

## **Subdivision Application Minor Plan Checklist**

- Planning Commission Application.
- Survey of Parcel(s). (Drawing requirements see **13.24.030**).
- SC Recorder Form
- Property owners affidavit. (optional: agent authorization).
- Road access compliance. (Letter or Form of approval from UDOT and/or County Road Department for access to and from state or county road or highway).
- Police & Fire Waiver.
- Septic permit (if not on city sewer).
- Letter of feasibility for power service.
- Water Right (1-acre foot per home or lot).
- Copy of current Title Search (6 months or less).
- City Buffer Zone Application form (if in buffer zone).
- All taxes paid.
- Application Fee: \$1,000.00 plus \$500.00 per lot.  
\$1,000.00 plus \$600.00 per lot (WUI zone  
more than one lot)

**Sanpete County**  
**PLANNING COMMISSION APPLICATION**

160 NORTH MAIN, SUITE 203  
MANTI, UTAH 84642

PHONE 1-435-835-2115  
FAX 1-435-835-2114

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Names of applicant \_\_\_\_\_

Name of project \_\_\_\_\_

Project address or parcel numbers \_\_\_\_\_

Project description \_\_\_\_\_

Zoning \_\_\_\_\_ Acreage \_\_\_\_\_

Applicants address \_\_\_\_\_ Contact person \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

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**Items which must accompany this application**

1. All requirements in the Zoning Ordinance, or Subdivision Ordinance for your project. (Checklists can be picked up at the Zoning office.)
2. In some cases a photocopy of the plat may be required. (Obtained from county recorder).
3. Legal description and plat being considered. (County recorder).
4. For Zone Change, Code Amendment, and Plat Amendment: Provide addressed legal size envelopes (4"X 9.5") for all property owners abutting your property and property owners directly across the street from your property. Do not stamp or put a return address on the envelope. Every time you meet with the planning commission or county commissioners, these envelopes need to be provided.

Notes \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Amount paid \_\_\_\_\_

Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_



**SANPETE COUNTY BUILDING INSPECTOR  
160 North Main; Suite 201  
MANTI, UTAH 84642**

Telephone Number: (435) 835-2113

Fax Number: (435) 835-2114

**POLICE PROTECTION /FIRE PROTECTION & AMBULANCE SERVICE  
DISCLAIMER AFFIDAVIT**

I understand that in receiving and paying for a building permit in a rural area of Sanpete County; and, if required, when requesting police protection, fire protection, ambulance service, or any combination of these services, that because of distance , travel, weather, terrain, or other conditions that may affect response time, or prohibit response to requested assistance, I hereby accept full responsibility for protection of my life or other lives present on my property, all building structures and personal property.

I understand and accept the above statement as applicable to property which I intend to occupy and develop, and structures I intend to lawfully erect in an unincorporated area of Sanpete County.

\_\_\_\_\_  
**Property Serial #**

\_\_\_\_\_  
**Legal Address of Property**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of owner

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,

in the County of \_\_\_\_\_ State of Utah.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**SANPETE COUNTY  
CITY BUFFER ZONE APPLICATION NOTICE**

160 NORTH MAIN, SUITE 201  
MANTI, UTAH 84642

PHONE 1-435-835-2113  
FAX 1-435-835-2114

**CITY NOTICE OF ZONING / BUILDING PERMIT REQUEST**

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Names of applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of project \_\_\_\_\_

Project address or plat serial numbers \_\_\_\_\_

Project description \_\_\_\_\_

Zoning \_\_\_\_\_ Acreage \_\_\_\_\_

Applicants address \_\_\_\_\_ Contact person \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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Buffer Zone: Comprising of the RA-1, RA-2, BC and Industrial zones located within 1 mile of the Municipality where a proposed development and/or change of use, is required to give notice to the Municipality, allowing the Municipality the ability to review and recommend utility services (power, water and sewer) and road development standards relative to the Municipalities Development Plan, Annexation Plan and/or Expansion Area.

**ACTION TAKEN**

1. Does the city anticipate annexation of this property into the city limits? Yes No

Comment: \_\_\_\_\_

2. Are the city roads that service this project adequate? Yes No

Comment: \_\_\_\_\_

3. Services provided by the city

Water: Explain \_\_\_\_\_ Yes No

Power: Explain \_\_\_\_\_ Yes No

Sewer: Explain \_\_\_\_\_ Yes No

4. County road and utility easement development directives as per the municipality's development plan, annexation plan and/or expansion area for; existing roads, development roads & future roads.

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Representative \_\_\_\_\_ Date \_\_\_\_\_

Additional City Officials Signatures \_\_\_\_\_

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Sanpete County Building Inspection Department & Zoning

160 North Main; Suite 201 Manti, UT 84642
Telephone: (435) 835-2113 Fax: (435) 835-2114

ROAD ACCESS (APPROACH) DISCLOSURE FORM

1. Permittee's name: Telephone:

2. Permittee's building lot property serial number:

3. Road, permittee want to have access (an approach) on to: [check appropriate box(s) and note road name(s)]

State Highway: County Road:

This form is for verifying that the permittee, as named above, has or will be granted access ( an approach) from his building lot / private road / road right-way easement onto the county road or state highway, as described above and below.

The permittee must provide to the road supervisor and building inspector a copy of the following:

- 1. The permittee's building lot plot plan.
2. A property plat map of the property being built on, (obtainable from the county recorder).
3. Documentation that the permittee has a legal right to use the described private road or right- away that crosses any property other than the property that's to be built on. (Must be a recorded right-of-way or easement - ongoing with the building lot affected)

All the documentation that is required above and this form must be submitted to the zoning administrator/building inspector before an application/building permit can be issued. Road supervisors may attach any documentation that may clarify road approach issue.

4. Approximate county address(es) of road(s) approach access(es):

County road access location:(county address)

Highway road access location:(county address)

COMPLETE APPROPRIATE SECTIONS: (by road supervisor)

5. COUNTY ROAD: The Sanpete County Road Supervisor will approve the road access (approach and width of county road) as described on the permittee's plot plan, plat map and as field marked at site of access (approach):

County Road access approach requirements:

County Road Supervisor: Signature Date

\*Steve Keller (Sanpete County Road Supervisor) 450 West 600 South, Manti; Office Telephone: (435) 835-6441

6. HIGHWAY: The State Of Utah Department Of Transportation Local Road Supervisor will approve the road access (approach) as described on the permittee's plot plan, plat map, and as field marked at the site of access (approach):

Print Name Signature Date

\*Josh Peterson (Richfield District Permits Officer) 210 West 800 South, Richfield; Telephone: (435) 893-4722 or (435) 893-4799

\*Laurie Huntsman (Richfield District Permits Co.) 210 West 800 South, Richfield; Telephone: (435) 893-4712 or (435) 893-4799

**THIS FORM MUST BE SIGNED BY AN EMPLOYEE IN THE SANPETE COUNTY RECORDERS OFFICE PRIOR TO SUBMISSION TO THE SANPETE COUNTY ZONING ADMINISTRATOR.**

Parcel #(s):	
Date:	

## **SANPETE COUNTY RECORDER REVIEW FORM**

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **FOR SANPETE COUNTY RECORDER USE ONLY**

I \_\_\_\_\_ do affirm that the submitted document has been reviewed by a certified employee in the Sanpete County Recorder's office to the best of our ability and is ready to be presented before the Planning Commission and County Commission for final approval.

**X**

\_\_\_\_\_  
Sanpete County Recorder Official