

Commented [JH2]: The new law now limits the restrictions on review cycles to when the city reviews improvement plans (in this case, the preliminary phase). There are not time or review limits on the final phase.

- b. Phase #2: The Land Use Authority reviews the application in detail and assesses whether the application conforms to City ordinances.
 - c. Phase #3: The Land Use Authority responds to the applicant, citing any missing requirements or areas of noncompliance and providing a detailed list of necessary revisions to the applicant, within 15 business days after the applicant submitted the complete application. For any required modification or addition to the application or request for more information, the Land Use Authority shall be specific and include citations to ordinances, standards, or specifications that require the modification and shall provide the applicant with an index of all requested modifications or additions.
 - d. Phase #4: The applicant revises the application, addressing each comment or requirement the Land Use Authority made. The applicant must submit both revised plans and a written explanation in response to the Land Use Authority's review comments, identifying and explaining the applicant's revisions and reasons for declining to make revisions, if any. This written explanation shall be comprehensive and specific, including citations to applicable standards and ordinances and an index of requested revisions or additions for each required correction. If the applicant fails to respond to a comment made by the Land Use Authority in its review, the review cycle is not complete and will remain open until the applicant addresses all comments.
2. Unless otherwise decided by the Planning Commission, the City Engineer, with help from other City staff, shall receive, review, and respond to preliminary applications (completing Step #2 and Step #3) during the first ~~two-three~~ review cycles. The Planning Commission will then review the application and either request further changes in the ~~third-fourth~~ review cycle or approve the application.
- a. The Planning Commission may review a preliminary application at any time at its own request or the request of the City Engineer.



SUBDIVISION APPLICATION FOR 1-2 FAMILY RESIDENTIAL PRELIMINARY REVIEW PROCESS

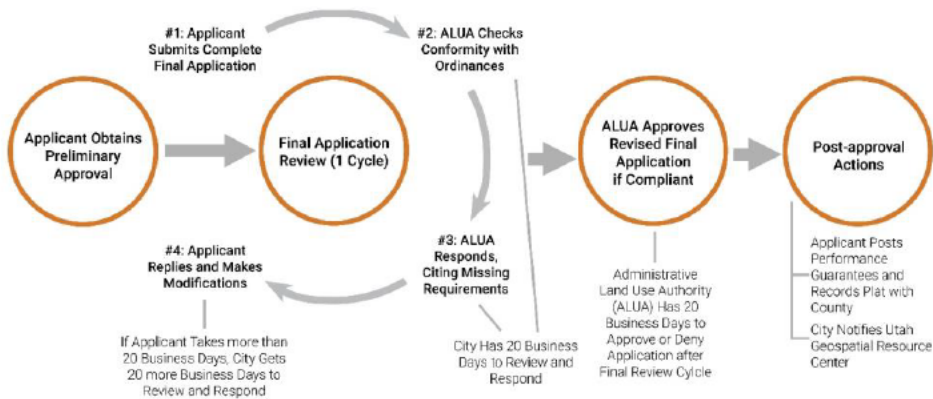


Commented [JH3]: Updated this flowchart to account for the fourth review cycle.

- D. **Final Review:** Once the Planning Commission has approved an applicant's preliminary application and once the applicant submits a complete *final* application, the ALUA shall review and provide feedback to the applicant in up to one review cycle. This review cycle functions as described in 16.14.090.C.1, except that the Land Use Authority shall have 20 business days to review and respond to the applicant's final application (completing Step #2 and Step #3).



SUBDIVISION APPLICATION FOR 1-2 FAMILY RESIDENTIAL FINAL REVIEW PROCESS



Commented [JH4]: Would you like the city to have more time/cycles to review the final application? Just let me know and we can increase the numbers here and in the flowchart below. Or we can remove time restrictions entirely.

As mentioned in the comment above, there is no restriction here on how many review cycles you can take or when you must get back to the applicant, since the final application doesn't concern improvement plans. We recommend that you have some limits to make sure applicants are treated fairly and to comply with the "spirit" of the state law (streamlining residential development), but it's really up to you.

- E. The City shall not require more than ~~three~~ four review cycles for a preliminary application and one for a final application under this Chapter. If no further revisions are

needed, the Planning Commission or ALUA, respectively, may end a review period early and approve or deny the preliminary or final application.

1. If the applicant makes a material change to a preliminary or final application not requested by the City at any point in the review process, the appropriate Land Use Authority may restart the review process, but only with respect to the portion of the application that the material change substantively affects.
2. If an applicant does not submit a revised application (beginning Phase #1 of the next review cycle or triggering an approval decision) within 20 business days after the City requires a modification or correction (in Phase #3 of the past review cycle), the City shall have an additional 20 business days to review and respond to the application (completing Phases #2 and #3 of the next review cycle).
3. This provision notwithstanding, any subdivision application affecting property within identified geological hazard areas is exempt from review cycle restrictions and requirements.

F. After the ~~third~~^{fourth} preliminary review cycle or the final review cycle is complete, the Planning Commission or ALUA shall approve or deny the respective preliminary or final application within 20 business days.

1. If the appropriate Land Use Authority has not approved or denied the application within 20 business days after the allotted review cycles are complete, the applicant may request a decision. After such a request, the City shall, within 10 business days:
 - a. For a dispute arising from the subdivision improvement plans, assemble an appeal panel in accordance with Utah Code §10-9a-508(5)(d) to review and approve or deny the revised set of plans; or
 - b. For a dispute arising from the subdivision ordinance review, advise the applicant, in writing, of the deficiency in the application and of the right to appeal the determination to the designated Appeal Authority.

G. After the ALUA provides comments in the final review cycle, the City shall not require further modifications or corrections to an application unless those modifications or corrections are needed to protect public health and safety or to enforce state or federal law or unless the review cycle reset due to the applicant making a material change that the Planning Commission or the ALUA did not request.

1. With the exception of modifications or corrections that are needed to protect public health and safety, that are needed to enforce state or federal law, or that arise from the review cycle being reset, the City waives noncompliant subdivision-related requirements that the Planning Commission and the ALUA do not identify during the review process.
2. The applicant shall make reasonable changes, unless prohibited otherwise by a contract or deed, to the subdivision application to accommodate water conveyance facilities to the extent required by Utah Code §73-1-15.5.

- H. The Planning Commission may hold one or more public meetings during the review period of a preliminary application under this Chapter for the purpose of reviewing or approving such application.
1. All public meetings to review a preliminary subdivision application must occur before the end of the City's review period in the ~~third~~-fourth review cycle. Scheduling issues shall not extend the review and approval deadlines in this Chapter.
 2. The applicant shall attend all public meetings held to discuss the applicant's preliminary subdivision application. Unless waived by the Planning Commission on a case-by-case basis, attendance at such meetings is a requirement for submitting a complete final application.
- I. Other chapters of this Title notwithstanding, the Planning Commission and the ALUA, respectively, shall approve or deny preliminary and final applications under this Chapter after reviewing the complete applications as described in this Section.

16.14.100: APPROVAL

- A. The Planning Commission and the ALUA, respectively, shall approve any complete preliminary and final applications made under this Chapter that comply with applicable City ordinances.
- B. The Planning Commission and the ALUA shall issue all approvals in writing. The ALUA shall certify the approved final plat, either by signing the plat directly or by attaching a signed certification to the plat.

16.14.110: POST-APPROVAL ACTIONS

- A. The applicant shall record the approved final plat with the County Recorder's Office within twelve months after the ALUA approves the final application, provided that the applicant has completed any improvements or posted any performance guarantee required by City ordinances or described in the improvement plan the applicant submitted. The applicant shall not record the approved final plat until such improvements are completed or guaranteed.
- B. City staff shall submit to the Utah Geospatial Resource Center (so the subdivision can be included in the 911 database), within 30 days after approving a final application, either:
 1. An electronic copy of the approved final plat; or
 2. Preliminary geospatial data that depict any new streets and situs addresses proposed for construction within the bounds of the approved final plat.
- C. City staff shall, if requested by the Utah Geospatial Resource Center:

1. Coordinate with the Utah Geospatial Resource Center to validate the information the City submitted about the final plat; and
2. Assist the Utah Geospatial Resource Center in creating electronic files that contain the information described in the final plat for inclusion in the unified statewide 911 emergency service database.

CHAPTER 16.16

PRELIMINARY PLAN APPROVAL

SECTION:

16.16.010: Preliminary Information

16.16.020: Subdivision Information Form

16.16.030: Preliminary Plan Filing

16.16.040: Preliminary Plan Requirements

16.16.050: Preliminary Plan Approval

16.16.060: Time Limitation

16.16.070: Grading Limitation

16.16.010: PRELIMINARY INFORMATION:

Each person who proposes to subdivide land in the city of Farr West shall confer with the planning commission staff before preparing any plats, charts or plans in order to become familiar with the city subdivision requirements and existing master plans for the territory in which the proposed subdivision lies and to discuss the proposed plan of development of the tract. (Ord. 89-003 § 5(A))

16.16.020: SUBDIVISION INFORMATION FORM:

A subdivision information form (form 002-89) supplied to the subdivider by the city recorder shall be filled out and submitted to the planning commission with the preliminary plan. (Ord. 89-003 § 5(B))

16.16.030: PRELIMINARY PLAN FILING:

A preliminary plan shall be prepared in conformance with the standards, rules and regulations contained herein and eighteen (18) black and white prints thereof shall be submitted to the city to be distributed to the planning commission and the city council for approval or disapproval. One

print shall be delivered by the planning commission chairperson to each of the following for their information and written recommendations: city engineer, servicing fire department, and any company furnishing telephone, electricity, water or gas service as well as those companies or entities involved with easements or rights of way within the city which may be affected by the proposed subdivision. (Ord. 92-04: Ord. 89-003 § 5(C))

16.16.040: PRELIMINARY PLAN REQUIREMENTS:

A. The preliminary plan shall be drawn to a scale not smaller than one hundred feet (100') to the inch, and shall show:

1. The proposed name of the subdivision, which must be distinct from any subdivision name on a plat recorded in the county recorder's office;
2. The boundaries, course, and dimensions of all parcels;
3. The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale;
4. Its location as forming a part of a larger tract or parcel, where the plat submitted covers only a part of the subdivider's tract or only a part of a larger vacant area. In such case, a sketch of the prospective future street system of the unplatted parts, shall be submitted, and the street system of the part submitted shall be considered in the light of adjustments and connections with the future street system of the larger area;
5. Sufficient information to locate accurately the property shown on the plan;
6. The names and addresses of the subdivider, the engineer or surveyor of the subdivision, and the owners of the land immediately adjoining the land to be subdivided;
7. Contour map at appropriate intervals as determined by the planning commission;
8. The boundary lines of the tract to be subdivided;
9. The location, widths and other dimensions of all existing or platted streets and other important features such as railroad lines, watercourses, exceptional topography, and buildings within or immediately adjacent to the tract to be subdivided;
10. Existing sanitary sewers, storm drains, water supply mains, and culverts within the tract and within five hundred feet (500') thereof;
11. Any other known and unrecorded water conveyance facility located, entirely or partially, within the plat;
12. Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities;

13. The locations, widths and other dimensions of proposed public streets, private streets, alleys, utility easements, parks, other open spaces and lots, with proper labelling of spaces to be dedicated to the public, or designated as private streets;

14. North point, scale and date.

- B. Plans or written statements regarding the proposed storm water drainage facilities and other proposed improvements, such as planting and parks, and any grading of individual lots. (Ord. 89-003 § 5(D))

16.16.050: PRELIMINARY PLAN APPROVAL:

- A. Review And Recommendations: The preliminary plan shall be reviewed by the planning commission. The commission shall make a recommendation to the city council on the plan, as submitted or modified, within sixty (60) days after its presentation to the planning commission. The city council shall conduct a review based upon the planning commission's recommendations, the recommendations of the city engineer and the written recommendations of the utilities. Within forty five (45) days of receiving the planning commission's recommendation, the city council shall vote to approve, disapprove or to approve with conditions the preliminary plan.
- B. City Council Determination: If approved, the city council shall express its written approval with those conditions, if any, specified in writing and shall return one copy of the preliminary plan, signed by the mayor, to the subdivider. If the preliminary plan is disapproved the city council shall indicate its disapproval in writing and reasons therefore by similarly signed copies. Notification of approval of the preliminary plan shall be authorization for the subdivider to proceed with the preparation of the final plat and specifications for the minimum improvements required in chapters 16.24 and 16.28 of this title. (Ord. 92-04: Ord. 89-003 § 5(E))

16.16.060: TIME LIMITATION:

Approval of the preliminary plan by the city council shall be valid for a maximum period of one year after approval unless upon application of the subdivider, the city council grants an extension. If the final plat has not been submitted within the one year or approved extended period, the preliminary plan must again be submitted to the planning commission and city council for reapproval; however preliminary approval of a large tract shall not be voided, provided the final plat of the first section is submitted for final approval within the one year period. (Ord. 92-04: Ord. 89-003 § 5(F))

16.16.070: GRADING LIMITATION:

No large scale excavation, grading or regrading shall take place on any land for which a preliminary subdivision has been submitted until such plan has been given preliminary approval by the planning commission. (Ord. 89-003 § 5(G))

CHAPTER 16.20 MINOR SUBDIVISIONS

SECTION:

16.20.010: Designated

16.20.020: Required Applications

16.20.030: Waiver Of Final Plats Allowed When

16.20.010: DESIGNATED:

When a tract or parcel of land is divided into three (3) or less building sites, tracts or lots, each of which are accessible by an existing public street, said lots shall be termed a minor subdivision. (Ord. 93-04: Ord. 89-003 § 5A(A))

16.20.020: REQUIRED APPLICATIONS:

Applications for subdivision and preliminary plats shall be required for all minor subdivisions. Under the following conditions, and upon review and approval of the Farr West City planning commission and city council, the subdivider may be authorized to sell a building lot, or lots, by metes and bounds, and the requirements of preparing a final plat may be waived. When final plats are not required, the subdivider shall provide plans and construct such improvements on existing streets abutting the subdivision as required by this title. (Ord. 93-04: Ord. 89-003 § 5A(B))

16.20.030: WAIVER OF FINAL PLATS ALLOWED WHEN:

- A. At the discretion of the planning commission and city council, final plats may be waived when all of the following conditions are met:
 - 1. The proposed subdivision consists of not more than three (3) lots;
 - 2. The proposed subdivision does not require the dedication of any land for street or other public purposes;
 - 3. The proposed subdivision has in place access to public "utilities" as defined in chapter 16.08 of this title;
 - 4. Each of the lots in the proposed subdivision meets the frontage, width and area requirements of the Farr West City zoning ordinance, or has been granted a variance from such requirements by the appeal authority. (Ord. 13-05: Ord. 93-04: Ord. 89-003 § 5A(C))

- B. When the final plat is waived under this Section, the preliminary plat shall be properly recorded with the County Recorder.

CHAPTER 16.24

FINAL PLAT

SECTION:

16.24.010: Tentative Final Plat Required

16.24.020: Final Plat Required

16.24.030: Final Plat Requirements

16.24.040: Engineering Data Required

16.24.050: Approval Of Final Plat

16.24.010: TENTATIVE FINAL PLAT REQUIRED:

- A. Prior to the submission of the final plat, the subdivider shall submit two (2) copies of the tentative final plat to the Planning Commission who shall check the tentative final plat against the requirements and conditions of approval of the preliminary plan.
- B. The Planning Commission shall return one (1) copy of the checked tentative final plat to the subdivider indicating thereon any changes required by the Planning Commission. (Ord. 89-003 § 6(A))

16.24.020: FINAL PLAT REQUIRED:

- A. After compliance with the provisions of this chapter and chapter 16.28 of this title, the subdivider shall submit a final plat with two (2) copies thereof to the Planning Commission. Such plat shall be accompanied by a letter of certification by the subdivider's engineer, indicating that all lots meet the requirements of the zoning ordinance.
- B. The final plat and accompanying information shall be submitted to the Planning Commission at least ten (10) working days prior to a regularly scheduled Planning Commission meeting in order to be considered at said meeting. (Ord. 89-003 § 6(B))

16.24.030: FINAL PLAT REQUIREMENTS:

The final plat shall consist of a sheet of approved tracing linen or Mylar, to the outside or trim dimensions of nineteen inches by thirty inches (19" x 30") and the borderline of the plat shall be drawn in heavy lines leaving a space of at least one-half inch (1/2") margin on all four (4) sides

of the sheet. The plat shall be so drawn that the top of the sheet faces either north or west, whichever accommodates the drawing best. All lines, dimensions and markings shall be made on the tracing linen with approved waterproof black India drawing ink. The plat shall be made to a scale large enough to clearly show all details, in any case not smaller than one hundred feet (100') to the inch, and the workmanship on the finished drawing shall be neat, clean cut and readable. The plat shall be signed by all parties mentioned in subsection H of this section, duly authorized and required to sign, and shall contain the following information:

- A. A subdivision name, approved by the County Recorder, and the general location of the subdivision, in bold letters at the top of the sheet;
- B. Where a subdivision complies with the planned development overlay of the zoning ordinance and chapter 16.28 of this title, the final plat shall indicate underneath the subdivision name, the words, "Planned Development";
- C. A north point and scale of the drawing, and the date;
- D. Accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision. These lines should be slightly heavier than street and lot lines;
- E. The names, widths, lengths, bearings and curve data on centerlines of proposed streets, alleys and easements; also the boundaries, bearings and dimensions of all portions within the subdivision as intended to be dedicated to the use of the public; the lines, dimensions, bearings and numbers of all lots, blocks and parts reserved for any reason within the subdivision. All lots are to be numbered consecutively under a definite system approved by the Planning Commission and conform as far as practicable to the adopted street naming and numbering system of the City of Farr West;
- F. The final plat will designate all lots with an "R" restriction with the following note: "R" Restriction. All lots in this subdivision are restricted with regard to finished floor level. Finished floor elevation of future homes lower than top back of curb elevation fronting the lot are not allowed. Exceptions to this restriction are found in subsection 15.04.020K of the Farr West Municipal Code;
- G. Parcels of land to be dedicated as public park or to be permanently reserved for private common open space shall be included in the lot numbering system and shall also be titled "public park" or "private common open space", whichever is applicable;
- H. Approval by the culinary water authority and the sanitary sewer authority;
- I. A Preliminary Title Report or Title Insurance Policy for the land to be subdivided verifying property ownership.
- J. A completion assurance for public improvements, as described in section 16.32.030 of this Title.
- K. As applicable, formal, irrevocable offers for dedication to the public of streets, City uses, utilities, parks, easements, or other spaces.

- L. If the plat is to be part of a community association, signed and binding documents conveying to the association all common areas.
- M. The standard forms approved by the Planning Commission for all subdivision plats lettered for the following:
 - 1. Description of land to be included in subdivision,
 - 2. Registered professional engineer and/or land surveyors' certificate of survey,
 - 3. Owner's dedication certificate,
 - 4. Notary public's acknowledgment,
 - 5. City Planning Commission's certificate of approval,
 - 6. City Engineer's certificate of approval,
 - 7. City Council certificate of acceptance attested by the City Recorder;
- N. A three inch by three inch (3" x 3") space in the lower right hand corner of the drawing for recording information. (Ord. 17-05)

16.24.040: ENGINEERING DATA REQUIRED:

The subdivider shall cause to be prepared by a qualified engineer not in the employ of the City a complete set of profiles, construction and design data of all streets, existing and proposed, and all utilities to be constructed within the subdivision and furnish two (2) sets of such information to the City with the final plat. (Ord. 92-04: Ord. 89-003 § 6(D))

16.24.050: APPROVAL OF FINAL PLAT:

- A. After approving and signing the final plat, the Planning Commission shall submit the plat for approval to the City Engineer, who shall check the engineering requirements of the drawing, and determine the amount of the bond, escrow agreement or irrevocable letter of credit to assure construction of the improvements where necessary. After approval and signature by the City Engineer, the plat and the escrow, bond agreement, or the letter of credit shall be submitted to the City Attorney and the City Council, respectively for their approval. The final plat, bearing all official approvals as above required, shall be deposited in the Offices of the County Recorder for recording at the expense of the subdivider who shall be notified of such deposit by the Office of the County Recorder. No construction or building shall be begun until after the recording of the final plat.
- B. No plats shall be recorded in the Office of the County Recorder and no lots included in such plat shall be sold or exchanged unless and until the plat is so approved, signed and accepted. (Ord. 89-003 § 6(E))

CHAPTER 16.28
SUBDIVISION STANDARDS

SECTION:

16.28.010: Relation To Adjoining Street System

16.28.020: Street And Alley Widths, Cul-De-Sacs, Easements And Street Access

16.28.030: Blocks

16.28.040: Lots

16.28.050: Parks, School Sites And Other Public Places

16.28.010: RELATION TO ADJOINING STREET SYSTEM:

- A. The arrangement of streets in new subdivisions shall make provision for the continuation of the existing streets in adjoining areas (or their proper protection where adjoining land is not subdivided) insofar as such may be deemed necessary by the Planning Commission for public requirements. The street arrangement must be such as to cause no unnecessary hardship to owners of adjoining property when they plat their own land and seek to provide for convenient access to it. Half streets along the boundary of land proposed for subdivision will not be permitted.
- B. Minor streets shall approach the major or collector streets at an angle of not less than eighty degrees (80°). (Ord. 89-003 § 7(A))

16.28.020: STREET AND ALLEY WIDTHS, CUL-DE-SACS, EASEMENTS AND STREET ACCESS:

- A. Street Dedication: All streets in subdivisions in the City of Farr West shall be dedicated to the City.
- B. Major And Collector Streets: Major and collector streets shall conform to the width designated on the Master Street Plan wherever a subdivision falls in an area for which a Master Street Plan has been adopted. For territory where such street plan has not been completed at the time the preliminary plan is submitted to the Planning Commission, the minimum widths of one hundred feet (100') for major streets and sixty feet to eighty feet (60' - 80') for collector streets shall apply.
- C. Minor Streets: Minor streets shall have a minimum width of sixty feet (60').
- D. Alleys: Alleys shall have a minimum width of twenty feet (20'). Alleys may be required in the rear of business lots, but will not be accepted in residential blocks except under unusual conditions where such alleys are considered necessary by the Planning Commission.

E. Cul-De-Sacs:

1. Cul-de-sacs shall have a minimum diameter of one hundred thirty feet (130') and have a turnaround not less than one hundred ten feet (110') in diameter, as measured from inside edge of the curb to inside edge of the curb. If, due to the grade of the street, surface water drainage is into the turnaround, then necessary catch basins and/or drains and drainage easements shall be provided.
2. Where a street is designed to remain only temporarily as a dead end street and a house has frontage on the street, an adequate temporary turning area shall be provided at the dead end street thereof to remain and be available for public use so long as the dead end condition exists.
3. Half cul-de-sacs and knuckles are not permitted on any street.

F. Easements For Drainage: Easements for drainage through the property may be required by the City Engineer, and easements of not less than ten feet (10') in width shall be provided where required for utilities or other purposes.

G. Service Roads: Service roads paralleling major streets shall be required unless the Planning Commission approves double frontage lots which may back onto major highways or collector streets as designated on the major street plan. Where lots back onto a major highway or collector street a buffer planting strip of trees or shrubs shall be provided at a width of ten feet (10') or wider, but in no case less than ten feet (10').

H. Protection Strips: Where subdivision streets parallel contiguous property of other owners, the subdivider may, upon approval of the Planning Commission, retain a protection strip not less than one foot (1') in width between the street and adjacent property, provided that an agreement approved by the City Attorney has been made by the subdivider, contracting to deed to the owners of the contiguous property, the one foot (1') or larger protection strip for consideration named in the agreement. Such consideration to be not more than the fair cost of land in the protection strip, the street improvements properly chargeable to the contiguous property, plus the value of one-half (1/2) the land in the street at the time of agreement, together with interest at a fair rate from time of agreement until time of subdivision of such contiguous property. One copy of the agreement shall be submitted to the City Attorney and one to the Planning Commission prior to approval of the final plat.

I. Street Access: Developments, including proposed developments done in multiple phases, where the total number of dwelling units in the entire development exceeds thirty (30), shall require two (2) separate City approved access streets. Where two (2) access streets are required, they shall be placed a distance apart not less than one-half (1/2) of the length of the maximum overall diagonal dimension of the property, measured in a straight line between accesses.

J. Alternative Access: If the required distance between the two (2) access streets required by this chapter cannot be achieved because of the development's configuration and dimensions, the location of connecting roads, topography, waterways, nonnegotiable grades or other similar conditions which are not due solely to the design of the

development, then the developer may submit to the Planning Commission for its consideration access streets which have an alternate distance apart than that required by this paragraph. Such a submission must fully describe the conditions which the developer believes would not permit the distance between access roads required by this chapter and include the developer's recommendation for alternate locations of the required access streets. (Ord. 2017-12: Ord. 2014-03: Ord. 2013-04: Ord. 02-01 § 1: Ord. 89-003 § 7(B))

16.28.030: BLOCKS:

- A. Blocks shall not exceed one thousand six hundred feet (1,600') in length. A dedicated walkway through the block may be required where access is necessary to a point designated by the Planning Commission. The subdivider shall surface the full width of the walkway with concrete surface, install a chainlink fence, or its equal, four feet (4') high on each side and the full length of each walkway, and provide, in accordance with the standards and rules and regulations, barriers at each walkway entrance to allow vehicles no wider than four feet (4').
- B. The width of blocks generally shall be sufficient to allow two (2) tiers or lots.
- C. Irregular shaped blocks, indented by cul-de-sacs, or containing interior spaces, will be acceptable when properly designed and fitted to the overall plat.
- D. Blocks intended for business or industrial use shall be designed specifically for such purposes with adequate space set aside for off street parking and delivery facilities. (Ord. 89-003 § 7(C))

16.28.040: LOTS:

- A. Arrangement And Design: The lot arrangement and design shall be such that lots will provide satisfactory and desirable sites for buildings and be properly related to topography and to existing and probable future requirements.
- B. Required Minimums:
 - 1. All lots shown on the subdivision plan must conform to the minimum requirements of the zoning ordinance for the zone in which the subdivision is located, and to the minimum requirements of the City Engineer and the County Board of Health for sewage disposal.
 - 2. The minimum width for any residential building lot shall be as required by the zoning ordinance.
 - 3. Where a public sewer is not available the minimum area of such lots shall be not less than that approved in a letter to the Planning Commission by the Board of Health nor less than twenty thousand (20,000) square feet, whichever is greater.
- C. Abut On Dedicated Street:

1. Each lot shall abut on a street dedicated by the recording of the subdivision or on an existing publicly dedicated street, or on a street which has become public by right of use and is more than twenty six feet (26') wide.
 2. Interior lots abutting on more than one street shall be prohibited except where unusual conditions make other design undesirable. In the event a lot abuts on a public right-of-way created by use, the subdividers shall be required to improve the right-of-way to the standards set by Farr West City.
- D. Corner Lots: Corner lots shall have extra width sufficient for maintenance of required building lines on both streets.
- E. Sideline Standard: Sidelines of lots shall be approximately at right angles, or radial to the street lines.
- F. Remnants To Be Absorbed: All remnants of lots below minimum size left over after subdividing a larger tract must be added to adjacent lots, rather than allowed to remain as unusable parcels.
- G. Single Or Joint Ownership Only: Where the land covered by a subdivision includes two (2) or more parcels in separate ownership and the lot arrangement is such that a property ownership line divides one or more lots, the land in each lot so divided shall be transferred by deed to either single or joint ownership before approval of the final plan, and such transfer certified to the Planning Commission by the County Recorder. (Ord. 89-003 § 7(D))

16.28.050: PARKS, SCHOOL SITES AND OTHER PUBLIC PLACES:

- A. Open Space In Design: When the preliminary plan is submitted for the division of property, a part or all of which is deemed suitable by the Planning Commission for schools, parks, playgrounds or other public use in accordance with the Master Plan, the Planning Commission shall require the subdivider to include the required public open space in the subdivision design to the satisfaction of the Planning Commission.
- B. Space Offered For Sale: The subdivider at or before the time of presentation of the final subdivision plat for approval of the City Council shall offer to sell to the City or other appropriate agency, at any time during the two (2) year period immediately following the recording of the final plat, any land which has been set aside for park, playground, school or other public use at a fair market price.
- C. Fair Market Value: In the case of land required for park or playground the fair market price shall be based upon raw land value but in no event shall such price exceed the price for the land in the last bona fide sale thereof within a period of five (5) years immediately before the date of the final subdivision plat.
- D. Available For Two Year Period: The City or other appropriate public agency, may accept such offer at any time within a two (2) year period immediately following the recording of the final plat. If any such proposed public areas have not been purchased by the

appropriate public agency within two (2) years after the recording of the final plat, such areas may be divided into lots in accordance with the requirement of this title, and sold. (Ord. 89-003 § 7(E))

CHAPTER 16.32 SUBDIVISION IMPROVEMENTS

SECTION:

16.32.010: Compliance With Standards Required

16.32.020: Improvements Designated

16.32.030: Guarantee Of Improvements

16.32.040: Engineering Checking Fees (Rep. by Ord. 2012-02)

16.32.050: Inspection Of Improvements

16.32.060: Guarantee Of Work

16.32.010: COMPLIANCE WITH STANDARDS REQUIRED:

Design standards, construction specifications and inspection of subdivisions shall be in accordance with the design standards and specifications adopted by the Farr West City council on September 21, 1989. The improvements shall be inspected by the city engineer for approval. (Ord. 89-003 § 8(A))

16.32.020: IMPROVEMENTS DESIGNATED:

The owner of any land to be platted as a subdivision shall at his own expense install the following improvements in accordance with the public works standards and technical specifications adopted by the city council, except for septic tanks which must be installed according to the specifications and under the inspection of the county board of health.

- A. Water Lines: Where an approved public water supply is accessible or procurable the subdivider shall install water lines, to make the water supply available to each lot within the subdivision, including laterals to the property line of each lot. The location and size of water mains shall be determined by the city engineer.
- B. Sewage Disposal:
 - 1. Connection To City Sewer: Where a public sanitary sewer is within five hundred feet (500') or is close enough in the opinion of the city council after recommendation of the city engineer to require a connection, the subdivider shall connect with such sanitary sewer and provide adequate lateral lines to the property line of each lot. Such sewer connections and subdivision sewer systems

shall comply with the regulations and specifications of, and shall be approved by, the city council and city engineer.

2. Private Sewage Disposal: Where a public sanitary sewer is not reasonably accessible, the subdivider shall obtain approval from the state department of health for sewage disposal by means of a septic tank and drainfield for each of the lots. Subdividers shall furnish to the board of health a report of percolation tests completed on the property proposed for subdivision in accordance with the regulations of the Utah state department of public health governing individual sewage disposal systems. A tentative final plat of the subdivision shall accompany the report showing thereon the location of test holes used in completing the tests. Percolation tests shall be completed and reports prepared and signed by a qualified registered sanitarian or a licensed engineer not in the employ of the city. Written approval from the board of health shall be submitted to the planning commission before consideration of the final plat.
- C. Surface Water Conveyance And Disposal: The subdivider shall provide adequate methods of conveyance and disposal of stormwater and surface water at his or her expense, the plans for which shall be prepared by a licensed engineer not in the employ of the city and which shall be approved by the planning commission after recommendations by the city engineer. If easements are required across abutting property to permit drainage of subdivisions, it shall be the responsibility of the subdivider to acquire such easements.
- D. Street Grading And Surfacing: All public streets shall be graded and surfaced in accordance with the public works standards and technical specifications adopted by the Farr West City council.
- E. Curbs, Gutters And Sidewalks:
1. Required: Curbs, gutters and sidewalks shall be installed on existing and proposed streets by the subdivider, for the purpose of facilitating removal of surface water and for the safety and protection of the public except as exempted below. Curbs, gutters and sidewalks shall be installed by the subdivider in subdivisions abutting state highways per the specifications of the state department of transportation.
 2. Exemption: After recommendation by the Planning Commission and City Engineer, the City Council may waive the curb, gutter and sidewalk improvements in subdivisions:
 - a. Which are located in primarily agricultural areas;
 - b. Where parcels in a proposed residential subdivision with land area in excess of five (5) acres and with a lot width (measured 15 feet back from property line abutting road) exceeding three hundred feet (300'); or
 - c. Where in the best interest of the City such improvements should be delayed (i.e., a minor subdivision abutting an existing City street or State highway where improvements are anticipated in the near future).

3. In Lieu Provision: A fee may be assessed by the City in lieu of improvements.

- F. Drainage Required: Street drainage and drainage structures shall be required where necessary in the opinion of the City Council after recommendation by the City Engineer.
- G. Sidewalks: Sidewalks shall be installed as prescribed in subsection E of this section.
- H. Monuments: Permanent monuments shall be accurately set and established at such points as are necessary to definitely establish all lines of the plat except those outlining individual lots. Monuments shall be of a type approved by the City Engineer and all subdivision plats shall be tied to a corner or monument of record or established land office survey corner.
- I. Street Trees: Street trees may be provided at the option of the subdivider but when so provided the variety and location of such trees shall be approved by the Planning Commission.
- J. Fire Hydrants: Fire hydrants shall be installed. Such fire hydrants shall be of the type, size and number and shall be installed in such locations as determined by the written recommendation of the City Engineer and the Director of the Weber Fire District.
- K. Street Signs: The City Council will furnish and install all necessary street signs. The cost will be charged to the subdivider and must be paid within thirty (30) days after installation.
- L. Ditches And Canals: Open ditches or canals shall not be allowed within or adjoining a subdivision except along rear or side lot lines. The subdivider shall work with the irrigation, drainage or ditch companies as to the methods of covering, realigning or eliminating ditches, pipes and culverts. In cases where canals or ditches cross public roads or proposed public roads, specifications and grades for pipe or culvert must be approved by the City Engineer and the irrigation company involved.
- M. Fencing: See section 17.46.010 of this Code.
- N. Street Lights: Street lights shall be provided by the subdivider. The location and construction of such lights shall be designated by the City Engineer and approved by the Planning Commission and City Council.
- O. Mailbox Cluster: In accordance with United States Postal Service (USPS) guidelines, centralized mailbox clusters shall be required in all new residential subdivisions. The developer shall obtain USPS approval of the location of mailbox clusters and provide a copy of the USPS approval to the Planning Commission prior to final approval of the subdivision plat. The City Engineer shall also approve the location of mailbox clusters prior to final approval of the subdivision plat. (Ord. 2017-13: Ord. 17-08: Ord. 2015-10: Ord. 95-07: Ord. 93-02: Ord. 89-003 § 8(B))

16.32.030: GUARANTEE OF IMPROVEMENTS:

A. In lieu of actual installation of the improvements required by this section, the subdivider or developer may guarantee the installation of the required improvements by the following method:

1. The subdivider or developer may deposit in escrow with an escrow holder approved by the City Council, an amount of money equal to the cost of the required improvements not then installed as estimated by the City Engineer, as aforesaid, under an escrow agreement to assure the installation of the improvements within two (2) years from the approval of the subdivision plat by the City Council.
2. The escrow agreement shall be approved by the City Council and City Attorney and shall be filed with the City Recorder.

B. The City Council is authorized and directed at the request of the subdivider or his/her successors in interest to release of record from the burden of the covenant and lien aforesaid all lots and parcels of land as to which the covenant and agreement has been fully performed, either by installation of improvements or by the deposit of funds in escrow. The aforesaid covenant and agreement shall be approved as to form by the City Council and by the City Attorney. The City Council is authorized to prescribe by administrative rule or regulation, forms and procedures to ensure the orderly, regular and efficient processing of applications for the approval of a proposed subdivision and the strict compliance with the requirements of this title.

C. The City Council shall, at the request of the subdivider or his/her successors in interest, grant a partial release of an improvement guarantee proportionally as portions of required improvements are completed and accepted in accordance with local ordinance.

D. Whenever the subdivider develops a subdivision a portion at a time, such development shall be in an orderly manner and in such a way that the required improvements will be continuous, and all of the improvements will be made available for the full, effective practical use and enjoyment thereof by the lessees or grantees of any of the lands subdivided within the time hereinbefore specified. (Ord. 99-05 §§ 1, 2: Ord. 89-003 § 8(C))

E. The City shall not withhold a building permit on account of an incomplete infrastructure improvement if the improvement is not essential for issuing a building permit under the building and fire codes or if the City has accepted a completion assurance for the improvement.

F. The provisions of this Section do not supersede the terms of a valid development agreement, an adopted phasing plan, or the state construction code.

16.32.040: ENGINEERING CHECKING FEES:

(Rep. by Ord. 2012-02)

16.32.050: INSPECTION OF IMPROVEMENTS:

The building inspector and City Engineer shall inspect or cause to be inspected all buildings, structures, streets, fire hydrants, water supply, and sewage disposal systems in the course of construction, installation or repair. Excavations for fire hydrants, water and sewer mains and laterals shall not be covered over or backfilled until such installations shall have been approved by the City Engineer, nor shall any pavement on any street be laid unless and until the City Engineer has been notified of the intention and the time and place of the paving and unless and until the City Engineer has approved the paving of the street in all its aspects. If any such installation is covered before being inspected and approved it shall be uncovered after notice to uncover has been issued to the responsible person by the inspector. If any paving of any street is done without prior notification and approval of the City Engineer then the subdivider and any other responsible person would be liable for any costs incurred by the City in repairing or replacing the pavement whenever such repair or replacement shall result from inadequate paving by the subdivider or other responsible person. At completion of the construction of improvements the City Engineer shall be provided with as built drawings from the subdivider. The City Engineer shall complete an intermediate inspection and shall inform in writing the subdivider and the City Council of the results of the inspection.

The City Engineer and the City building inspector are designated and authorized as the officers charged with the enforcement of this title. They shall enforce all the provisions of this title. (Ord. 89-003 § 8(E))

16.32.060: GUARANTEE OF WORK:

The subdivider shall warrant and guarantee that the improvements provided for hereunder and every part of this title, will remain in good condition for a period of two (2) years after the date of the intermediate inspection release, and agrees to make all repairs to and maintain the improvements and every part thereof in good condition during the time with no cost to the City. The subdivider shall agree that the determination for necessity of repairs and maintenance of the work rests with the City Engineer and City inspector. His decision upon the matter shall be final and binding upon the subdivider, and the guarantee required shall extend to and include, but shall not be limited to, the entire street base, and all pipes, joints, valves, backfill and compaction, as well as the working surface and curbs. At the expiration of two (2) years from intermediate inspection and release, provided that the City Engineer finds the required improvements in good condition, the bond or funds held in escrow shall be released in writing by the City Council and the Council shall accept such improvements in behalf of the City for perpetual maintenance. If the condition of material or workmanship shows unusual deterioration or does not comply with acceptable standards of durability, the Council shall require the subdivider to repair or replace the faulty facility to an approved standard. If the subdivider shall fail to perform as directed, the Council shall declare the subdivider to be in default. The subdivider shall be required to guarantee the improvements by posting a bond, escrow agreement or irrevocable letter of credit as provided for in section 16.32.030 of this chapter. (Ord. 89-003 § 9)

CHAPTER 16.36
PENALTY

SECTION:

16.36.010: Violation; Penalty

16.36.010: VIOLATION; PENALTY:

Any person who shall violate any of the provisions of this title shall, upon conviction thereof, be punished by a fine not exceeding two hundred ninety nine dollars (\$299.00) or imprisonment in the county jail for a period not exceeding six (6) months, or by both fine and imprisonment.
(Ord. 89-003 § 12)

Preliminary Subdivision Application for 1-2 Family Residential Use (Instructions)



WHAT TO DO:

Submit this completed checklist and all supporting documents to the [City Recorder, Lindsay Afuvai](#) (lindsay@farrwestcity.com). Pay the preliminary subdivision plan processing fees and the engineering review fees (see the City's [fee schedule](#)) on the City website. Before applying, you may voluntarily schedule a pre-application meeting with the Subdivision Development Committee to review a concept plan and/or other elements of your application.

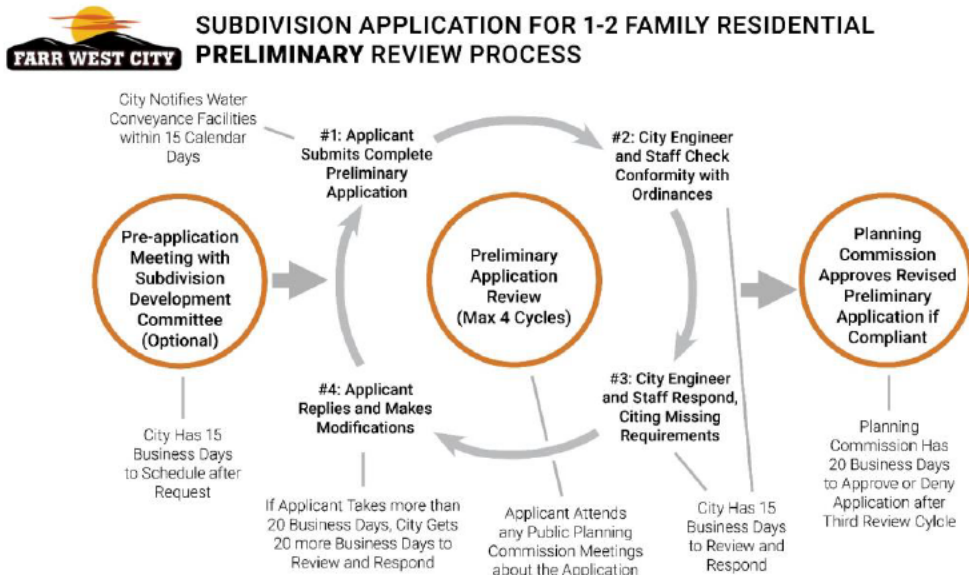
Commented [JH1]: You'll want to specify who this should go to

WHAT TO EXPECT:

City staff will review your application and determine whether it is complete. It is your responsibility as the applicant to comply with City ordinances. Any application deemed incomplete will be returned to you for necessary corrections and will not be considered filed with the City until you have corrected and resubmitted it.

When your application is complete, the Planning Commission will review and respond to your application within 15 business days. You may be required to revise your application to conform to City ordinances and standards or to better protect the health and safety of Farr West City residents. If the Planning Commission approves your preliminary application, you must then submit a final application.

The review and approval process, as well as the application requirements, are governed by [Title 16](#) of the Farr West City ordinances. The flowchart below summarizes the preliminary application review and approval process.



Commented [JH2]: I changed this flow chart to reflect the 4 cycle limit.

Preliminary Subdivision Application for 1-2 Family Residential Use



Name of Proposed Subdivision: _____

County Tax Parcel Number: _____

Current Zoning of Property: _____

THIS BOX IS FOR OFFICIAL USE ONLY:

Date Received: _____

Receipt #: _____

Amount Paid: _____

----- CONTACT INFORMATION -----

Applicant Information Name: _____ Phone: _____ Email: _____	Property* Owner #1 Information Name: _____ Phone: _____ Email: _____
Property* Owner #2 Information (If Applicable) Name: _____ Phone: _____ Email: _____	Property* Owner #3 Information (If Applicable) Name: _____ Phone: _____ Email: _____
Engineer's Information (If Applicable) Name: _____ Phone: _____ Email: _____	Surveyor's Information (If Applicable) Name: _____ Phone: _____ Email: _____

* Enter contact information for the owners of the property to be subdivided. If the property to be subdivided has more than three owners, attach supplemental information for remaining owners.

----- PRELIMINARY DOCUMENT CHECKLIST -----

- 1 _____ **An approved land use application** that describes how the property will be used after it is subdivided. This land use application must include citations to specific City ordinances that permit the intended use. Or, if the intended use is currently prohibited under City ordinances, the land use application must contain an approved variance.

- 2 _____ **A preliminary plat**, drawn to scale (not smaller than 1" = 100'), in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The plat must conform to the subdivision standards outlined in City ordinance chapter [16.28](#). The plat must include:
- a _____ The proposed name of the subdivision, which must be distinct from any subdivision name on a plat recorded in the county recorder's office.
 - b _____ The names and addresses of the subdivider, the engineer or surveyor of the subdivision, and the owners of the land immediately *adjoining* the land to be subdivided.
 - c _____ The boundaries, course, and dimensions of all parcels.
 - d _____ The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale.
 - e _____ The boundary lines of the tract to be subdivided.
 - f _____ The location, widths and other dimensions of all existing or platted streets and other important features such as railroad lines, watercourses, exceptional topography, and buildings within or immediately adjacent to the tract to be subdivided.
 - g _____ The locations, widths and other dimensions of proposed public streets, private streets, alleys, utility easements, parks, other open spaces and lots, with proper labelling of spaces to be dedicated to the public or designated as private streets.
 - h _____ Existing sanitary sewers, storm drains, water supply mains, and culverts within the tract and within five hundred feet (500') thereof.
 - i _____ Any other known and unrecorded water conveyance facility located, entirely or partially, within the plat.
 - j _____ Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.
 - k _____ North point, scale and date.
 - l _____ Sufficient information to locate accurately the property shown on the plan.
 - m _____ A contour map at appropriate intervals.
 - n _____ If the plat submitted covers only a part of the property owner's tract, or only part of a larger vacant area:
 - i _____ The plat's location on the larger tract/area; and
 - ii _____ A sketch of the prospective future street system of the unplatted parts.
- 3 _____ **An improvement plan**, created in accordance with applicable portions of City ordinance chapters [16.28](#) and [16.32](#), for all public improvements that you propose or that are required by City ordinances. This plan must include plans or statements regarding the proposed storm water drainage facilities, planting and parks, and any grading of individual lots.
- 4 _____ **Proof of approval by the following entities:**
- a _____ Local fire department.
 - b _____ Intended culinary water provider.
 - c _____ Intended sanitary sewer provider.
 - d _____ Intended secondary water provider.
 - e _____ Intended natural gas provider.

- f _____ Intended electricity provider.
- g _____ Intended telecommunications provider.
- 5 _____ **Certifications**, including:
- a _____ An affidavit from the applicant certifying that the submitted information is true and accurate (EXAMPLE ON PAGE 5).
- b _____ The signature of each owner of record of land described on the plat, signifying their dedication and approval of the plat (EXAMPLE ON PAGE 6).
- c _____ Certification that the surveyor who prepared the plat:
- i _____ Holds a license in accordance with Utah Code 58-22; and
- ii _____ Either
- (1) _____ Has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or
- (2) _____ Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and
- iii _____ Has placed monuments as represented on the plat.
- 6 _____ **An electronic copy of all plans in PDF format.**
- 7 _____ **Payment of all application-processing fees.** The amount you must pay depends on how many lots will be in your subdivision. The fees you must pay are described in the City's [fee schedule](#).

----- **EXAMPLE CERTIFICATIONS** -----

[See following pages.]

APPLICANT’S AFFIDAVIT – PRELIMINARY APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

I, _____ (applicant/agent name), certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Farr West City may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Farr West City Subdivision Title and understand that items and checklists contained in this application are basic and to the minimum requirements only and that other requirements may be imposed to ensure compliance with City ordinances or to protect the health and safety of City residents. Additionally, I agree to pay all fees associated with this application, as set by the currently adopted Farr West City fee schedule.

Signed:

Applicant/Agent

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal:

PROPERTY OWNER’S CONSENT & DEDICATION – PRELIMINARY APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

We certify under penalty of perjury that we are the sole owners of the property proposed to be subdivided and that we have thoroughly reviewed the preliminary subdivision application. We hereby consent to this preliminary subdivision application and, contingent on City approval, we intend to dedicate the portions of the property to the public that are so indicated in this application. We further consent to agents of the City entering onto the subject property for the purpose of making any inspections required by this application or related improvements.

Signed:

_____ Property Owner #1	_____ Date
_____ Property Owner #2 (if applicable)	_____ Date
_____ Property Owner #3 (if applicable)	_____ Date

Subscribed and sworn to before me:

_____ Notary Public	_____ Date
------------------------	---------------

Notary Seal:

Final Subdivision Application for 1-2 Family Residential Use (Instructions)



WHAT TO DO:

Submit this completed checklist and all supporting documents to the [City Recorder, Lindsay Afuvali](#) (lindsay@farrwestcity.com). Pay the final subdivision plan processing fees and the engineering review fees (see the City's [fee schedule](#)) on the City website. Before submitting a final application, you must have obtained an approval on the related preliminary application.

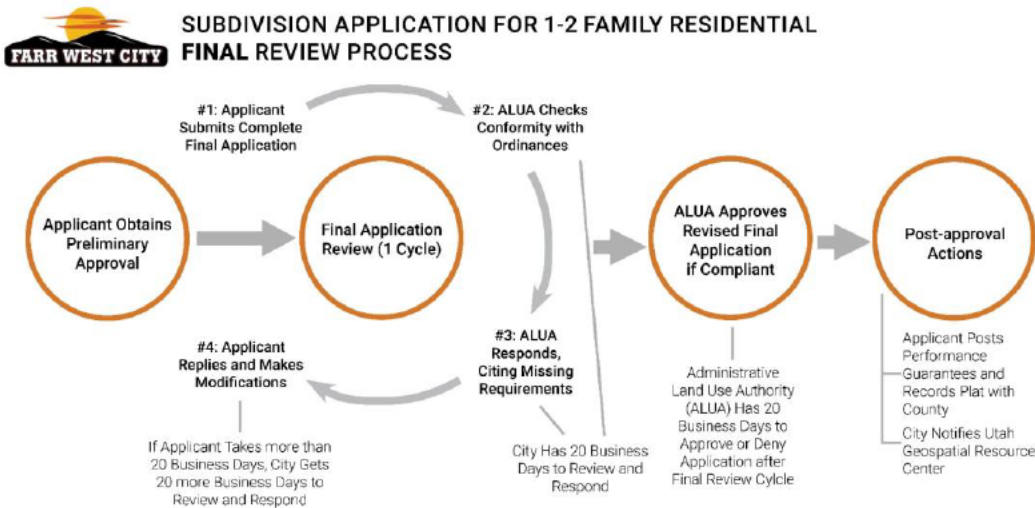
Commented [JH1]: You'll want to specify who this should go to

WHAT TO EXPECT:

City staff will review your application and determine whether it is complete. It is your responsibility as the applicant to comply with City ordinances. Any application deemed incomplete will be returned to you for necessary corrections and will not be considered filed with the City until you have corrected and resubmitted it.

When your application is complete, the Administrative Land Use Authority (ALUA) will review and respond to your application within 20 business days. You may be required to revise your application to conform to City ordinances and standards or to better protect the health and safety of Farr West City residents. If the ALUA approves your final application, you must complete or provide assurances for any required improvements before recording the final plat.

The review and approval process, as well as the application requirements, are governed by [Title 16](#) of the Farr West City ordinances. The flowchart below summarizes the final application review and approval process.



Final Subdivision Application for 1-2 Family Residential Use



Name of Proposed Subdivision: _____

County Tax Parcel Number: _____

Current Zoning of Property: _____

THIS BOX IS FOR OFFICIAL USE ONLY:

Date Received: _____

Receipt #: _____

Amount Paid: _____

----- CONTACT INFORMATION -----

Applicant Information Name: _____ Phone: _____ Email: _____	Property* Owner #1 Information Name: _____ Phone: _____ Email: _____
Property* Owner #2 Information (If Applicable) Name: _____ Phone: _____ Email: _____	Property* Owner #3 Information (If Applicable) Name: _____ Phone: _____ Email: _____
Engineer's Information (If Applicable) Name: _____ Phone: _____ Email: _____	Surveyor's Information (If Applicable) Name: _____ Phone: _____ Email: _____

* Enter contact information for the owners of the property to be subdivided. If the property to be subdivided has more than three owners, attach supplemental information for remaining owners.

----- FINAL DOCUMENT CHECKLIST -----

- 1 _____ **The Planning Commission's approval of the preliminary application.**
- 2 _____ **Applicant attended all public meetings held to discuss the preliminary application.**
- 3 _____ **An approved land use application** that describes how the property will be used after it is subdivided. This land use application must include citations to specific City ordinances that permit the intended use. Or, if the

intended use is currently prohibited under City ordinances, the land use application must contain an approved variance.

- 4 _____ **A final plat**, drawn to scale (not smaller than 1" = 100'), in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The plat must conform to the subdivision standards outlined in City ordinance chapter [16.28](#). *Note that the City may waive the final plat requirement for minor subdivisions, as laid out in City ordinance chapter [16.20](#).*

The plat must include:

- a _____ A subdivision name, approved by the County Recorder, and the general location of the subdivision, in bold letters at the top of the sheet.
- b _____ Sufficient information to locate accurately the property shown on the plan.
- c _____ The names and addresses of the subdivider, the engineer or surveyor of the subdivision, and the owners of the land immediately *adjoining* the land to be subdivided.
- d _____ The boundaries, course, and dimensions of all parcels.
- e _____ The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale. All lots are to be numbered consecutively under a definite system approved by the Planning Commission and conform as far as practicable to the adopted street naming and numbering system of the City of Farr West.
- f _____ The boundary lines of the tract to be subdivided, showing the proper bearings and dimensions of all boundary lines of the subdivision. These lines should be slightly heavier than street and lot lines.
- g _____ The location, widths, and other dimensions of all existing or platted streets and other important features such as railroad lines, watercourses, exceptional topography, and buildings within or immediately adjacent to the tract to be subdivided.
- h _____ The locations, names, widths, lengths, bearings, and curve data on centerlines of proposed streets, alleys and easements, with proper labelling of spaces to be dedicated to the public or designated as private streets.
- i _____ The lines, dimensions, bearings and numbers of all lots, blocks and parts reserved for any reason within the subdivision. All lots are to be numbered consecutively under a definite system approved by the Planning Commission and conform as far as practicable to the adopted street naming and numbering system of the City of Farr West.
- j _____ The boundaries, bearings, and dimensions of all portions within the subdivision as intended to be dedicated to the use of the public.
- k _____ The title "public park" on parcels of land to be dedicated as a public park. These parcels must also be included in the lot numbering system.
- l _____ The title "private common open space" on parcels to be permanently reserved for private common open space. These parcels must also be included in the lot numbering system.
- m _____ The following note on all lots designated with an "R" restriction: "R' Restriction. All lots in this subdivision are restricted with regard to finished floor level. Finished floor elevation of future homes lower than top back of curb elevation fronting the lot are not allowed. Exceptions to this restriction are found in subsection 15.04.020K of the Farr West Municipal Code."
- n _____ North point, scale, and date.

- o _____ Existing sanitary sewers, storm drains, water supply mains, and culverts within the tract and within five hundred feet (500') thereof.
 - p _____ Any other known and unrecorded water conveyance facility located, entirely or partially, within the plat.
 - q _____ Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.
 - r _____ A contour map at appropriate intervals.
 - s _____ If the plat submitted covers only a part of the property owner's tract, or only part of a larger vacant area:
 - i _____ The plat's location on the larger tract/area; and
 - ii _____ A sketch of the prospective future street system of the unplatted parts.
 - t _____ If the subdivision complies with the planned development overlay zone, the final plat must include the following words underneath the subdivision name: "Planned Development".
 - u _____ Signatures of the culinary water and sanitary sewer authorities.
 - v _____ A 3" x 3" space in the lower right-hand corner of the plat for use by the County Recorder's Office.
- 5 _____ **[OPTIONAL] The improvement plan approved during the preliminary review phase. This copy of the plan will be used only for reference. This copy of the plan must be the exact same version that was previously approved, without any subsequent modifications.-**
- 6 _____ **A completion assurance for public improvements**, if required by the improvement plan (the alternative is to complete the improvements before recording). All completion assurances must conform to City ordinance [16.32.030](#).
- 7 _____ As applicable, **formal, irrevocable offers for dedication to the public** of streets, City uses, utilities, parks, easements, or other spaces.
- 8 _____ If the plat is to be part of a community association, **signed and binding documents conveying to the association all common areas**.
- 9 _____ **A Preliminary Title Report or Title Insurance Policy** for the land to be subdivided, verifying property ownership.
- 10 _____ **Proof of approval by the following entities:**
- a _____ Local [fire department](#).
 - b _____ Intended [culinary water](#) provider.
 - c _____ Intended [sanitary sewer](#) provider.
 - d _____ Intended [secondary water](#) provider.
 - e _____ Intended [natural gas](#) provider.
 - f _____ Intended [electricity](#) provider.
 - g _____ Intended [telecommunications](#) provider.
- 11 _____ **Certifications**, including:
- a _____ An affidavit from the applicant certifying that the submitted information is true and accurate (EXAMPLE ON PAGE 5).
 - b _____ The signature of each owner of record of land described on the plat, signifying their dedication and approval of the plat (EXAMPLE ON PAGE 6).
 - c _____ Certification that the surveyor who prepared the plat:

i _____ Holds a license in accordance with Utah Code 58-22; and

ii _____ Either

(1) _____ Has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or

(2) _____ Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and

iii _____ Has placed monuments as represented on the plat.

12 _____ **A Mylar or tracing linen copy of the final plat for recording.** The final plat must be drawn to the outside or trim dimensions of 19" x 30", and the borderline of the plat must be drawn in heavy lines leaving a space of at 0.5" margin on all four sides of the sheet. The plat must be drawn so that the top of the sheet faces either north or west, whichever accommodates the drawing best. All lines, dimensions and markings must be made with waterproof black India drawing ink.

13 _____ **Two complete sets of the engineering profile, construction, and design data** of all streets, existing and proposed, and all utilities to be constructed within the subdivision.

14 _____ **An electronic copy of all plans in PDF format.**

15 _____ **Payment of all application-processing fees.** The amount you must pay depends on how many lots will be in your subdivision. The fees you must pay are described in the City's [fee schedule](#).

----- EXAMPLE CERTIFICATIONS -----

[See following pages.]

APPLICANT’S AFFIDAVIT – FINAL APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

I, _____ (applicant/agent name), certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Farr West City may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Farr West City Subdivision Title and understand that items and checklists contained in this application are basic and to the minimum requirements only and that other requirements may be imposed to ensure compliance with City ordinances or to protect the health and safety of City residents. Additionally, I agree to pay all fees associated with this application, as set by the currently adopted Farr West City fee schedule.

Signed:

Applicant/Agent

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal:

PROPERTY OWNER’S CONSENT & DEDICATION – FINAL APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

We certify under penalty of perjury that we are the sole owners of the property proposed to be subdivided and that we have thoroughly reviewed the final subdivision application. We hereby consent to this final subdivision application and, contingent on City approval of the final application, we irrevocably dedicate all portions of the property to the public that are so indicated in this application (including public streets, uses, utilities, parks, easements, or other spaces). We further consent to agents of the City entering onto the subject property for the purpose of making any inspections required by this application or related improvements.

Signed:

_____ Property Owner #1	_____ Date
_____ Property Owner #2 (if applicable)	_____ Date
_____ Property Owner #3 (if applicable)	_____ Date

Subscribed and sworn to before me:

_____ Notary Public	_____ Date
------------------------	---------------

Notary Seal:

INTERLOCAL AGREEMENT FOR MULTI-JURISDICTIONAL BUILDING INSPECTION SERVICES

THIS INTERLOCAL AGREEMENT (the “Agreement”) is entered into effective as of the ___ day of _____, 20__, by and among the various jurisdictions as provided herein (collectively referred to as the “Parties” or individually as a “Party”) is as follows:

RECITALS:

- A. Each Party has one or more building inspectors with equipment and personnel trained to provide the inspections typically required to ensure compliance with building permits and building regulations.
- B. Each Party desires to cooperate with and assist the others at times to facilitate the timely completion of building inspections.
- C. The Parties wish to benefit all Parties and their residents by entering into an Agreement that sets forth procedures by which a Party may perform a building inspection within another Party’s jurisdiction at the request of the Party having jurisdiction.
- D. The Parties also intend to be on one another’s “Third-party inspection firm list” as required by Utah Code Annotated §15A-1-105.
- E. The Parties intend by this Agreement to assist one another whenever possible, while allowing each Party the sole discretion to determine when its personnel and/or equipment cannot be spared, or is available, for assisting other Parties.
- F. This Agreement will not supersede nor preclude any other agreements which are made or which will be made by any Party with any other Party.
- G. The Utah Interlocal Cooperation Act, Title 11, Chapter 3, Utah Code Annotated, 1953 as amended, permits governmental units to enter into agreements with one another for the purpose of exercising on a joint and cooperative basis powers and privileges that will benefit their citizens and make the most efficient use of their resources;
- H. Title 11, Chapter 13, Section 5 of the Utah Code Annotated, 1953 as amended, requires that governing bodies of governmental units adopt resolutions approving an interlocal agreement before such agreements may become effective;
- I. The Parties to this Agreement find mutual benefit in compliance with State Law and efficiency in administering the applicable building codes;

NOW, THEREFORE, based upon the mutual promises and conditions contained herein, the Parties agree as follows:

1. **PURPOSE.** The purpose of this Agreement to comply with Utah Code Annotated §15A-1-105 which requires each jurisdiction to provide for a third-party inspection firm list. This Agreement also is to promote the health, safety, and welfare of the citizens of the Parties by providing for mutual assistance and authorizing all participating Parties to combine and share their collective capabilities and resources at the election of each jurisdiction. This Agreement is intended to be complementary and work in conjunction with any other interlocal or aid agreements between or among Parties to this Agreement. Services provided pursuant to this Agreement shall not be used to substitute for or supplant day-to-day full and continuing building inspections within a Party’s own geographic area of jurisdiction. If providing

assistance becomes burdensome, the Building Officials will investigate ways to overcome the burden. This Agreement is entered in accordance with the Utah Interlocal Cooperation Act, Title 11, Chapter 3, Utah Code Annotated, 1953 as amended, which permits governmental units to enter into agreements with one another for the purpose of exercising on a joint and cooperative basis powers and privileges that will benefit their citizens and make the most efficient use of their resources;

2. **CONSIDERATION.** The consideration for this Agreement consists of the mutual benefits and exchange of promises provided herein, the sufficiency of which is acknowledged by the Parties by execution of this Agreement.

3. **SERVICE AREA.** The area to be served by this Agreement includes the collective jurisdictions specifically identified herein. By signing the Agreement, the governing body of each Party is hereby deemed to have approved the provision of assistance beyond its boundaries, and any assistance provided pursuant to this Agreement shall not require any further approval by the governing body of any Party.

4. **RESPONSE.** The Parties will each provide their available personnel and equipment to assist any other Party upon request by any other Party, provided that the responding Party shall have personnel and equipment reasonably available for use in its own jurisdiction, in the sole discretion of the responding Party. No Party shall be considered an agent of another Party under this Agreement except pursuant to a separate explicit signed agreement to that effect.

- a. **Mutual Assistance:** Requests for assistance will typically be made from one Party's Building Official to another Party's Building Official when the requesting Party foresees that the requesting Party will be unable to perform one or more building inspections within three business days of a building permit applicant's request.
- b. **Third-Party Inspection Firm List:** The Parties agree to be listed on one another's "third-party inspection firm list" as defined in Utah Code Ann. Section 15A-1-105. If a Party is unable to perform a building inspection within three business days of a building permit applicant's request, and the building permit applicant is therefore entitled to select a third-party inspection firm pursuant to Utah Code Ann. Section 10-6-160(2)(b) or Utah Code Ann. Section 17-36-55(2)(b), and the building permit applicant selects and contacts another Party, the Party contacted by the building permit applicant shall notify the building permit applicant of the contacted Party's availability. At the building permit applicant's request, the contacted party shall schedule the building inspection according to availability.

5. **FEES.** A Party with jurisdiction over the building permit application will be considered the requesting Party for a building permit applicant's request. Fees will be billed at the rate of \$85.00 per hour, plus mileage at the established IRS standard mileage rate in effect at the time the service is rendered. At the discretion of the responding Party, the responding Party may bill the requesting Party within 60 days of the end of the calendar month. Building inspections shall

only be provided within the boundaries of the requesting Party and shall not be provided to cover areas outside the boundaries of the requesting Party even if the requesting Party has an agreement to provide service to another party who is not signatory to this Agreement.

6. **RIGHT TO DECLINE REQUEST.** Responses by a responding Party under this Agreement will be made only when, in the sole discretion of the responding Party, performance will not jeopardize the building inspection services in the jurisdiction of the responding Party.

7. **INSURANCE.** Each Party is solely responsible for providing workers' compensation and benefits for its own officials, employees, and volunteers who provide services under this Agreement to the extent required by law. Each Party will obtain insurance, become a member of a risk pool, or be self-insured to cover any liability and all costs of defense, including attorney's fees, arising out of services rendered under this Agreement, including negligent acts or omissions to act and the civil rights violations of any person.

8. **GOVERNMENTAL IMMUNITY.** The Parties are governmental entities as set forth in the Governmental Immunity Act of Utah, Title 63G, Chapter 7, Utah Code Annotated (the "Immunity Act"). The Parties do not waive any defenses otherwise available under the Immunity Act, nor does any Party waive any limits of liability provided by the Immunity Act which immunity and damage caps are expressly preserved and retained. The Parties retain the same privileges and immunities from liability when responding to a request for assistance outside its jurisdictional area as it possesses in the performance of its duties within its own territorial jurisdiction. All obligations imposed upon the Parties or their employees and volunteers by virtue of the execution of this Agreement are considered within their current scope of employment with each Party.

9. **INDEMNIFICATION.** Subject to the terms of the Immunity Act, and as provided herein, it is mutually agreed that the Parties are each responsible for their own negligent, reckless, or intentional acts or omissions which are committed by them or their agents, officials or employees. Furthermore, each Party agrees to indemnify, defend, and hold each other harmless from any and all damages or claims for damages occurring to persons or property as a result of the negligent, reckless, or intentional acts or omissions of its own officers, employees, and agents involved in providing services and equipment, or the use of such equipment, under the terms of this Agreement. This duty to indemnify, defend, and hold each other harmless includes costs or expenses in law or equity, including attorney's fees. The terms of this paragraph will survive the termination of this Agreement.

10. **EFFECT OF DEATH OR INJURY WHILE WORKING OUTSIDE OF PARTY'S AREA.** The death or injury of any Party's employees or volunteers working outside the territorial limits of the governmental entity will be treated in the same manner as if he/she were killed or injured while that department was functioning within its own territorial limits, including for purposes of receiving benefits under the Utah Workers' Compensation Act.

11. NO WAIVER OF LEGAL DUTIES; CREDIT FOR SERVICE PROVIDED. This Agreement does not relieve any Party to this Agreement of an obligation or responsibility imposed upon a Party to this Agreement by law, except that performance of a responding party may be offered in satisfaction of any such obligation or responsibility belonging to the aided Party, to the extent of actual and timely performance thereof by the responding Party.

12. TERM; EXECUTION; AGREEMENT TERMINATION. This Agreement will continue for a period of five (5) consecutive years from the effective date, and the effective date will be considered the date when two or more of the Parties each execute this Agreement and that date shall be entered above in the preamble. Upon its execution by a Party, that Party will become a participant in and subject to the Agreement with all other Parties who have executed the Agreement and circulated their signature pages. The failure of any one Party to execute the Agreement will not invalidate the Agreement as to those Parties who have executed it. Furthermore, each Party reserves the right to terminate its participation under this Agreement for any reason, in its sole discretion, prior to the expiration date by giving thirty (30) days prior written notice of such termination to each of the other Parties. At the end of the initial five (5) year term, the Parties agree to review this Agreement to determine if it continues to meet their needs and its purpose. If no changes are needed and the Parties do not take any action to rescind or amend this Agreement, it will automatically renew for an additional five (5) year term.

13. ADDITIONAL PARTIES. Approval of the governing bodies of the current Parties to the Agreement is not required for acceptance of any requesting entity to be an additional party to this Agreement. Any county or municipality, which has its own building inspectors may make a formal request, in writing, to become a Party by sending such request to the Building Official of each Party. All Parties' Building Officials must consent, in writing, for additional parties to enter this Agreement. If all Parties' Building Officials consent, the requesting entity may execute a counterpart of this Agreement and send it to the other Parties. Upon such execution, the new Party will be bound by the terms and conditions of this Agreement.

14. LAWS OF UTAH. It is understood and agreed by the Parties that this Agreement will be governed by the laws of the State of Utah, both as to interpretation and performance. The forum for the resolution of any legal disputes that arise under this Agreement will be located in the Third Judicial District, State of Utah

15. SEVERABILITY OF PROVISIONS. If any provision of this Agreement is held invalid or unconstitutional, the remainder shall not be affected thereby.

16. THIRD-PARTIES. This Agreement is not intended and should not be construed to benefit persons or other entities either not named as a Party herein or subsequently added as a Party pursuant to its provisions.

17. TITLES AND CAPTIONS. The titles and captions of this Agreement are for convenience only and in no way define, limit, augment, extend, or describe the scope, content, or intent of any part or parts of this Agreement.

18. NON ASSIGNABILITY. No Party shall transfer or delegate any of their rights, duties, powers or obligations under this Agreement, without written consent of each of the other Parties.

19. NOTICES. All notices and other communications provided for in this Agreement shall be in writing and will be sufficient for all purposes if: (a) sent by email to the address the Party may designate, or by fax to the fax number the Party may designate, and (concurrently) sent by first class mail to the Party and to the Party's legal office; (b) personally delivered; or (c) sent by certified or registered United States Mail addressed to the Party at the address the party may designate, return receipt requested. Each Party has set forth in their respective execution page, which page shall utilize a form substantially similar to Exhibit "A", their respective contact information, and such contact information will be applicable until modified in writing.

20. EXECUTION. Each Party agrees that each Party must execute this Agreement by signing, acknowledging, and have their respective Attorney approve this Agreement as to legality and form, through an execution page that utilizes a format substantially similar to the attached Exhibit "A". Upon such execution of the Agreement, each Party will provide all other Parties with an original execution page.

21. ENTIRE AGREEMENT; NO WAIVER. This Agreement represents the entire Agreement among the Parties relating to its subject matter. This Agreement alone fully and completely expresses the agreement of the Parties relating to its subject matter. There are no other courses of dealing, understanding, agreements, representations or warranties, written or oral, except as specifically provided for in this Agreement. This Agreement may not be amended or modified, except by a written agreement signed by all Parties. No failure by any Party at any time to give notice of any breach by another Party of, or to require compliance with, any condition or provision of this Agreement will be deemed a waiver of similar or dissimilar provisions or conditions at the same or at any prior or subsequent time.

22. The Parties hereto have executed this Agreement as of the date indicated on each Party's execution page.

[Remainder of this page is left blank intentionally and Signature pages attached after this page]

MULTI-JURISDICTIONAL BUILDING INSPECTION
SERVICES AGREEMENT EXHIBIT “A”

INSERT JURISTRICITION

Agreed this ____ day of _____, 2024 for **INSERT**

JURISTITION _____

ATTEST:

City Recorder

APPROVED AS TO FORM:

INSERT JURISTICION Attorney

CONTACT INFORMATION FOR **INSERT**
JURISTITION:

Multi-Jurisdictional Building Inspection Services Agreement

INSERT JURISTITION

Agreed this _____ day of _____, 2024 for City of INSERT
JURISTITION

Name, Title

ATTEST:

City Recorder

APPROVED AS TO FORM:

__INSERT
JURISTITION_____

CONTACT INFORMATION FOR NSERT JURISTITION

INSERT JURISTITION

Agreed this _____ day of _____, 2024 for NSERT
JURISTITION

_ Name, Title ATTEST:

City Recorder

APPROVED AS TO FORM:

_____ NSERT
JURISTITION

CONTACT INFORMATION FOR **INSERT JURISTITION**

INSERT JURISTITION

Agreed this ____ day of _____, 2024 for INSERT JURISTITION 1

_ Name, Title ATTEST:

City Recorder

APPROVED AS TO FORM:

Attorney

CONTACT INFORMATION INSERT JURISTITION

APPLICATION		
Date Submitted:	Fees (office use)	
Type of Vacation or Modification Request:		
☒ Easement	☐ Road	☐ Subdivision ☐ Subdivision Lot
APPLICANT CONTACT INFORMATION		
Name of Applicant: <u>MAGON MILESKI</u>		
Mailing Address:		
Ph:		
PROPERTY INFORMATION		
Property Address		Land Serial Number
<u>953 N. 2075 W.</u>		<u>15-143-0001</u>
Subdivision Name:		Lot Number
<u>COUNTRY PLACE</u>		<u>5</u>
Description of Project or Requested Action:		
<u>VACATE EASEMENT TO BUILD GARAGE</u>		
Included Documents:		
☐ Petition	☐ Approval Letters	☐ Amended Plat
Signature of Applicant:		Date
<u>Magon Mileski</u>		<u>5/09/24</u>

FARR WEST CITY APPLICATION TO VACATE, AMEND, OR ALTER EASEMENTS, ROADS, and SUBDIVISIONS

INSTRUCTIONS

1. Complete the Application Form on the reverse side.
2. When requesting to vacate an easement, applicant must provide letters from the following utility companies and the city engineer indicating no objections to the vacation:
 - Rocky Mountain Power (electricity)
 - Questar Gas (natural gas)
 - Century Link (telephone, cable)
 - Bona Vista Water Improvement District (culinary water)
 - Pine View or other secondary water supplier (secondary water)
 - Central Weber Sewer Improvement District (sewer)
 - Farr West City ~~engineer~~ *storm water manager*
3. When requesting to vacate some or all of an easement, the applicant is required to submit a petition along with the Application. The petition to vacate some or all of easement shall include: (a) the name and address of each owner of record of land that is: (i) adjacent to the easement; or (ii) accessed exclusively by or within 300 feet of the easement; and (b) the signature of each property who is adjacent to or accessed exclusively by the easement who consents to the vacation.
4. When requesting to vacate, alter, or amend a subdivision or phase of a subdivision, the applicant must submit a petition along with the Application. The petition must include (a) the name and address of each owner of record of the land contained in the plat or on that portion of the plat described in the petition; and (b) the signature of each owner of record of the land contained in the plat or on that portion of the plat described in the petition who consents to the petition.
5. When requesting to amend a subdivision plat, the surveyor preparing the amended plat shall certify that the surveyor holds a license in accordance with Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act.
6. Submit the completed Application Form along with ALL required petitions, letters, documents and other information to the City Recorder. The Application will be received upon payment of the appropriate fee. Applicant is responsible for all costs, fees and expenses associated with obtaining the necessary letters, notices, and amended plats.
7. Once the Application has been received and reviewed by the city, the city will set a public hearing with 45 days of the date the Application was received to determine if good cause exists for the vacation; alteration or amendment, and if the public interest or any person will be materially injured by the vacation.

APPLICATION

Date Submitted:

Fees (office use)

Type of Vacation or Modification Request:



Easement

☐ Road

☐ Subdivision

☐ Subdivision Lot

APPLICANT CONTACT INFORMATION

Name of Applicant:

TOBY MILESKI

Mailing Address:

Phone:

PROPERTY INFORMATION

Property Address

981 N 2075 W.

Land Serial Number

15-142-0003

Subdivision Name:

COUNTRY PLACE

Lot Number

3

Description of Project or Requested Action:

VACATE EASEMENT TO BUILD GARAGE

Included Documents:

☐ Petition

☐ Approval Letters

☐ Amended Plat

Signature of Applicant:



Date

5/10/24

FARR WEST CITY APPLICATION TO VACATE, AMEND, OR ALTER EASEMENTS, ROADS, and SUBDIVISIONS

INSTRUCTIONS

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 - Rocky Mountain Power (electricity)
 - Questar Gas (natural gas)
 - Century Link (telephone, cable)
 - Bona Vista Water Improvement District (culinary water)
 - Pine View or other secondary water supplier (secondary water)
 - Central Weber Sewer Improvement District (sewer)
 - Farr West City ~~engineer~~ *Storm water manager*
3. When requesting to vacate some or all of an easement, the applicant is required to submit a petition along with the Application. The petition to vacate some or all of easement shall include: (a) the name and address of each owner of record of land that is: (i) adjacent to the easement; or (ii) accessed exclusively by or within 300 feet of the easement; and (b) the signature of each property who is adjacent to or accessed exclusively by the easement who consents to the vacation.
4. When requesting to vacate, alter, or amend a subdivision or phase of a subdivision, the applicant must submit a petition along with the Application. The petition must include (a) the name and address of each owner of record of the land contained in the plat or on that portion of the plat described in the petition; and (b) the signature of each owner of record of the land contained in the plat or on that portion of the plat described in the petition who consents to the petition.
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