



## DESCRIPTIONS OF SUBMITTAL REQUIREMENTS

### FINAL PLAT REVIEW

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**Application Form:** Complete the form provided by Brian Head Town

**Land Use Fee:** \$1000 per application

**Final Subdivision Plat:** The applicant will provide a schematic plat map which displays the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number and a north arrow scale in addition to the following information

- Site boundaries with dimensions
- Protection area boundaries (wetlands, spring/well protection, flood plains, etc.)
- Proposed topography, with slopes over 10%, 25% and 40% identified
- Proposed roads and rights-of-way, including names, grades, and travel lane widths
- Proposed utilities by type, including location and dimension of easement
- Proposed cut/fill
- Proposed draining system including location and dimensions of easements
- Proposed emergency access, fire lanes, and hydrants
- Typical cross-sections of roads, curbs, gutters and sidewalks
- Layout of lots with lot sizes, setbacks, buildable areas, and lot numbers shown with phases identified
- Final construction plans and elevations with general dimensions
- Designation of snow storage areas
- Final plat data to include:
  - Calculation and traverse sheets giving bearings, distances, and coordinates of the boundary of the subdivision and blocks and lots as shown on the final plat
  - Design data, assumptions, and computation in accordance with sound engineering practice, along with a plan, section and profile sheets for all public improvements
  - Details of exterior masonry or concrete walls, to demonstrate compliance with design standards, including elevations, and material samples showing textures and color
  - The words "Street", "Avenue", "Road", "Drive", "Court", or other designation of any street shall be spelled out in full on the plat and shall be subject to approval by the land use authority
- Waterway or floodplain setbacks

**Title Report:** A title report must be prepared by a title company or other entity bonded to ensure the accuracy of the title information. One submittal of a title report with the initial application and the title report must be dated no more than thirty (30) days prior to its submission to the town.

**Development Agreement:** A document signed by the applicant prior to approval of final plat or building permit that memorializes the obligations, commitments, and representations made by the proponent in review meetings, as well any conditions of approval. All minutes of public review sessions shall be incorporated into the development agreement by reference.

**Covenants, Conditions & Restrictions:** Covenants, conditions and restrictions (CC&Rs) shall be required for all subdivisions where common elements are shared by two (2) or more owners of the subdivision. CC&Rs shall include by reference the landscaping requirements outlined in this title and the minimum design guidelines and standards as adopted by the Town Council by ordinance in addition to other conditions or restrictions as determined by the Subdivider.

**Security Agreement:** Complete the form provided by Brian Head Town. Town staff will specify the amount of required security, which may vary depending the complexity and scope of the project.