



PRELIMINARY PLAT APPLICATION

Applicant & Project Information

Project name: _____

Property owner: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

Authorized agent: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

Engineer/ Surveyor: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

General location of the property: _____

Legal description of property: _____

Size of the subject property: _____ Number of lots: _____

Surrounding land uses: _____

Zoning: _____

Supporting Materials

Chapter 19-3-1 of the Development Code requires the Preliminary Plat application be required to submit the following supporting materials. Please read Chapter 19-3-1 of the Kaysville City Development Code prior to submitting the supporting materials.

- 1) The proposed name of the subdivision (there shall be no duplication of subdivision names within Kaysville City).
- 2) The subdivision location as forming a part of a larger tract or parcel, where the plat submitted covers only a part of the subdivider's tract or only a part of a larger vacant area. In such case, a sketch of the prospective future street system of the part submitted shall be considered in light of adjustments and connections with the future street system of the larger area. The preliminary plat shall show all property owned or optioned by the subdivider pertaining to the proposed subdivision at hand. This information may be required as a separate drawing.
- 3) Sufficient information to locate accurately the property shown on the plat, including a clearly defined basis of bearing for the survey as well as the date of the survey. The nearest section corner tie must be shown.
- 4) The names and addresses of the subdivider, the engineer or surveyor of the subdivision, and the names of the owners of the land immediately adjoining the land to be subdivided shall be shown on the preliminary plat.
- 5) Contours at two-foot intervals to show the topography of the land shall be shown.
- 6) The boundary lines of the tract to be subdivided, including total acreage proposed for subdivision.

- 7) The locations, horizontal alignments, vertical alignments, widths and other dimensions of all existing or platted streets and other important features such as easements, railroad lines, water courses (including irrigation canals and ditches), exceptional topography, bridges and buildings within and in the vicinity of the tract to be subdivided.
- 8) Existing power lines, sanitary sewer, storm drains, water supply mains, and culverts within the tract and immediately adjacent thereto.
- 9) The flood hazard boundaries, if applicable.
- 10) The locations, widths, and other dimensions of proposed public streets, private streets, utility easements, parks, other open spaces and lots, with proper labeling of spaces dedicated to the public, or designated as private streets.
- 11) Buffer zones where non-compatible uses adjoin a proposed subdivision.
- 12) North point, scale, and date.
- 13) The proposed layout, dimension, and number of each lot.
- 14) Proposed construction and permanent fencing along appropriate subdivision boundaries as determined by the Planning Commission. The fencing shall be as indicated in the Subdivision Standards.
- 15) A review copy of proposed protective covenants, if applicable.
- 16) A statement of the existing zoning and conformance with the General Plan.
- 17) A preliminary storm drainage study, with schematic solutions and the associated calculations.
- 18) Plans or written statements regarding the proposed storm water drainage facilities and other proposed special improvements such as sidewalks, planting and parks, and any grading of individual lots.
- 19) Plans and written statements regarding the proposed groundwater drainage facilities.
- 20) Submit or email a PDF copy of preliminary plat.

FOR OFFICE USE ONLY	
Fees received by: _____	Date of submittal: _____
Amount paid: _____	Receipt number: _____
Number of lots: _____ x \$10.00 + Base fee: \$100.00 = _____	
Initial review, all of the required supporting materials have been provided:	

Applicant Certification

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Kaysville City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed and understand the applicable sections of the current Kaysville City Land Development Code and Standards, specifically the Subdivision Ordinance, Specifications and Standard Drawings. I agree that I will fully and completely comply with the provisions and requirements contained therein. I have reviewed the checklists contained in this application and understand that the said checklists are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse Kaysville City all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof. **Further I understand that any permit granted by the City Council will expire one (1) year from the date the approval was granted.**

Property Owner's Signature: _____ Date: _____