

# FINAL SUBDIVISION PLAT APPLICATION CHECKLIST

2222 West 14400 South, Bluffdale, UT 84065  
801.254.2200 – [www.bluffdale.com](http://www.bluffdale.com)

**BLUFFDALE**  
EST. 1848

This application must first be reviewed by the Development Review Committee (DRC), consisting of Bluffdale City staff. Following review by the DRC, the applicant will be informed of the next available meeting date when the item can be addressed by the Planning Commission. The DRC will make a recommendation to the Planning Commission for consideration, the Planning Commission will make a recommendation, and the City Council has the final authority to either approve or deny the request.

Please review Title 12 of the Bluffdale City Code available at [www.bluffdale.com](http://www.bluffdale.com) for information completing this application. Below is a list of information that is required to be submitted with the application. **If any of the required information is not submitted, the application will be considered incomplete and cannot be accepted.**

Planning Application Fees: \$280 + \$170 per lot

\*NOTE: Additional fees may be assessed separately in accordance with the adopted Consolidated Fee Schedule.

Staff will review the application and check for completeness before accepting any application. As part of the application, please provide the following:

- Application Form and Fees.**
- Legal Description.**
- Final Subdivision Plat.** A Final Subdivision Plat shall be prepared by a licensed land surveyor, or engineer and drawn at a scale of not less than one inch equals one-hundred feet (1" = 100'), or as recommended by the City Engineer and in a form acceptable to the Salt Lake County Recorder for recordation. The Final Subdivision Plat all sheets shall be numbered.
  - Digital (PDF) of the Final Subdivision Plat, in a format acceptable to the City's Geographic Information System standards is required.
- Required Subject Property Information.** Other required property information shall be provided on separate sheets at the same scale as the Final Subdivision Plat.
- Final Construction Drawings.** All construction drawings shall be in compliance with the Bluffdale City Development Standards and Design Specifications.
- Street Tree Plan.** Provide street tree plan/landscaping plans as per Bluffdale City standards. See BCC 12.80.060(B).
- Improvement Construction Costs.** Estimated construction costs of all proposed, or required public improvements, prepared by a licensed civil engineer, and as required by the Bluffdale City Development Standards and Design Specifications and the City Engineer.
- Title Report.** A Title Report for the Subject Property, provided by a Title Company and no older than thirty (30) calendar days from the date of the filing of the Final Subdivision Application.

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**PLEASE NOTE:** This application has an accompanying checklist which specifies the information required in order for your application to be processed. Before submitting the application, please review the checklist and have all the required information.  
**Incomplete applications will not be accepted.**

The following must be submitted with this application:

- All information indicated in the attached checklist.
  - Planning Application Fee: \$280 + \$170 per lot
- \*NOTE: Additional fees may be assessed separately in accordance with the adopted Consolidated Fee Schedule.

Date of Application:		Zone:	Parcel #(s):		
Proposed Subdivision Name:					
Subdivision Location/Address:					
Number of Proposed Lots:			Total Acreage:		
Project Description (use additional pages if needed):					
<b>Applicant(s):</b>			<b>Contact Person:</b>		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone Number:			Phone Number:		
Email:			Email:		
<b>Property Owner(s):</b>					
Address:			City:	State:	Zip:
Phone Number:			Email:		

FOR OFFICE USE ONLY		
Planning Application fee: \$280 + \$170 per lot _____ (Engineering fees assessed separately)	Received date:	Received by:
	Amount received:	Receipt #:
	File #:	
	Assigned to:	
Noticing: # of notices _____ Postage _____ Envelopes _____		
TOTAL: _____		

AFFIDAVIT  
PROPERTY OWNER

STATE OF UTAH                    )  
  ) ss  
COUNTY OF SALT LAKE        )

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statement therein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge I have received written instructions regarding the process for which I am applying.

\_\_\_\_\_ (Property Owner)

\_\_\_\_\_ (Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah

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AGENT AUTHORIZATION

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application, and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_ (Property Owner)

\_\_\_\_\_ (Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me

\_\_\_\_\_, the signer(s) of the above agent authorization who duly acknowledge to me that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah