



EMERY COUNTY MINOR SUBDIVISION CHECKLIST

75 E Main St * PO Box 417
Castle Dale, Utah 84513
435-381-3565 ph * 435-381-5644 fax

Name of Property Owner: _____

Address: _____ PO Box: _____

City, State, Zip: _____

Subdivision Name: _____ Lot No.: _____

Address (approx): _____

City, State, Zip: _____

Applicant shall prepare and submit to the Zoning Administrator two (2) copies of the concept plan to include:

- _____ a description of proposed use including proposed excavation, construction, and time lines
- _____ proof of ownership or other legal right entitling the applicant to conduct the proposed use on the property
- _____ a surveyed, legal description of the property and/or a copy of the recorded plat showing the property, a vicinity drawing or plan showing roads and other landmarks which will aid in identifying the property
- _____ a drawing including the location of structures in relation to property lines, roads, water utilities, electrical utilities, and wastewater facilities (including location of septic field and alternative)
- _____ a letter from a culinary water system operator verifying water connection ownership for each individual lot in the subdivision
- _____ an encroachment permit or letter from the County or Utah Department of Transportation (UDOT) granting access to the property
- _____ a letter of approval from the Department of Health approving a septic system and providing design for proposed structures

Upon submission of the above completed application the Zoning Administrator shall determine if the proposed use qualifies as a minor subdivision and with payment of required fees, shall within ten (10) days respond that the application is complete.

After approval of said application, a public hearing will be held which requires a ten (10) day public notice.

and,

Once the subdivision has been approved, the applicant must submit a 24x30 Vellum copy of the subdivision plat with all required signatures to the Records Office to be recorded.

*** Upon approval, building permits shall be purchased and construction shall begin within one hundred eighty (180) days or approval of the minor subdivision shall expire.

Comments: _____

MINOR SUBDIVISION MINIMUM REQUIREMENTS

A minor subdivision shall meet the following minimum requirements in order to be considered a minor subdivision:

1. Minor subdivisions are only allowed within the A-1 Agricultural Zone in the County.
2. No more than five (5) lots may be created.
3. Each lot shall contain at least two (2) acres.
4. Meets and bounds are acceptable legal descriptions for minor subdivisions, so long as they have been provided by a certified surveyor and a record of survey is filed in accordance with Subsection 17-27a-605(2)(6), Utah Code Annotated; however, plats and plat maps are acceptable and preferred.
5. The subdivision does not result in remnant land (land that cannot be developed due to size, set backs, etc.) that did not previously exist.
6. The subdivision does not require addition of infrastructure above and beyond that which is available generally in the surrounding properties, e.g., curb, gutter, sidewalk shall only be required if the adjoining properties have those amenities at the time of application.
7. The applicant may present a subdivision development plan that, upon approval by the land use authority, allows for staged development. Lots may be developed individually, in groups, or all at once so long as the plan and the accompanying schedule is met.
8. Each lot shall have the required frontage on an improved public street, county road, or public highway as set forth in the Emery County Zoning Ordinance.
9. Each lot shall meet all other applicable requirements (e.g., set backs, construction standards, etc.) set forth in the Emery County Zoning Ordinance.
10. Gravel roads are an acceptable construction medium for the surface of streets and roads, all streets and roads shall be improved in conformance with the applicable cross-section and construction standards as adopted by the County Commission. Residential (minor) roads constructed within the subdivision shall have right-of-way width of not less than sixty (60) feet. Streets and roads are defined as such if the roadway serves three (3) or more lots in a subdivision.
11. The minimum width of a driveway shall be twelve (12) feet. The maximum grade of a driveway shall not exceed ten (10) percent. Twelve (12) percent grads may be allowed for up to but not to exceed two hundred fifty (250) lineal feet. Any driveway longer than three hundred (300) feet shall have either a designated "turn around" area large enough for a forty (40) foot emergency vehicle to make a complete turn, or shall have twenty four (24) foot wide passing areas, at least sixty (60) feet in length every five hundred (500) feet. A driveway is defined as such if it serves two (2) or less lots within a subdivision.