



PLANNING & ZONING DEPARTMENT

SUBDIVISION & MAJOR PLAT AMENDMENT PROCESS

Description: Anyone proposing to divide (or redivide) a large parcel of land into smaller lots for individual sale or development must adhere to this subdivision process and meet the requirements of the Brian Head Town Land Management Code and Utah Code 10-9a-6. The subdivision process applies to the following:

- Parcels being subdivided for the first time which do one of the following -
 - Create more than 10 new lots
 - Require public infrastructure or utility development
- Amendments to an existing subdivision which do one of the following -
 - Create or consolidate more than 10 lots
 - Require public infrastructure or utility development

**Req'd Permits
& Approvals:**

- ☐ Preliminary Plat Recommendation (Planning Commission)
- ☐ Preliminary Plat Approval (Town Council)
- ☐ Final Plat Recommendation (Planning Commission)
- ☐ Final Plat Approval (Town Council)

Review Process: ☐ Pre-Application Conference (P&Z Dept)

Schematic Plan Review

- ☐ Completed Application Submitted
- ☐ Fees Submitted
- ☐ Planning & Zoning Dept Review
- ☐ Planning Commission Review

Preliminary Plat Review

- ☐ Completed Application Submitted
- ☐ Fees Submitted
- ☐ Notice Mailed (Plat Amendments only)
- ☐ Planning & Zoning Dept Review
- ☐ Public Hearing
- ☐ Planning Commission Review & Recommendation
- ☐ Town Council Review & Approval

Final Plat Review

- ☐ Completed Application Submitted
- ☐ Fees Submitted
- ☐ Planning & Zoning Dept Review
- ☐ Planning Commission Review & Recommendation
- ☐ Town Council Review & Approval

SUBDIVISION PROCESS (CONT.)

Recording & Subdivision Acceptance

- ☐ Security Agreement
- ☐ Sign Plat and Submit to County Recorder
- ☐ Warranty & Security Release
- ☐ As-Built Drawings Submitted
- ☐ Acceptance of Improvements

Standards for Review:

Schematic Plan Review

1. The proposed subdivision conforms to the town general plan, zoning regulations, public works standards, design standards (chapter 12 of this title) and other relevant sections of this title.
2. The proposed water source is connected to the town's water distribution system and has adequate supply, capacity and method of distribution within the subdivision.
3. The proposed sewage system is connected to the town's sewer system and meets state and town standards and regulations.
4. The proposed method for fire protection complies with this title, and other regulations as applicable.
5. The proposed uses for the property are appropriate to the zone district and the layout/design is responsive to the constraints of topography, soil types, geologic hazards, watercourses and floodplains, visual impacts and preservation of views.
6. Adequate public services are available to meet the needs of the proposed subdivision, including roads, water, sewer, storm water, gas, electric, telecommunications, trails, transit, snow storage areas, mail, police and fire protection, schools and recreation. If adequate services do not exist at the time of application, provision must be made for expansion of services concurrent to the subdivision development at the expense of the subdivider.

Preliminary Plat Review

1. The proposal does not significantly deviate from the schematic plan insofar that the schematic plan was consistent with local ordinances and state statute.
2. The proposed water distribution system is connected to the town's water system and meets the requirements of the town.
3. Provision has been made for a public sewer collection system and is connected to the town's sewer system and meets town requirements.
4. Preliminary engineering plans provide evidence that public services (roads, trails, transit, storm water, snow storage, fire, police, gas, electricity, telecommunications, and recreation) meet the requirements of this title and applicable codes.

Final Plat Review

1. Comply with all conditions of the preliminary plat approval.
2. Include acceptable final engineering plans for the water distribution system, final agreements from the water provider, and provisions for perpetual maintenance for the water system.



SUBDIVISION PROCESS (CONT.)

3. Meet all planning, engineering and surveying requirements of the town for maps, data, surveys, analyses, studies, reports, plans, designs, documents, wetlands designations, and other supporting materials.
4. Provide evidence to show that there is no encumbrance, lien or conveyance restricting the intended use of the lot.
5. Provide evidence from the County Treasurer that all ad valorem taxes applicable to the property have been paid.
6. Include all dedications for streets, roadways, easements, trails and/or rights of way, as necessary.
7. Provide signature blocks on the plat signed by a representative of public utilities which identify their approval.

