

PLAT AMENDMENT

OFFICE USE ONLY

Project #: _____ Zoning: _____
Date Received: _____ Receipt #: _____
Received By: _____ Plan Check #: _____

PROJECT INFORMATION

Project Description/Type of Use: _____
Address: _____ Parcel ID#: _____
Total Project Area: _____ Acres _____ Square Feet
Building Footprint Sq. Ft.: _____ Building Gross Sq. Ft.: _____
Number of Units: _____
Name of Development: _____

APPLICANT INFORMATION

Name: _____ Phone: _____
Address: _____
E-mail: _____
Applicant's Interest in Subject Property:
☐ Owner ☐ Contractor ☐ Architect ☐ Engineer ☐ Other: _____

PROPERTY OWNER INFORMATION

Name: _____ Phone: _____
Address: _____
E-mail: _____

SUBMITTAL REQUIREMENTS: Certain submittal requirements may be waived by Staff depending on the circumstance of each application and whether or not certain items are necessary to understand the nature of the project.

- ☐ Written description of the proposal.
- ☐ 1 copy of a detailed amended plat, prepared by a surveyor or engineer registered in the state of Utah (11" x 17" for the administrator and 18"x24" minimum paper size for the engineer, drawn to scale) which should include:
 - ☐ Scale & North Arrow
 - ☐ Subdivision Name, including "Amended" (e.g. Red Hawk, Lot 4 Amended).
 - ☐ Location, dimensions, and areas of all proposed changes to the plat.
 - ☐ Adjacent lot/property description illustrated on the plat to indicate the location of the plat amendment within the overall subdivision plat and surrounding areas (these illustrations should be indicated with less line weight).
 - ☐ All information from the existing plat to be included on the amended plat, including:
 - ☐ Owner's Dedication and Acknowledgement and Consent to Record for any lien holders.
 - ☐ Location and dimensions of all boundary lines of property, water bodies, streams, drainage ditches, existing streets, easements, and other building envelopes.
 - ☐ All monuments erected, corner, and other points established and legends for metal monuments.
 - ☐ Number of lots and addresses for each lot.
 - ☐ Notation and explanation of all easements.
 - ☐ Statement certifying all lots are buildable.
 - ☐ All notes on original plat to be included on amended plat.
 - ☐ Signature blocks for the following:
 - ☐ County Recorder
 - ☐ Planning Commission
 - ☐ County Engineer
 - ☐ County Attorney
 - ☐ County Assessor
 - ☐ County Commission (clerk)
- ☐ Draft deeds with new legal descriptions for each parcel involved in the plat amendment.
- ☐ 1 copy of a preliminary title report.
- ☐ 1 electronic copy of the required materials in PDF format.
- ☐ **ADDITIONAL INFORMATION MAY BE REQUIRED by the project planner to ensure adequate information is provided for staff analysis. All information required for staff analysis will be available for public review.**

Applicant Initials

FEES

Application Fee

- ☐ **Planning Fee:** (Planning staff will determine the type of fee at the time the application is filed)
 - ☐ Administrative Process: \$100
 - ☐ Public Process: \$200
- ☐ **Engineering Fee:**
 - ☐ Administrative Process: at cost
 - ☐ Public Process: at cost

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid.

Please note regarding fees: The payment of fees and/or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

OWNER'S ACKNOWLEDGEMENT

I hereby declare under penalty of perjury that this application form and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner's Signature: _____ Date: _____

Print Name: _____

STAFF NOTES: _____
