



FINAL PLAT APPLICATION

Applicant & Project Information

Project name: _____

Property owner: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

Authorized agent: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

Engineer/Surveyor: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

General location of the property: _____

Size of the subject property: _____ Number of lots: _____

Surrounding land uses: _____

Zoning: _____

Supporting Materials

The applicant shall submit a digital and hard copy of the Final Plat for review. Once reviewed and approved, it shall be necessary to submit a mylar copy of the Final Plat for recording. Chapter 19-4 of the Development Code requires the Final Plat application include the following supporting materials. Please read Chapter 19-4 of the Kaysville City Development Code prior to submitting the supporting materials.

- 1) A subdivision name approved by the County Recorder and the general location of the subdivision in bold letters at the top of the sheet.
- 2) Where a subdivision complies with the Cluster Subdivision provisions of the Zoning Ordinance and of the regulations, the final plat shall indicate underneath the subdivision name the words Cluster Subdivision. In addition, when a subdivision complies with the Condominium Project provisions of this Title, the Record of Survey Map shall indicate underneath the condominium name the words Condominium Project.
- 3) A north point, scale of the drawing, and the date.
- 4) 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.
- 5) The widths, lengths, bearings, and curve data on centerlines of proposed streets, and easements; the boundaries, bearing the dimensions of all portions within the subdivision as intended to be dedicated to the use of the public; the lines, dimensions, bearings, minimum floor and crawl space elevations, and numbers of all lots, blocks, and parts reserved for any reason within the subdivision. All lots are to be numbered consecutively by numbering approved by the City Engineer. The City shall provide an address number to each residential or business structure prior to recording.

- 6) Parcels of land to be dedicated as public parks or to be permanently reserved for private common open space shall also be titled Public Park or Private Common Open Space, whichever is applicable.
- 7) Cross sections and profiles of the streets and all other construction drawings related to all of the improvements to be constructed within the subdivision. All such drawings and materials must be signed and stamped by a registered professional engineer.
- 8) Open space improvement drawings if applicable.
- 9) The standard forms approved by the Planning Commission for all subdivision plats lettered for the following:
 - a) Description of land to be included in the subdivision.
 - b) Registered professional engineer and/or land surveyors Certificate of Survey.
 - c) Owners Dedication Certificate.
 - d) Notary Publics acknowledgment.
 - e) City Planning Commission approval.
 - f) Irrigation Provider approval as required.
 - g) City Attorney approval.
 - h) City Engineer approval.
 - i) City Council approval attested by the City Recorder.
 - j) A three inch (3") by three inch (3") signature block in the lower right hand corner of the drawing for County recording information.
- 10) Copy of the Protective Covenants for recording if applicable.

FOR OFFICE USE ONLY	
Fees received by: _____	Date of submittal: _____
Amount paid: _____	Receipt number: _____
FEES:	
- 10 total lots or less: \$320.00	
- Over 10 total lots: Number of lots: _____ x \$32.00 = _____	
Initial review, all of the required supporting materials have been provided.	

Applicant Certification

I 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. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Kaysville 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 Kaysville City Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse Kaysville City all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof. **Further I understand that any permit granted by the City Council will expire one (1) year from the date the approval was granted.**

Property Owner's Signature: _____ Date: _____