



Date Received: _____

Drafter: _____

Reviewer: _____

Approved by Reviewer: _____

Subdivision Checklist

The following checklist has been prepared by the Sanpete County Recorder's Office to show what items are required by Utah State Code, and must be present prior to the Sanpete County Recorder's Office accepting a plat for recordation. This review will only ensure that the requisite items are present prior to recordation, not for the accuracy or correctness of the requisite items. The accuracy or correctness of the requisite items are the sole responsibility of the applicant submitting the plat for recordation.

The review process is lengthy and we would like to have a reasonable amount of time to review the plat. Please email a PDF copy to sancorec@gmail.com

Utah State Code (17-21-18.5) sets the fees associated with the recordation of a plat. Until all fees are been paid or are authorized to be paid electronically, the Sanpete County Recorder's Office will not record the plat (**Utah State Code 17-21-18**). The fees for recordation are \$50.00 per sheet and \$2.00 for each lot or unit designation (any parcel that is not a road).

Required for Recording

<p>The municipality/county has approved and signed the plat. It is typically shown as a "City/County Approval" signature block on the plat. Utah Code Ann. 10-9a-603(6)(a)(i), 17-27a-603(6)(a)(i).</p>	<p>Drafter Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Reviewer Approved <input type="checkbox"/></p>	<p>Comments:</p>
<p>Each owner of record of land described on the plat must sign the Owner's Dedication as shown on the plat. The subdivision boundary cannot incorporate record title land owned by anyone other than those who execute the plat. Utah Code Ann. 10-9a-603(6)(a)(ii), 17-27a-603(6)(a)(ii).</p>	<p>Drafter Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Reviewer Approved <input type="checkbox"/></p>	<p>Comments:</p>

<p>Each instrument presented to the County Recorder for recording shall have typed or printed on it the name of each person whose signature appears on the instrument whose name is required to be indexed. The person's name shall appear just beneath that person's signature.</p> <p>Utah Code Ann. 17-21-25(1)(a)(b)</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>
<p>The signature of each owner is acknowledged by law. Appropriate acknowledgements need to be provided for each type of signer, e.g. individuals, trustees, authorized members, etc.</p> <p>Utah Code Ann. 10-9a-603(6)(a)(iii), 17-27a-603(6)(iii)</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>
<p>The plat must contain a legible notarial seal, or the following information: (a) the notary signs the certificate in permanent ink; (b) the notary's name and commission number appears next to the signature; (c) the title "A notary public commissioned in Utah," appears next to the signature; and (d) the expiration date of the notary's commission is listed.</p> <p>Utah Code Ann. 46-1-16(7).</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>
<p>A person may not submit a subdivision plat to the county recorder's office for recording unless the plat has been approved by the land use authority of the: Municipality, County, or mountainous planning district. All approvals must be entered in writing on the plat by the designated officers in the "City/County Planning Commission" signature block on the plat.</p> <p>Utah Code Ann. 10-9a-604(1)(b) - (c), 17-27a-04(1Xb) - (c).</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>
<p>If the individual or entity submitting plat intends it to part of a community association, the plat must include language conveying to the association all common areas in the Owners Dedication.</p> <p>Utah Code Ann. 10-9a-604(1)(d), 17-27a-60a(1)(d), 57-8a-102.</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>

Required for Processing

<p>A subdivision name must be distinct from any subdivision name on a plat recorded in the county recorder's office. The name of all subdivisions of record can be checked at any time by emailing sancorec@gmail.com or calling Sanpete County Recorder's office (435) 835-2181 ext 3. Utah Code Ann. 10-9a-603(2)(a), 17-27a-603(2)(a).</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>
<p>The boundaries, course, and dimensions of all of the parcels of ground must be present. Utah Code Ann. 10-9a-603(2)(b), 17-27a-603(2)(b).</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>
<p>Each document that is submitted for recording to a county recorder's office must contain the legal description of the property, as a "Subdivision Boundary Description." Utah Code Ann. 17-21-20(2)(d).</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>
<p>All parcels of ground must be named, designated, or otherwise labeled in some manner. Utah Code Ann. 10-9a-603(2)(b), 17-27a-603(2)(b).</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>
<p>The block or building reference for all parcels, units, or lots must be present. Utah Code Ann. 10-9a-603(2)(c), 17-27a-603(2)(c).</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>
<p>The lot or unit numbers must be unique to the subdivision name, and should be sequentially consecutive through all phases or subsequent amendments of the subdivision. Utah Code Ann. 10-9a-603(2)(c), 17-27a-603(2)(c).</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>
<p>Site addresses, street addresses, and street names are assigned and/or approved by the municipality/county. Utah Code Ann. 10-9a-603(2)(c), 17-27a-603(2)(c).</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>
<p>Acreage or square footage must be labeled for all parcels, units, or lots. Utah Code Ann. 10-9a-603(2)(c), 17-27a-603(2)(c).</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>

<p>The county cannot process a subdivision of a parcel in which there are taxes, interests, and penalties owing. There must be a tax clearance indicating everything has been paid. Utah Code Ann. 10-9a-603(4), 17-27a-603(4).</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>
<p>The surveyor making the plat shall certify that the surveyor: (i) holds a license in accordance with state law; (ii) has completed a survey of the property described on the plat in accordance with state law and has verified all measurements; and (iii) has placed monuments as represented on the plat. Utah Code Ann. 10-9a-603(6)(b), 17-27a-603(6)(b).</p>	<p>Drafter</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reviewer</p> <p>Approved</p> <p><input type="checkbox"/></p>	<p>Comments:</p>