



Established 650 A.D. Settled 1880 Incorporated 2018

Town of Bluff 190 N. 3rd E., Office #1, PO Box 324, Bluff, UT 84512 [www.townofbluff.org](http://www.townofbluff.org)

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## TOWN OF BLUFF

### SUBDIVISION APPLICATION FORM

**The Subdivision Applicant is required to complete the application below. It is recommended that the Applicant read the entire document including the information on the Subdivision Checklist portion in order to have a complete submittal.**

**A. General Information** (to be completed by applicant):

1. Applicant Name: \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_
  
2. Subdivision Address: \_\_\_\_\_
3. Subdivision Name: \_\_\_\_\_
4. Tax Parcel Number: \_\_\_\_\_
5. Total Acres (approx.): \_\_\_\_\_
6. Zoning Designation: \_\_\_\_\_
7. Total Number of Lots  
(exclude common areas): \_\_\_\_\_
  
8. Subdivisions of up to six (6) lots are minor subdivisions; seven (7) or more lots are major subdivisions. This application is for a: \_\_\_\_\_ Minor subdivision \_\_\_\_\_ Major subdivision

**B. Submittal Checklist** (Check all that are included with your application):

\_\_\_\_\_ Unless waived in writing, four hard copies and electronic copies (in PDF or similar format) of all design drawings

\_\_\_\_\_ Preliminary Plat

\_\_\_\_\_ Final Plat (proposed)

\_\_\_\_\_ Project Narrative Describing Uses and Attributes

\_\_\_\_\_ Lighting Plan

\_\_\_\_\_ Landscape Plan

\_\_\_\_\_ Drainage Plan/Streams/Floodways

\_\_\_\_\_ Grading Plan

\_\_\_\_\_ Utility Plan

\_\_\_\_\_ Evidence of Title (Include a current title report for the subject parcels)

\_\_\_\_\_ Soil Report or Geotechnical Study

\_\_\_\_\_ Street design plan: Include all points of ingress and egress

\_\_\_\_\_ Traffic Study (generally only for development of 50 or more lots)

**C. Descriptive Information**

1. Are archeological resources known to be present on the subject property \_\_\_\_\_ (yes) or \_\_\_\_\_ (no) \_\_\_\_\_ (unknown)?

2. Will the subdivision have common elements \_\_\_\_\_ (yes) or \_\_\_\_\_ (no)? If yes, please provide preliminary covenants, conditions, or restrictions for the subdivision.

3. Are there any boundary disputes with adjacent parcels \_\_\_\_\_ (yes) or \_\_\_\_\_ (no) \_\_\_\_\_ (unknown)? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_ (attach additional information if needed).

4. Has the applicant secured a service commitment for the subdivision from the culinary water provider \_\_\_\_\_ (yes) or \_\_\_\_\_ (no)?

5. What is the proposed method for wastewater disposal? \_\_\_\_\_

\_\_\_\_\_ (attach additional information if needed).

6. Has the applicant secured a service commitment for the subdivision from providers of electrical service, telephone, data, and cable television providers \_\_\_\_\_ (yes) or \_\_\_\_\_ (no)?

Explain \_\_\_\_\_

\_\_\_\_\_ (attach additional information if needed).

7. Are there any existing municipal code violations on the subject property \_\_\_\_\_ (yes) or \_\_\_\_\_(no)? If the answer is “yes” please explain the violation and what is being done to resolve same. \_\_\_\_\_

\_\_\_\_\_ (attach additional information if needed).

8. Is the subject property connected to a public street \_\_\_\_\_ (yes) or \_\_\_\_\_(no)? Identify the primary means of ingress/egress to the subdivision. \_\_\_\_\_

\_\_\_\_\_

9. Does the applicant plan to enact a condominium declaration for the subdivision \_\_\_\_\_ (yes) or \_\_\_\_\_(no)?

**APPLICANT/OWNER SIGNATURE**

I hereby certify that the foregoing information in this application, including all submittals, is accurate and correct to the best of my knowledge and belief.

By: \_\_\_\_\_

\_\_\_\_\_

Applicant Signature

Date

**Owner Approval** (if the applicant is someone other than the property owner):

I hereby approve the submittal of the attached application materials and authorize the applicant to seek subdivision approval before the Town of Bluff.

By: \_\_\_\_\_

\_\_\_\_\_

Owner

Date

The applicant must submit the required application fee at the time of submittal. Please see the Town of Bluff fee schedule. The Town will review all application materials for completeness and accuracy and notify the applicant of any deficiencies that are identified in the review process. The applicant may be required to make modifications to submittals where needed based on staff review or requirements of the applicable land use authority.

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**FOR PLANNING & ZONING REVIEW ONLY**

Date application received: \_\_\_\_\_.

Application fee in the amount of \_\_\_\_\_ dollars received.

Date of verification that the applicant has posted notice of land use application on the subject property: \_\_\_\_\_.

**Approval Criteria**

- compliance with applicable state law, Town ordinances, and this Title;
- availability of necessary utilities, including culinary water, sewer (or septic systems), electricity, natural gas, and the like;
- consistency of the design with Advisory Documents (if existing);
- at final plat approval, satisfaction of all preliminary plat approval conditions and requirements; and
- accuracy and truthfulness of submittals or representations in the application.

**Waivers**

Any waiver shall be in a writing labeled as a Submittal Waiver, shall identify the project by name and application number, and shall be signed and dated by the designated Town official.

Submittal waivers may be granted for *Minor Subdivisions* as determined on a case by case basis.

**Approval**

- Pre-Application Meeting Held
- Minor Subdivision Approved by Bluff Planning & Zoning Commission
- Minor Subdivision Approved by Bluff Planning & Zoning Commission with Conditions:  
\_\_\_\_\_
- Minor Subdivision Application Denied by Bluff Planning & Zoning Commission
  - Statement for Denial: \_\_\_\_\_  
\_\_\_\_\_
- Major subdivision sent to Town of Bluff Town Council for final approval
- Major subdivision sent to Town of Bluff Town Council for final approval with Conditions:  
\_\_\_\_\_
- Major subdivision sent to Town of Bluff Town Council with recommendation for denial
  - Statement for Denial: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Subdivision Checklist

### Type of Subdivision Application

- Minor Subdivision means a subdivision application in which no more than six (6) total lots are created, exclusive of common elements. *An application for a Minor Subdivision shall be subject to review by the Planning & Zoning Commission as land use authority. Following review the Planning & Zoning Commission may approve the preliminary plat, approve subject to conditions, table the application pending receipt of additional information, or deny the preliminary plat. If all preliminary plat approval conditions and requirements of this Title are deemed satisfied the Planning & Zoning Commission may approve the Final Plat for a Minor Subdivision.*
- Major Subdivision means as subdivision application in which seven (7) or more lots are created, exclusive of common elements. *Major subdivision is subject to pre-application meeting.*
- Vacating or Amending a Subdivision Plat. Persons seeking to vacate or amend a subdivision plat must submit the required application and filing fee. At minimum, the application must be accompanied by:
  - amended plat survey drawings showing the proposed change to the subdivision;
  - the existing plat showing conditions prior to the amendment;
  - a narrative explaining the purpose of the application; and
  - names and addresses of all persons: i) having an interest of record in lands within the boundaries of the application; and ii) having an interest of record in lands adjacent to the boundaries of the application.
  - The petition to vacate or amend a subdivision plat or adjust lot boundaries, including any dedicated road or street right-of-way, shall be reviewed in conformity with the procedures mandated by Utah law.

### Administrative Requirements

- Fee Submitted
- Fee Waived
- Four copies and electronic copies (in PDF or similar format) of all design drawings, unless waived
- Site posting: Was the public notified by sign posting of this Title application

### Submittal Requirements

- Preliminary Plat. Applicants shall submit a preliminary plat (with requirements as listed below), drawn by a surveyor, to a scale of not less than one inch equals fifty feet (on paper no larger than twenty-four inches by thirty-six inches), and one copy reduced to eleven inches by seventeen inches that shall include:
  - Parcel Boundary Lines. Include all easements, setbacks and construction limits, out lots, and adjacent property owned by the applicant;
  - Drives, Streets, and Rights-of-way. Include widths of pavement, curb and gutter, sidewalks, dimensions of rights-of-way, and street names;
  - Access. Include all points of ingress, egress. For developments adjacent to and accessed by a state or federal highway, a completed highway access permit application from the

Utah Department of Transportation (UDOT) must be submitted with the application, with a permit issued prior to building permit approval;

- Common open space. All common elements, open space, common areas, parks, sidewalks, and trails (with required connectivity) must be clearly depicted;
- Use Types. Specific areas proposed for specific types of land use shall be shown, and must include the acreage or square footage for each area;
- Public Dedications. Areas proposed for public dedication (i.e. utility easements, trails, open space, streets, or the like) shall be depicted;
- Lots and blocks. The dimensions and areas for each lot must be shown;
- Adjacent Zoning. Zoning for adjacent properties within three hundred feet of the subject property shall be shown;
- Title Block. A title block shall appear in the lower right hand corner of all pages of plans and plats and shall contain the name of the development; legal location of the property; name and contact information of the site designer/engineer/surveyor; dedication language granting all public dedications and exactions signed by the owner and mortgagee (if applicable); and the drawing scale and north point;
- A regional or vicinity map shall accompany the submitted application to indicate the location of the project;
- The legal description of the property.
- statistical information accurately showing the dimensions, developed area, lot sizes, and density of the subdivision and all lots and major features.
- Narrative. The narrative shall describe in reasonable detail the purpose of the proposed development, the types of land uses that are anticipated, the phasing of development, and information regarding all accessory uses, structures, or major features. Statistical information as to the project area, developed area square footage, number of parking spaces, and the like shall be included.
- Lighting Plan. The lighting plan shall show number and types of fixtures for public areas and common elements. An acceptable lighting plan shall consist of a full cutoff, fully shielded, downward directed lighting types that are consistent with preserving dark sky features of the Town. The plan shall include manufacturer's information detailing the fixtures to be used. Internal or external shielding may be used to prevent glare toward other properties or into the roadway. Lighting of required parking areas shall be a minimum of one-half foot-candle at all areas of the parking lot. Wall mounted flood lights that direct outward toward other properties and roadways are prohibited.
- Landscape Plan. The landscape plan shall include size and species of all plantings, an irrigation plan, xeriscape plan, and a care and maintenance plan for all common areas. Proposed erosion control structures and details as to ground cover must also be noted on the landscape plan.
- Wetlands, Riparian Areas, and Floodways. If the development is adjacent to riparian areas, arroyos, flood zones, probable wetlands, or areas where stream channels may be altered by planned development, a Wetlands, Riparian Areas, and Floodway Plan, drawn by an engineer, surveyor, other appropriate consultant must be submitted. Probable wetlands shall be described

and delineated. Where the application includes areas which may be subject to flooding, the applicant shall show that the elevation of the lowest floor of all structures exceeds the elevation which is above the base flood elevation. All elevations on the plan shall be shown in the most current North American Vertical Datum (NAVD).

- Drainage Plan. A storm water drainage plan, signed and stamped by an engineer, shall be submitted and show calculations and other information specified below.
- Storm Water Drainage Plan. The storm water drainage plan shall include, at a minimum, the following information:
  - The project site, including areas three hundred feet beyond its boundaries;
  - Existing contours at two-foot intervals shown as dashed lines;
  - Proposed contours at two-foot intervals shown as solid lines;
  - Indication of a permanent benchmark referenced to mean sea level;
  - Drainage system shown in plan view with estimated cubic-feet-per-second flow for a one-hundred year storm event;
  - Locations of all natural and man-made drainage channels and water bodies;
  - Existing and proposed drainage easements;
  - Type, size, and location of existing and proposed drainage structures such as pipes, culverts, inlets, ditches, swales, retention ponds, detention areas, etc.;
  - One-hundred-year event (base) flood areas;
  - Additional grading and drainage elements may be required to be depicted to satisfy Federal Emergency Management Administration (FEMA) flood plain requirements or other applicable Town flood damage policies;
  - Erosion control plans showing adequate sedimentation control which shall be accomplished throughout construction phases as well as during the ongoing use of the site (e.g., sedimentation ponds, dikes, seeding, retaining walls, rip-rap, etc.).
- Minimum Standards. All structures for drainage and flood control shall be designed, at a minimum, to successfully convey the anticipated one-hundred-year frequency storm event for maximum period of intensity over the entire drainage basin. The applicant shall submit calculations to show that all structures have adequate capacity to accommodate flows expected to result from the designated storm event.
- Water and Sewer System Protection. All storm water facilities shall be designed to avoid or minimize damage to, or infiltration of, culinary water and sanitary sewer facilities.
- Planned Grading. A Grading Plan for surface drainage (shown by contours and spot elevations) shall be prepared by an engineer or surveyor. It shall show the planned grading and paving of driveways, access roads, and parking areas. Grading and paving shall be shown on plans, profiles, cross sections, and details as necessary to describe new construction. Details of curbs, gutters, sidewalks, drainage structures, and conveyance systems, dimensions of all improvements, size location, thickness, materials, strengths, and necessary reinforcement shall be shown.
- Utility Plan. A utility plan shall be prepared by an engineer. It shall show the locations, dimensions, and elevations of all sewer facilities (if applicable); individual septic disposal systems, and culinary water facilities needed to serve the site. The utility plan shall specify in



reasonable detail the types of equipment and materials to be used and shall comply with all applicable Advisory Documents and engineering design requirements. Plans showing the locations of natural gas, electric, and telephone/data lines must also be shown. Plans must clearly show the location of all fire hydrants.

- Evidence of Title. A current title insurance commitment, ownership and encumbrance report, or abstract of title prepared by a title insurance company or attorney showing all ownership interests, easements, and encumbrances which apply to the parcel(s) comprising the application must be submitted. If requested, the applicant shall provide copies of all recorded documents which may affect the property subject to the application.
- Slopes. If proposed development is likely to result in grading of hillsides, the Town may require submittal of a slope study prepared by an engineer or surveyor showing existing topography and proposed grading.
- Surface and Subsurface Soils Report. The application shall include a surface and subsurface soils report establishing soil suitability for the proposed development. The report shall be prepared by a geotechnical engineer or other professional. At a minimum, the report shall include:
  - A description of soil types;
  - Locations and characteristics with supporting soil maps;
  - Soil logs of test pits and bore holes;
  - Analysis and evaluation of such information with recommendations regarding structural constraints, erosion control, and requirements for building design.
- Traffic Study Mandatory for Large Projects. The Town may require a Traffic Study for subdivisions comprising fifty (50) or more dwelling units or lots, inclusive of all phases of development. *The Town has discretion to require a traffic study for applications which do not generate the level of trips specified above where:*
  - High traffic volumes on surrounding streets may affect movement to and from the proposed development;
  - There is a lack of existing left turn lanes on streets adjacent to the proposed access drive;
  - There are inadequate sight distances at access points;
  - Proposed access points are close to other existing drives or intersections; or
  - The proposed development includes a drive-through pick up window.
- Street Design Drawings. The application shall include drawings by an engineer showing the design, grades, widths, and profiles of all streets, sidewalks, curbs, gutters, traffic control devices, traffic signs, street signs, and associated public improvements. All street designs shall conform to street classifications and design standards adopted by the Town.
- Archeological Resources. Applications for a Major Subdivision shall submit an archeological report surveying possible archeological resources that may be located on the subject property. The report shall be prepared by a trained archeologist or person with similar credentials and be based on an actual site survey. *No archeological report is required for Minor Subdivisions unless, on the basis of evidence specific to the site, it is believed that archeological resources are likely to be encountered.*

## **Performance Standards**

- Compliance with Zoning District: lot area, length, width, setback, density, street frontage, access, open space, and other substantive use standards applicable to the particular zoning district in which the subdivision is located.
- Preliminary Covenants, Conditions & Restrictions, if applicable.
- Except where Secondary Dwelling Units (SDUs) may be permitted, each lot in a residential subdivision shall have not more than one dwelling unit.
- All lots within a proposed subdivision must be served by culinary water, sewer (or septic systems), and dry utilities (electricity, telephone, data and/or cable). Utility easements must be clearly shown. Where culinary water or sewer service cannot be provided by the Town the applicant shall deliver a written service commitment by the applicable culinary water/sewer provider. If culinary water service is to be provided via individual wells, the applicant must show feasibility of supply via a well report or similar data.
- The buildable area of lots within a proposed subdivision must not encroach on required setbacks, wetlands, the Base Flood Elevation, or areas that are prone to flooding. Building envelopes may be required, where applicable. Alternatively, the Town may require, as a condition for plat approval, that the applicant obtain a Conditional Letter of Map Amendment or Letter of Map Amendment from applicable agencies with jurisdiction over flood control.
- The applicant must show clear title to the areas within a subdivision proposed for development.
- Applications must show adequate vehicle, pedestrian, and bicycle access via public roads meeting Town standards. Connectivity to adjacent streets, sidewalks, trails, schools, commercial areas, or areas designated in Advisory Documents must be shown.
- Applications shall demonstrate adequate capacity to handle anticipated storm-water from the subdivision with no net increase in discharge as compared to pre-development conditions.
- The application will be reviewed for consistency with applicable Advisory Documents and Town standards (e.g. engineering standards).
- Curbs, gutters, sidewalks, paved streets, street lighting, street signs, and fire hydrants must be installed on all streets within a subdivision.
- Applications must show adequate screening and buffering between residential areas and adjacent areas having a differing planned uses or zoning designations.
- Remnant lots which do not comply with minimum lots sizes for the applicable zoning district, or lots which are unbuildable due to topographic or other features, are prohibited, except that they may be dedicated as common elements or open space.
- Areas of geologic hazard must be excluded from the buildable area of subdivision lots. Where a subdivision is proposed in areas having expansive, hydro-collapsible, or other soil types which may affect building performance, the Town may require plat notes, building requirements, or similar mitigation measures in conjunction with approval.
- Where an application proposes private streets, common elements, private amenities or open space, the facilities must be maintained by a homeowner association having authority to enforce covenants, conditions & restrictions.
- Minimum setbacks for primary structures are twenty-five (25) feet from road rights of way and fifteen (15) feet from the sides of all lots.

- Maximum building height is twenty-six (26) feet measured from the finished grade of the primary structure to the peak of the roof. Chimneys, antennae, ornamental elements, or the like shall not be used in calculating maximum building height. In addition, dwellings shall not exceed two (2) stories above finished grade level.
- Minimum finished interior dwelling size shall be not less than eight hundred (800) square feet.
- Minimum lot size is one-half acre (21,780 square feet).
- All buildings shall be permanently affixed to a foundation and constructed in compliance with applicable building codes and health codes.
- Where archeological or cultural resources are known to exist, the design of the subdivision may be altered to preserve those resources or exclude those locations from buildable areas. Applicants are encouraged to consider the use of building envelopes, common areas, or similar strategies to preserve archeological resources.

**Requirements for Vacating or Amending a Subdivision Plat *only***

- amended plat survey drawings showing the proposed change to the subdivision;
- the existing plat showing conditions prior to the amendment;
- a narrative explaining the purpose of the application; and
- names and addresses of all persons: i) having an interest of record in lands within the boundaries of the application; and ii) having an interest of record in lands adjacent to the boundaries of the application.
- The petition to vacate or amend a subdivision plat or adjust lot boundaries, including any dedicated road or street right-of-way, shall be reviewed in conformity with the procedures mandated by Utah law.