



Application for a Subdivision Amendment

About the Application

Thank you for your interest in submitting a Subdivision Amendment application. The following packet will provide general information to get started on your project and guide you through the application process from start to finish. The package is broken down into three sections: Information about the application, a visual diagram of the application process, and the application form.

We highly encourage you to work with our Planning staff prior to submitting an application. For questions regarding any of the information listed in this packet or to set up a pre-submittal meeting please contact us at planning@murray.utah.gov or give us a call at (801) 270-2430.

Submittal:

Applications for a subdivision amendment may be submitted to the Murray City Community & Economic Development Department, located at 10 East 4800 South Suite 260. Planning staff will review the application and obtain payment after the application has been deemed complete. Planning staff has up to fifteen (15) business days to determine if the application is complete. Applicants will be notified in writing of an incomplete application with information required to correct any deficiencies. This may delay processing of the application and, if required, subsequent scheduling of public hearings.

Application Fee (non-refundable):

- Planning Division Fees
 - Amended plat: \$300.00
- Engineering Fees
 - Amended plat: \$300.00 plus \$50.00 per lot

** Construction Inspection and Stormwater Impact Fees will be collected at Final Plat Approval **

Application Process:

Step 1. Contact the Planning Division: Meet with a Murray City staff planner to discuss the subdivision proposal. Staff will provide information describing the legal requirements of the City (i.e. lot size, access, etc.) necessary to subdivide property. The applicant should also discuss with staff the subdivision process, fees and other potential issues associated with the proposed subdivision. The planning staff and all other officers and employees of the city act in an advisory capacity to the Planning Commission and have no authority to make binding decisions or to make authoritative representations, approvals or determinations other than in a purely advisory and recommending capacity.

Step 2. Submit Application. For all Subdivision Amendment applications, please submit the following information, ensuring each item is either checked off or marked 'NA' if not applicable. For each item submitted, include at least one (1) 11x17 inch copy (or larger if requested by staff) and a digital PDF. The preliminary plat and related documents shall be prepared by a licensed surveyor.

Follow the Checklist below **CAREFULLY** and initial each item as being completed, or put N/A if waived by staff or not applicable to the approval process:

Format and General Items

1. _____ All engineering and/or surveying documents stamped by engineer or land surveyor in accordance with the procedures of the Utah State Board of Professional Registration.
2. _____ A title block showing:
 - a. _____ Name of the subdivision.
 - b. _____ Type of development (residential, commercial, PUD, etc.).
 - c. _____ Name and address of owner of record, developer, and designer.
 - d. _____ Name and address of engineer or land surveyor
 - e. _____ Date of preparation.
 - f. _____ Tabulation of acres, lots, open space, and units per acre.
3. _____ Graphic and written scale at no more than one (1) inch equals one hundred (100) feet or as recommended by City Engineer.
4. _____ North arrow.
5. _____ Township and Range, section lines, and other monuments.
6. _____ Vicinity map at a scale of one (1) inch equals one thousand (1,000) feet.
7. _____ Topographic contour intervals of no greater than two (2) feet, unless otherwise stipulated by City Engineer.
8. _____ Surveyed boundary of the subdivision.
9. _____ Location and names of adjacent properties/property owners and platted subdivisions.
10. _____ Location of zoning boundary lines within and adjacent to the proposed subdivision.
11. _____ Location, height and type of existing fence lines within and contiguous to the subdivision.
12. _____ Location, use, and dimensions of all existing buildings within the proposed subdivision. Indicate which buildings are to remain and which are to be removed.
13. _____ Location of all proposed lots including:
 - a. _____ Lot dimensions.
 - b. _____ Lot frontage.
 - c. _____ Lot area (square feet).
 - d. _____ Building setback lines (building envelopes).
14. _____ Lots consecutively numbered or lettered in alphabetical order.
15. _____ Location of existing features within and contiguous to the proposed subdivision including:
 - a. _____ Existing public utility easements.
 - b. _____ Existing utilities including power lines/poles (must identify ownership of lines as Murray or Rocky Mountain Power), telephone, cable, gas, fiber optic, etc. Indicate whether they are to remain or be relocated. If they are to be relocated, show the proposed new location.
 - c. _____ Irrigation ditches.
 - d. _____ Drain pipes, drainage channels, and culverts.
 - e. _____ Railroads.
 - f. _____ Bridges.
 - g. _____ Water bodies, springs, or water sources within twenty-five hundred (2,500) feet.
 - h. _____ Wells (show and label whether the well is to remain or be abandoned – if the well is to be abandoned, add a note on the plans stating “existing well to be abandoned and capped by a certified well driller and documentation provided to Murray City”).
 - i. _____ Equestrian, pedestrian, and bicycle trails.
16. _____ Location and dimensions of any common space or open space areas including property to be set aside for parks, playgrounds, trails, or other public or private uses, with a designation of the purpose of those areas, and conditions, if any, of the dedication or reservation.
17. _____ Location and extent of all cuts and fills exceeding three (3) feet anywhere on the project site and any associated retaining walls.

Roads

- 18. _____ The location and width of all existing and proposed roads, rights-of way, alleys, and other public ways (all main roads must comply with the Murray City Master Transportation Plan & Specifications).
- 19. _____ Cross sections of all existing and proposed roads (include road dimensions and location of utilities within the road.)
- 20. _____ Proposed names of all new roads/private access ways.
- 21. _____ Location of all existing and proposed curb, gutter, and sidewalk within the subdivision including:
 - a. _____ An indication of the grades.
 - b. _____ Flow arrows showing direction of storm water surface flows.
- 22. _____ Location of any necessary temporary turnaround easements for emergency access on dead end roads.
- 23. _____ Provide a circulation plan that includes information on cul-de-sac lengths, block lengths, and connectivity index.
- 24. _____ Not more than 30 single-family dwellings or 100 multi-family units off a single point of access and provision for future access to adjacent vacant parcels
- 25. _____ Street intersection offsets of not less than 150 feet
- 26. _____ If adjacent to a state road specify UDOT access size and location (UDOT approval will be required at final plat).

Water/Sewer

- 27. _____ Location and size of existing and proposed culinary and pressure irrigation water lines (including existing lines adjacent to and/or affected by the proposed subdivision). Show main lines only. Do not show proposed valves, blowoffs, hydrants, pipe types or other related details. These items will be reviewed with the final plat.
- 28. _____ Location of existing and proposed sewer main lines including size, depth, and slope (show any sewer lines adjacent to or affected by the proposed subdivision).
- 29. _____ Letter(s) of intent for any necessary offsite water or sewer easements across privately owned land.

Grading and Drainage

- 30. _____ Drainage system calculations and an explanatory narrative stamped and signed by a licensed engineer.
 - a. _____ Use Murray City rainfall curves in the drainage study and calculate to 100-year floods (attach Murray City rainfall curves to drainage calculations).
 - b. _____ For detention basins, submit calculations to justify sizing based on 100-year design storm.
- 31. _____ Existing and proposed storm drainage improvements including:
 - a. _____ Major drainage facilities, outfalls, and discharge.
 - b. _____ Drainage pipe locations, sizes, and depths.
- 32. _____ Location of detention/retention basins with proposed landscaping will include the following:
 - a. _____ Minimum 1-foot freeboard.
 - b. _____ 3:1 slopes or flatter.
 - c. _____ Underground sprinkler system.
 - d. _____ Designation of the purpose and conditions, if any, of the dedication or reservation.
- 33. _____ A written statement from the appropriate agency accepting responsibility for all surface and subsurface drainage, which is directed into channels owned, by the agency (such as irrigation companies, private land owners, etc.).
- 34. _____ Letter(s) of intent for any necessary offsite drainage easements across privately owned land.
- 35. _____ Drainage Report section describing how Low Impact Development (LID) is being incorporated into the site and how storm water quality will be improved.
- 36. _____ Storm Water Pollution Protection Plan (SWPPP).
- 37. _____ Geotechnical Report.

Irrigation Ditches

38. _____ A written statement from the appropriate agency (such as irrigation companies, private land owners, etc.) regarding the effect of the proposed subdivision on any irrigation channels or ditches and any piping or other mitigation required.
39. _____ The location, size, and grade of any required piping for irrigation ditches as per the irrigation company letter.

Sensitive Lands

40. _____ Identification of natural features or sensitive lands including, but not limited to:
- a. _____ Wetlands.
 - b. _____ Floodplains, floodways, and areas that would be covered in water in a 100-year storm event.
 - c. _____ Areas where ground water rises periodically to within two (2) feet of the surface of the ground.
 - d. _____ Slopes exceeding thirty (30) percent.
 - e. _____ Vegetation areas (including name and size of all existing trees and shrubs which could be incorporated into the subdivision).
 - f. _____ Threatened or endangered species habitat areas.
41. _____ A letter from the Army Corps of Engineers regarding any wetland areas within boundaries of the proposed plat.

Buffering

42. _____ The proposed treatment of the perimeter of the development, including materials and techniques used such as:
- a. _____ Fences.
 - b. _____ Berms.
 - c. _____ Walls / Retaining Walls.

Required Notes

43. _____ Provide a note on the Preliminary Plat which states that the following items will be reviewed at the time of Final Plat review (because these items will be reviewed with the final plat, do not show them on the Preliminary Plat):
- a. _____ Plan & profiles/construction drawing of public improvements.
 - b. _____ All pipe types, specific locations & details (bends, detector tape, etc.).
 - c. _____ Valves.
 - d. _____ Blowoffs including size type & protection.
 - e. _____ Manholes, boxes, and related details.
 - f. _____ Water & sewer service details.
 - g. _____ Fire hydrants.
 - h. _____ Lot line utility easements.
 - i. _____ Street lights/street signs/traffic signs.
 - j. _____ Power line extensions & dome/transformer locations.
 - k. _____ Lot addresses.
 - l. _____ CBR values and road sub-base.
 - m. _____ Subdivision monumentation and lot corner markers.

Other Required documents

- 44. _____ A surveyor's plat showing existing fence lines, existing deed lines, existing road rights-of-way and ROW widths, and proposed subdivision boundary lines shall be included with each set of the preliminary subdivision plans.
- 45. _____ If the subdivision is proposed as a PUD, the applicant must complete an application for PUD and provide detailed information regarding proposed features including building elevations, materials, and amenities.
- 46. _____ Landscaping plan for all park, open space, and common ownership areas including:
 - a. _____ Location, name, and size of all proposed trees, shrubs, and plants.
 - b. _____ Indication of proposed seed mix for grass areas.
 - c. _____ Indication of proposed irrigation facilities (underground sprinkler system).
 - d. _____ Location of the clear view area at all street intersections (a triangular area formed by a line connecting the property lines at points 25 feet in each direction from the intersection) and an indication that no landscaping or other obstruction in excess of three (3) feet above finished grade shall be allowed in the clear view area.
- 47. _____ A development phasing schedule (if applicable) including the sequence for each phase; approximate size in area of each phase; and, proposed phasing of construction of public improvements, recreation and common open spaces.
- 48. _____ Applicant and/or Applicant's engineer/surveyor has purchased the latest Murray City Design Standards and Public Improvements Specifications Manual.
- 49. _____ Applicant and/or Applicant's engineer/surveyor has reviewed Murray City's existing and master plan utility maps (available for review or purchase at the Planning Division Office).
- 50. _____ Traffic Study conducted by a licensed traffic engineer.

Step 3. Murray City Department Review: The application is routed to various departments and divisions within Murray City who provide insight or information to the Planning Commission to help make an informed decision. If there are unique circumstances that require additional information, a meeting may be requested by the City to be held in person on Tuesday's at 9 am. The applicant will be notified ahead of time if attendance is required.

Step 4. Attend Planning Commission Meeting: The applicant will be sent a copy of the planning commission agenda and staff recommendation in advance of the meeting date. The agenda will give the date, time, and location of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If the applicant or the representative is not present, the Planning Commission may move on to the next agenda item and/or may take no action on the application. It is the applicant's responsibility to reschedule another hearing date. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and other interested parties. The Planning Commission will then make a motion to approve, modify the conditions, continue the application or deny the request.

Appeal of Planning Division Decision: Anyone aggrieved with a decision of the Planning Division may appeal the decision to the Hearing Officer. The appellant may be the applicant, neighboring property owner, or the City itself. Appeals must be in writing and received by the Planning Division within ten (10) calendar days of the Planning Commission or Division's written decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing.

SUBDIVISION AMENDMENT APPLICATION

Name of Proposed Subdivision: _____

Name of Existing Subdivision: _____

Project Address: _____

Parcel Identification (Sidwell) Number: _____

Parcel Area(acres): _____ Zoning District: _____ Total # of Lots: _____

Applicant Information

Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone #: _____ Fax #: _____ Email Address: _____

Property Owner's Information (If different)

Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone #: _____ Fax #: _____ Email Address: _____

Licensed Engineer Information

Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone #: _____ Fax #: _____ Email Address: _____

Authorized Signature: _____ Date: _____

For Office Use Only

Project Number: _____ Date Accepted: _____

Planner Assigned: _____

Property Owners Affidavit

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if any)

State of Utah

§

County of Salt Lake

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Residing in _____

My commission expires: _____

Agent Authorization

I (we), _____, the owner(s) of the real property located at _____, in Murray City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize _____ to appear on my (our) behalf before any City board or commission considering this application.

Owner's Signature

Owner's Signature (co-owner if any)

State of Utah

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County of Salt Lake

On the _____ day of _____, 20_____, personally appeared before me _____ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

Notary public

Residing in: _____

My commission expires: _____

PROCESS TIMELINE

- Applicant
- Staff

