



# Subdivision Application

## -Electronic Submittal-

Ogden City Development Services  
2549 Washington Blvd. Suite 240  
Ogden, Utah 84401  
(801) 629-8930

Please print legibly and complete all areas:

<b>Subdivision name:</b>
Address:
<b>Applicant Name:</b>
Address: <span style="float:right">City: <span style="float:right">State: <span style="float:right">Zip:</span></span></span>
E-mail: <span style="float:right">Phone:</span>
<b>Engineering and/or Surveying Contact:</b>
Phone: <span style="float:right">E-mail:</span>
<b>Submittal Checklist</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Private</b> <i>(Please check one)</i>
<input type="checkbox"/> Current Weber County ownership plats showing the proposed subdivision and all contiguous property.
<input type="checkbox"/> <b>Recent</b> , preliminary title report showing ownership, easements, liens or other encumbrances and proof of property tax assessments and payments.
<input type="checkbox"/> Covenants, conditions and restrictions. (CC&Rs) <i>Private subdivisions only.</i>
<input type="checkbox"/> <b>Preliminary plat to include:</b>
<ul style="list-style-type: none"><li>• Name of the proposed subdivision <i>(not previously used in Weber County)</i></li><li>• Identification of the lots, common areas and limited common areas <i>(Private subdivision only)</i></li><li>• Include all land within 100 feet from the subject property.</li><li>• If the subject property is part of a larger tract, a separate plan showing the proposed future street system is required.</li><li>• Site contours at 5-foot intervals (maximum) for grades not exceeding 30%, or ten-foot intervals (maximum) for property located within the Sensitive Area Overlay Zone or for property with grades exceeding 30%.</li><li>• The boundaries, course, and dimensions of the property to be subdivided.</li><li>• The location, widths and other dimensions of all existing or platted streets and other important features of the subject property which may affect development, including but not limited to, easements of record, railroad lines, watercourses, floodplains, exceptional topography and buildings within the tract or within one hundred feet of the tract to be subdivided.</li><li>• The location and size of existing sanitary sewers, storm drains, water supply mains, existing fire hydrants and culverts within the subject property or within one hundred feet thereof.</li><li>• The location, lengths, widths (all dimensions) of proposed blocks, streets, alleys, easements, lots, units and common areas.</li><li>• Proposed special features, such as detention basins, shared access areas and parks.</li><li>• North arrow, scale and date of preparation.</li><li>• The names of the subdivider, and the engineer or surveyor.</li></ul>
<input type="checkbox"/> <b>An initial public improvement plan to include:</b>
<ul style="list-style-type: none"><li>• Location and size of all proposed sanitary sewers, water mains, storm sewers and storm detention basins, and their connection to existing facilities, include manholes, fire hydrants, valves, and identify the water pressure in existing water mains.</li><li>• Proposed grades and widths of streets. Provide information to show how proposed mains and lines will be fed by gravity.</li><li>• Any proposed variations from the standards for public improvements adopted under Chapter 3 of the subdivision ordinance.</li><li>• Identify all private streets and any or all portions of water, sanitary sewer, or storm sewer facilities located within private streets, which the subdivider is requesting to be owned and maintained by the City.</li><li>• Soil test that meets the satisfaction of the Building Services Division.</li><li>• <b>FEES: \$600 + \$150/lot or unit ~ If within the Sensitive Area Overlay Zone: add \$1000 and the cost of 3rd party review</b></li></ul>

(Signature)

(date)

See reverse for electronic submittal instructions

**Electronic Plan Requirements:**

- All digital documents shall be submitted on a DVD or USB Jump Drive as PDF's compatible with Adobe Acrobat.
- Security settings shall allow reviewers to markup digital documents, create notes, and to insert/remove sheets.
- One PDF with all pages to be indexed/bookmarked on every submission. The index should note the sheet number as well as the description of each sheet. (GI-00– Cover Sheet CI-11– Index Sheet)
- If the submission is incomplete, the review cycle will end. ***Partial submittals will not be accepted for review.***

**Hard Copy Requirements:** 2 complete final paper sets of plans and 1 DVD or USB Jump Drive will be required once final approval is granted.