



## **OAKLEY CITY APPLICATION** **MAJOR PLAT AMENDMENT**

**\$400 Fee + \$500 Retainer**

- ☐ results in building pad adjustments, subdivision title changes, plat note revisions, altering of utility easements, vacations and all other amendments that do not affect a public or private road.
- ☐ involves the alteration or vacation of a private road.
- ☐ involves alteration or vacation of a public road within a subdivision.

*\* Note: Please read the Oakley City Land Management and Development Code 13-5-5-E before submitting this application. Other requirements may apply at the discretion of the Oakley City Planner.*

Subdivision Name: \_\_\_\_\_

Physical Address of Parcel: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Acreage of Parcel: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Owners (if different from Applicant): \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Agent if different from Applicant/Owner: \_\_\_\_\_

Agent Contact Information: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

Surveyor and Contact Info: \_\_\_\_\_

## **SUBMISSION REQUIREMENTS**

Any request for a proposed vacation, alteration or amendment of a final subdivision plat, any portion of such final subdivision plat, or any public or private road or lot contained in such plat shall require the application for a subdivision plat amendment. An application for a subdivision plat amendment shall include the information set forth below. The City Planner may waive specific submittal requirements if he or she determines that the submittal requirement(s) are not necessary to demonstrate compliance with the provisions of this chapter.

- a. Completed subdivision plat amendment application including a description of all proposed amendments to the final subdivision plat;
- b. Proof that property taxes for the applicable property have been paid;
- c. Subdivision plat amendment application fee payment;
- d. Name and address, including email address and telephone number, of the owner(s), and citation of last instrument conveying title to each parcel of the property involved in the subdivision plat amendment, giving grantor, grantee, date, and land records reference;
- e. The signature of each owner who consents to the subdivision plat amendment;
- f. Two (2) copies (one 11" x 17" copy and one 24" x 36" copy) of the proposed subdivision plat amendment and one (1) electronic copy of a scaled final subdivision plat prepared by a surveyor or civil engineer licensed in the State of Utah, including:
  - (1) The subdivision plat amendment name and date of plat creation;
  - (2) The name of the land surveyor;
  - (3) Approximate true north arrow;
  - (4) The plat scale and the location and dimensions of all boundary lines of the property (expressed in feet and in decimals of a foot), the locations, dimensions, and areas of all proposed lot, rights-of-way, easements; and remainder parcels (if applicable);
  - (5) Consecutively numbered or lettered lots with addresses authorized by the City;
  - (6) Notation of any self-imposed plat restrictions or revisions thereof;
  - (7) Signature blocks for the Summit County Recorder, City Planner, City Engineer, Public Health Officer, City Attorney, Fire District, local power and gas providers (if applicable), and local culinary water provider (if different from the City);
  - (8) Endorsement on the plat by every person having a security interest in the property which sets forth that he/she is subordinating his/her liens to all covenants, servitude and easements imposed on the property, and all conditions of development approval proposed by the City;
  - (9) All monuments erected, corners, and other points established in the field;

- (10) Following final action on the subdivision plat amendment which results in an approval, a current (within 30 days) preliminary title report covering all property located within the subdivision;
- (11) Following final action on the subdivision plat amendment which results in an approval, a 24" x 36" mylar of a scaled (1" = 100') final subdivision plat prepared by a surveyor or civil engineer licensed in the State of Utah, including all items listed in subsection E1f of this section.
- (12) A letter stating approval of amendment and compliance with HOA CCR's from HOA organization where an HOA is present.

**\*\* Please note that you will be invoiced for the cost of public noticing. Invoice must be paid prior to date of public hearing.**

### **ADVANCED PLAT AMENDMENT PROCESS**

1. Review of application for completeness. City planner will perform the preliminary review and then send the application and survey to the city engineer, attorney and fire marshal. **Additional fees for their services may be billed under a separate invoice.** Certain requirements/changes may be applicable after review by these entities.
2. After review, public hearing will be scheduled and noticed to all owners of property located within the subdivision, to each owner of property within one thousand feet (1,000') from the lots being amended, to all affected entities, and posted appropriately.
  - a. **Waiver of The Public Hearing Requirement:** At the discretion of the City Planner, any public hearing requirement may be waived for subdivision plat amendments if the following criteria are met:
    - i. The name and address and consenting signatures of all owners of record of the land contained in the entire subdivision are submitted with the application; or
    - ii. The signatures of all owners within the subdivision acknowledging consent to the amendment are submitted with the application.
3. The Oakley City Planning Commission will be the land use authority in plat amendments that 1) result in building pad adjustments, subdivision title changes, plat note revisions, altering of utility easements, vacations and all other amendments that do not affect a public or private road or 2) involves the alteration or vacation of a private road. The Oakley City Council will be the land use authority in plat amendments that result in alteration or vacation of public road within a subdivision.
4. Upon final approval of the subdivision plat amendment, the following signatures are required on the amended final subdivision plat:
  - (1) **Owners:** Notarized signatures of each owner of record of the portion of the final subdivision plat that is amended is required.
  - (2) **City Planner:** If the subdivision plat amendment results in a lot combination or lot line adjustment set forth in subsection E2 of this section, the signature of the City Planner is required.

- (3) **Planning Commission:** If the subdivision plat amendment results in either the alteration or vacation of a private road in accordance with subsection E4 of this section, or the adjustment of a building pad, subdivision title change, plat note revision, and any other amendments that do not affect a public road as set forth in subsection E3 of this section, the signature of the Chair of the Planning Commission is required.
- (4) **City Council:** If the subdivision plat amendment results in an alteration or vacation of a public road on a final subdivision plat pursuant to subsection E5 of this section, the signature of the City Mayor is required.
- (5) **Other Signatures:** The signatures of the County Recorder, City Engineer, City Attorney, and County Assessor are required. A Certificate of Consent from any and all mortgagors, lien holders, or others with a real property interest in the affected parcels is also required.
  - b. Once the application is approved and all applicable signatures are obtained on the amended final subdivision plat mylar, the City Attorney shall review a preliminary title report for acceptability.
  - c. Upon approval of the City Attorney, and once all required signatures are obtained on the mylar, the amended final subdivision plat shall be recorded in the records of the Summit County Recorder.

*\*Please note that Oakley City will not release/sign any plats until all fees are collected and approvals received.*

By signing this application, I understand and agree to abide by the rules and procedures set forth under the Oakley City Land Use and Development Code. I understand that Oakley City may rescind any approval or take appropriate legal action if any of the information or representations in connection with this application are false or misleading. I understand that approvals may be conditional and require further requirements be met due to the unique nature of individual projects. I also understand that there may be additional engineering or specialty fees incurred by the city that are associated with this application and that said fees are the responsibility of the applicant.

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Applicant Acknowledgement

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Date