

**TOWN OF LEEDS
PRELIMINARY AND FINAL PLAT
APPLICATION REQUIREMENTS**

The following are application requirements for both a preliminary and final plat for all subdivisions in the Town of Leeds. A final plat cannot be processed without first obtaining preliminary plat approval. An application for a preliminary and final plat is required for any property being subdivided in the town. The Leeds Subdivision Ordinance should be consulted regarding processing timelines and differing requirements based on subdivision type.

Pre-application Meeting

An applicant can request a staff level/planning commission pre-application meeting for a preliminary plat. If a pre-application meeting is requested the town shall within fifteen (15) business days after the request schedule the meeting to review subdivisions related to single family homes, twin homes and townhomes to provide and give initial feedback.

A pre-application meeting is highly recommended for all types of subdivisions. No fee is charged.

Preliminary Plat Application Requirements:

A **complete application** for a preliminary plat is required in order to begin processing a preliminary plat application. Application requirements are indicated below. It should be noted that the first review cycle for a preliminary plat will only begin once an application is **determined to be complete** by staff.

1. Completion of the preliminary plat application form.
2. Twenty-one (21) copies of the preliminary plat must be submitted as well as a copy of the plat in current electronic format for mapping and tracking purposes. The distribution of the twenty-one (21) copies shall be as follows: Town of Leeds – ten (10), town engineer - one (1), town attorney- one (1), power company – one (1), Qwest – one (1), cable television – two (2), Questar Gas - one (1), Ash Creek Special Service District - two (2), Hurricane Fire Department – one (1), and LDWA or Washington County Water Conservancy District- one (1).
 - a. The preliminary plat shall be clear and legible and conform to good engineering and professional drafting room practice. Size of drawings shall be twenty-four (24) inches by thirty-six (36) inches.

- b. Comply with construction drawings and standards published by the town.
 - c. Signatures of owner and/or applicant shall be notarized on the application.
 - d. Current deed and letter of owner(s)' authorization to proceed with development.
 - e. Payment of all fees.
 - f. Noticing package for the ALUA public hearing and if there is any water conveyance facility located entirely or partially within one hundred (100) feet of the subdivision plat as determined using information made available to the town.
3. The preliminary plat shall be prepared and signed by a Utah licensed engineer/surveyor and include the following:
- a. A subdivision name that is distinct from any subdivision name on a plat recorded in the county recorder's office;
 - b. Title Block: The title block on the right side of each sheet shall contain:
 - i. The proposed name of the subdivision. [\(21.1.6.A.1\)](#)
 - ii. The location of the subdivision, including the address and the section, township and range. [\(21.1.6.A.2\)](#)
 - iii. The name and address of the owner and subdivider if other than the owner. [\(21.1.6.A.3.\)](#)
 - iv. Date of preparation and north point. [\(21.1.6.A.4.\)](#)
 - v. Scale shall be of sufficient size to adequately describe in legible form all required conditions of this subdivision ordinance. [\(21.1.6.A.5.\)](#)
 - vi. Legal description of the subject property. [\(21.1.6.A.6.\)](#)
4. The preliminary plat shall show:
- a. The location of the nearest survey monument. [\(21.1.6.B.1.\)](#)
 - b. The boundary of the proposed subdivision and the acreage included. [A statement of present land use designation\(s\) as defined in the General Plan, the intended land use\(s\), and the existing and proposed zoning of the property as shown on the zoning map. Where the submitted plat/map covers only a portion of the parcel owned by the applicant, the preliminary plat shall include a sketch of the applicant's remaining land. The street system of the portion of the applicant's parcel submitted for preliminary plat approval shall conform to the Leeds Master Road Plan and Contemplate expansion into the remaining portion of the applicant's land not included for preliminary plat approval. \(21.1.6.B.2.\)\(21.1.6.B.3.\)](#)
 - c. The location, width and names of all existing streets within two hundred (200) feet of the subdivision and of all prior platted streets

or other public ways, utility rights-of-way, parks and other public open spaces, permanent buildings, structures, houses, or permanent easements and section and corporation lines within and adjacent to the tract. (21.1.6.B.4.)

- d. The location of all wells - proposed, active and abandoned - and of all reservoirs and ponds within the tract and to a distance of at least two hundred (200) feet beyond the tract boundaries. (21.1.7.B.1.a.ii.)
- e. Existing sewers, water mains, culverts, septic tanks or other underground facilities within the tract and to a distance of at least two hundred (200) feet beyond the tract boundaries indicating the pipe sizes, grades, manholes and exact location. (21.1.7.B.1.a.ii.)
- f. Existing fire hydrants within a distance of at least three hundred (300) feet beyond the tract boundaries. (21.1.7.B.1.a.iii.)
- g. Existing ditches, canals, natural drainage channels and open waterways and proposed realignments including drainage and existing and future flood control alignments. (21.1.6.B.5.)
- h. ~~Common~~ boundary lines of adjacent tracts within one hundred (100) feet of the proposed subdivision parcel showing ownership where possible. (21.1.6.B.6.)
- i. Contour at vertical intervals not greater than two (2) feet or two (2) foot elevations from the designated benchmark. (21.1.6.C.9.)
- j. Existing structures ~~-~~ and identification of structures to be removed. (21.1.6.B.8.)
- k. Any and all dedicated land. (21.1.6.C.3.)
- l. Layout of lots. (21.1.6.C.2.)
- m. Lot widths, depths, frontage and square footages.
- n. Any remainder parcels. (21.1.6.B.3.)
- o. A vicinity map. (21.1.6.B.7.)

5. The preliminary plat shall also contain or the applicant shall provide the following which shall be as per town ordinances, specifications and standards:
- a. The layout of the streets tied to existing numbered survey monuments for identification showing location, widths and other dimensions of proposed streets, crosswalks, alleys and easements, new street locations, construction and compaction specifications, reservoirs, existing sewers, ponds, stop signs, streetlights and street name signs. (21.1.6.C.1.)
 - b. Streets shall be designated with street numbers. Streets may also be designated by actual or proposed names. (21.1.6.C.1.)
 - c. Typical street cross-section and street grades pursuant to the standard drawings as outlined in standards on file in the town.

- d. Radius of all center line curves on highways or streets. [\(21.1.6.C.6.\)](#)
 - e. Each lot shall front a street shown in the subdivision.
 - f. Parcels of land intended to be dedicated for public use. [\(21.1.6.C.3.\)](#)
 - g. Easements for culinary water, irrigation, sewer, drainage, utility lines and other purposes. [\(21.1.6.C.5.\)](#)
 - h. Where necessary copies of any agreement with adjacent property owners relevant to the proposed subdivision shall be presented to the town's authorized representative and such agreement shall be noted on the plat (i.e., water, sewer easements). [\(21.1.6.B.9.\)](#)
 - i. Phasing plan if proposed. [\(21.1.6.C.10.\)](#)
 - j. Setbacks from existing structures.
 - k. Setbacks of new structures as required by the Town of Leeds Zoning Ordinance. [\(21.1.6.C.4.\)](#)
 - l. Proposed recreation sites, bike paths, trails and parks for public or private use. [\(21.1.6.C.8.\)](#)
 - m. A statement identifying the total acreage of the subject property, existing zoning, intended land use and existing and proposed zoning. [\(21.1.6.B.2.\)](#)
 - n. Documentation showing how the subdivision conforms to the Town of Leeds Master Road Plan. [\(21.1.6.B.3.1.\)](#)
 - o. A statement identifying how the proposed development is in conformance with the Town of Leeds General Plan.
6. Any information requested as a result of the pre-application meeting.
 7. Will-serve letters or written acknowledgements of service from any utility purveyor that will serve the property. [\(21.1.6.D.4.\)](#)
 8. A drainage report, unless waived by the town engineer. The drainage and flood hazards report shall be prepared by a licensed Utah civil engineer. [\(21.1.6.D.2.\)](#)
 9. ~~Health department, W~~water authority [\(21.1.12.2.d.\)](#), ~~health department~~, and sanitary sewer authority [\(21.1.12.2.e.\)](#), HVFD [\(21.1.12.2.f.\)](#), and County Treasurer [\(21.1.12.2.g.\)](#) written approval may be required by the town engineer.
 10. A geotechnical report/geologic hazards report, unless waived by the town engineer. The report report shall be prepared by a licensed Utah civil engineer. [\(21.1.6.D.1.\)](#)
 11. Traffic study, unless waived by the town engineer. [\(21.1.13.B.4. for STT Subdivision\)](#)
 12. Archaeological survey/report prepared by a qualified archeologist, unless waived by the town. [\(21.1.6.D.5.\)](#)
 13. Biological survey/report prepared by a qualified biologist, unless waived by the town. [\(21.1.6.D.6.\)](#)
 14. Recent title report. [\(21.1.6.4.3.\)](#)

15. Other reports may be necessary as determined by the town based on the location of the subdivision. [\(21.1.6.D.7.\)](#)
16. Eight (8) full sets of construction plans, unless otherwise waived by the town engineer. Construction plans shall include information required in the town's subdivision ordinance, a cover sheet, grading and drainage plan, utility plan, street improvement plan, erosion control plan and profile sheets, detail sheets or other plans and details particular to the project. Also include any necessary offsite improvements.
17. Project feasibility approval from the Utah Department of Environmental Quality Division of Drinking Water if necessary. [\(21.1.7.2B.1.a.ii.\)](#)
18. HOA establishment documents and CCRs if applicable.

Final Plat Application Requirements

A **complete application** for a final plat is required in order to begin processing a final plat application and consists of the information described below. The review cycle for a final plat will begin once the town **determines the application to be complete.**

1. Completion of the final plat application form.
2. All requirements to process a preliminary plat application must be included and satisfied or otherwise waived by the town.
3. All survey monument locations and related information. [\(21.1.12.1.e.\)](#)
4. Street names with numbered lots. [\(21.1.12.1.b.\)](#)
5. All street and easement survey data (width, center line, curve data, etc.). [\(21.1.12.1.h.\)](#)
6. The approval signature blocks for the owner, surveyor, town engineer, town attorney, county treasurer, county health department, ALUA chairman, county recorder, county GIS, water authority, wastewater authority and fire authority. All signatures shall be on the final plat and the owner(s)' signature(s) must be notarized. [\(21.1.12.2.c.\)](#)
7. Final signed versions of all required reports/studies.
8. Final subdivision improvement plans, if not already constructed.
9. Engineer's cost estimate of improvements, if not already constructed.
10. Assurance subject to town attorney approval, if not already constructed and warrantied.
11. Recent title report. [\(21.1.12.3.\)](#)
12. Valid tax clearance showing that all taxes have been paid on the property. [\(21.1.12.3.a. in Title Report\)](#)
13. Any other information deemed necessary by the town as a result of preliminary plat approval.

14. Inclusion of any conditions of approval as a result of preliminary plat approval.

All engineering plans must be submitted on USB or in PDF and CAD formats at each phase including preliminary plat, construction drawings and final plat.