



LAVERKIN CITY SUBDIVISION CHECK-OFF LIST

If development is done in phases, each phase will follow this check list. If all phases receive conceptual approval at the same time, that checklist may be eliminated with approval of subsequent phases. Each plat stage must have approval by Council before moving to the next plat stage. LaVerkin City Ordinance states that no building materials may be dumped on streets or sidewalks. Developer and/or Excavator may be cited for nuisance if dirt is allowed to fall or accumulate on city streets during any dirt moving. Subdivision sign off will be held until citations are paid and streets and/or sidewalks are cleared and any damage repaired. Builder or developer may also be fined to cover the cost of removal by the City.

All engineering must be submitted on CD in PDF and CAD formats at each phase, including preliminary plat, construction drawings, and final plat.

Conceptual Approval

- ✓ Arrange to attend weekly LaVerkin development meeting with Building Inspector, Public Works, and Ash Creek for Conceptual approval, Monday 9:30 am
- ✓ Review drawing of subdivision
- ✓ Review checklist
- ✓ Meet with Utah Power Representative
- ✓ Make application to appear before Planning Commission and City Council for further conceptual approval if desired. \$100.00 administration fee.

Preliminary Plat Checklist

- ✓ Prepare preliminary plat plan following attorney checklist (see attached) for preliminary plats:
- ✓ Payment of \$500.00 administrative fee.
- ✓ Submit 14 copies of preliminary plat to the City for distribution as follows:
 - City 4, Engineer 1, Utah Power 1, Cable TV 2, Questar Gas 1, Canal Co 1, Ash Creek SSD 2, Fire Dept 1, Qwest 1
- ✓ City will distribute plats to entities and set meeting for a Friday morning within 2 weeks of plat submission.
- ✓ Meeting with all entities to bring in recommendations and red line items
- ✓ Upon approval from utilities, make application to appear before Planning Commission and City Council for preliminary plat approval
- ✓ Provide electronic file of subdivision for distribution.
- ✓ Pay the HCP Endangered Species Act Impact Fee of \$250.00 per acre to LaVerkin City.
- ✓ Present copy of State/EPA permit and plan for storm water drainage.
www.waterquality.utah.gov/updes/stormwater.htm
- ✓ Pay Washington County Water Conservancy District impact fees to the district at 533 East Waterworks Dr. in St. George contact 673-3617

Construction Drawings

- ✓ Developer will redraw plats to incorporate changes and include hydrology and geotechnical studies; and traffic study as required by the City
- ✓ Prepare construction drawings including:
 - Cover sheet
 - Grading and drainage plan
 - Utility plan

- Street plan and profile sheets
- Detail Sheets
- Other plans and details particular to the project
- ✓ Developer will submit 4 full sets of the final construction drawings and 5 utility plans to the City for distribution as follows:
 - City, 2 full sets, Engineer 1 full set, Attorney 1 full set, Utah Power 1, Qwest 1, Cable TV 1, Questar Gas 1, Canal Co. 1.
- ✓ City will distribute plats to entities and schedule a meeting for a Friday morning, two weeks later
- ✓ Meeting with utilities to sign off on recommendations. No city signatures until payment has been made for HCP and WCWCD impact fees.
- ✓ Receive comments, revise and resubmit plans as many times as necessary to obtain approval from reviewing entities
- ✓ Pay the \$500.00 per lot charge to the City after preliminary plat approval from City Council
- ✓ Construction of all improvements. Developer will contract for all inspections and testing not provided by the City.
- ✓ Put bond in place as required by City (See Below)
- ✓ All other additional charges for professional fees such as attorneys and engineers will be billed to the developer.

Final Plat Checklist

- ✓ Provide title report to city attorney as outlined in attached letter.
- ✓ Make application to appear before Planning Commission and City Council for final approval. No meeting will be scheduled until all reviews and revisions have been completed, and the bond requirements have been met.
- ✓ No Mylar shall be released for recording until all fees and charges have been paid to LaVerkin City.
- ✓ Present Mylar plat to City Council as required by Code (Also electronic Auto cad and PDF readable disc)
- ✓ Bond release (See Below)

Construction/ Bond/ Recording Requirements

Construction: The subdivider shall install all improvements including, but not limited to, curb and gutter, sidewalk, culinary water, utilities, secondary water connections, streets and drainage. The city may require the subdivider to pay for all or a portion of the cost of extending improvements from the nearest point of existing improvements to the subdivision, in accordance with the Utah Impact Fees Act. The layout of the subdivision must provide for future extension of improvements to adjacent properties and will be compatible with appropriate LaVerkin City master plans. All underground improvements will be installed to the boundary lines of the subdivision. Geotechnical investigation recommendations shall be followed when installing all improvements. All construction work involving the installation of improvements shall be subject to inspection and testing by LaVerkin City for quality control. Requests for inspections shall be made to the LaVerkin City representative by the person responsible for the construction, which inspections shall occur within a reasonable time. The city shall give notice 24 hours in advance that it will be performing the required inspection. Any work to be backfilled or covered shall not be backfilled or covered prior to inspection. If the subdivider fails to remedy any deficient condition after the same has been identified by a city inspection, the city may issue a stop work order, requiring that all work on the subdivision by the subdivider must be stopped until the deficiency is remedied.

All studies and tests on improvements that are required by city code shall be the responsibility of the developer unless there is an indication that they are to be provided by the city.

At the completion of the work, an inspection of the improvements shall be made according to city code. If the improvements are completed, all liens are paid, and conditions are found to be satisfactory, the developer shall provide a warrantee bond to the city as outlined below. All improvements must be complete, and all conditions, materials or workmanship shall comply with city standards before bond may be installed or final plat is scheduled for approval.

Amount and type of bond: The bond or guarantee shall be in the form of cash deposited with the city and held in an interest bearing account, or a letter of credit from an approved institution or such other cash security bond as the subdivider may obtain that is approved by the city.

The bond shall be equal to 25% of the cost of the improvements and shall be held for 1 year. The subdivider will furnish a cost breakdown for the required improvements, prepared by an engineer registered to practice in the state. The breakdown shall then be approved by the city engineer. No estimate may be used as the basis for the amount of the bond until it has been approved by the city engineer.

Final Approval: Upon completion of all construction, and installation of bond, an application to appear before planning commission and city council shall be made. Mylar shall be reviewed by the city engineer, and attorney prior to the planning commission meeting. Once all signatures are obtained on the Mylar, the plat may be recorded as outlined in city code.

Drawings of Record: After final installation of all improvements and the final inspection and approval of the same, the contractor shall provide a complete set of drawings of record for all improvements that includes all items listed in the construction drawings and any improvement dimensions or changes to the improvements as they were constructed in the field. The drawings shall be submitted on 24" x 36" sheets. No bond shall be released until drawings of record are received, and if changes were made to improvements, a new drawing of record for such improvements shall be submitted, as appropriate, before release of the bond. A submittal of drawings of record shall include a transmittal letter, in duplicate, containing: submittal date, project title, and the signature of the contractor or the contractor's authorized representative. The transmittal letter shall also include certification by a professional engineer or surveyor, licensed in the state of Utah, that each drawing of record is complete and accurate.

Bond Release: Upon inspection of the subdivision for defects as outlined in city code, if no defects or failures are found, the bond or credit shall be released to the subdivider. If defects or failures are found, the bond shall be extended as required to install, repair failures or defects and to warrantee such as required.

Attorney's Preliminary Plat Check List

Name of Subdivision

1. Title block shall contain the following:

- a. Proposed name of subdivision _____
- b. Location of subdivision _____
 - i. Address _____
 - ii. Section, township, range _____
- c. Name and address of owner or subdivider _____
- d. Date of preparation and north point _____
- e. Scale shall be of sufficient size to describe in legible form all required conditions of subdivision title _____

2. Existing Conditions – plat shall show:

- a. Location of nearest monument _____
- b. Boundary of proposed subdivision and acreage _____
- c. Location, width and names of all:
 - i. Existing streets within 100' of subdivision _____
 - ii. Other public open spaces _____
 - iii. Permanent easements _____
 - iv. Section and corporation lines within and adjacent to the tract _____
- d. Location of all:
 - i. Wells (proposed, active and abandoned) _____
 - ii. Reservoirs and ponds (within tract and to distance of 100' beyond tract boundaries) _____
- e. Existing sewers (within tract and to distance of at least 100' beyond tract boundaries)
 - i. Pipe sizes _____
 - ii. Grades _____
 - iii. Manholes _____
 - iv. Exact location _____
- f. Water mains (within tract and to distance of at least 100' beyond tract boundaries)
 - i. Pipe sizes _____
 - ii. Grades _____
 - iii. Manholes _____
 - iv. Exact location _____

g. Culverts (within tract and to distance of at least 100' beyond tract boundaries) _____
i. Pipe sizes _____
ii. Grades _____
iii. Manholes _____
iv. Exact location _____

h. Other underground facilities (within tract and to distance of at least 100' beyond tract boundaries) _____
i. Pipe sizes _____
ii. Grades _____
iii. Manholes _____
iv. Exact location _____

i. Existing fire hydrants within distance of at least 300' beyond tract boundaries _____

j. Existing ditches, canals natural drainage channels and open waterways and proposed realignments, including drainage and existing and future flood control alignments _____

k. Common boundary lines of adjacent tracts within 100' of proposed designated bench mark. _____

l. Contour at vertical intervals not greater than 2' or 2' elevations from designated bench mark _____

3. Proposed plan should contain the following (where applicable)

a. Showing location, widths and other dimensions of: (designated by actual or proposed names and numbers) _____
i. Proposed streets _____
ii. Crosswalks _____
iii. Alleys _____
iv. Easements _____
v. Construction Specifications _____
vi. Street lights _____
vii. Street name signs _____

b. Layout number and typical dimensions of lots _____

c. Parcels of land intended to be dedicated for public use _____

d. Easements for _____
i. Water/sewer _____
ii. Drainage _____
iii. Utility lines _____
iv. Other purposes _____

e. Typical street cross sections and street grades per City standards _____

- f. Tentative plan or method by which subdivider proposes to handle storm water drainage for subdivision _____
- g. Approx. radius of all center line curves on highways or streets _____
- h. Each lot shall front a street shown in subdivision
(Flag lots shall only be allowed on a case by case basis) _____

OTHER REQUIREMENTS:

- 1. Soil Testing – (at City request pursuant to City Engineer recommendations) _____
- 2. Street and Trench Testing – testing streets and trenches at random for:
 - a. Compaction _____
 - b. Frequency _____
 - c. Location to be determined by City _____
- 3. Present to Planning Commission copies of any agreement with adjacent property owners relevant to proposed subdivision (where necessary) (i.e. water, sewer, easements.) _____

I hereby certify that the above-referenced information is true and correct.

ENGINEER'S SIGNATURE:

CITY VERIFICATION

This will verify that the City is prepared finalize a plat consistent with the information set forth above

CITY AUTHORIZED SIGNATURE:

WCWCD CERTIFICATION

This will certify that the required impact fee has been paid as follows:

Amount paid

Paid by

Check Number

Date paid

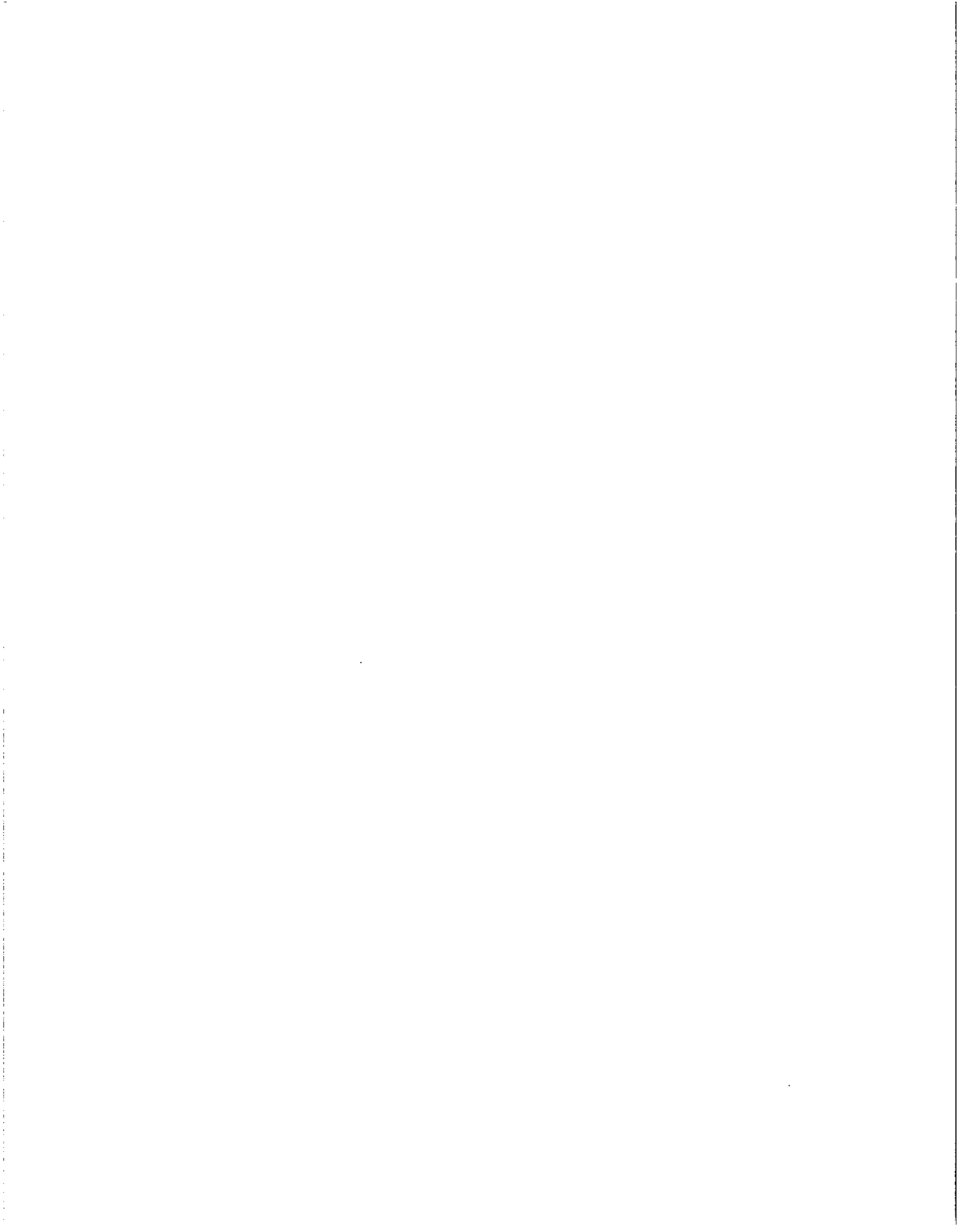
This will certify that a promissory note has been executed for the above-referenced subdivision:

WCWCD AUTHORIZED SIGNATURE:

INSTRUCTIONS

Please read carefully before returning the completed form to the District

1. All sections must be filled in. If a section is not applicable, fill in with "N/A."
2. The application must be accompanied by a compact disc with a copy of the final approved plat in adobe acrobat (.pdf) format.
3. Any areas of roads or dedicated as "non-irrigable" must be shown on the plat specified by total area in square feet.
4. The original document must be presented to the City, <http://atlas.utah.gov/county/washington/viewer.htm>.
5. Relevant information to help calculate the impact fee may be found at <http://wcwcd.state.ut.us>.
6. Please confirm with District staff that the impact fee amount is correct before writing the check.
7. Checks are preferred; cash is accepted.
8. Make the check payable to "WCWCD."



OFFICE OF THE CITY ATTORNEY
City of LaVerkin
State of Utah

LaVerkin City Offices
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LaVerkin, Utah 84745

Telephone: (435) 635-2581
Fax Number: (435) 635-2104
kevin.bennett@laverkincity.org

Dear Applicant for Final Plat Approval:

You are nearing the end of the City's subdivision plat approval process. As City Attorney, it is my desire that this "final leg" of the journey towards final approval go as smoothly and expeditiously as possible. Therefore, I wish to highlight a portion of the applicable law and procedure that you should acquaint yourself with as you seek final plat approval. Compliance is required in order for your application to be forwarded to the Planning Commission and City Council for discussion and final action.

Subsection F of Section 11-3-4 of the *LaVerkin City Code* states that "[b]efore recommendation and approval can be given by the planning commission and city council, final approval by the city engineer and city attorney must be obtained."

That subsection states that, "[p]rior to all other approvals and signatures, the Mylar plat, a title report and proof of bonding and related documents shall be submitted to the city attorney for his review." It goes on to say that "[t]he city attorney shall verify the following, after which he shall submit [the final plat] to the planning commission and city council for approval:

1. That the subdivision complies with city ordinances and the laws and administrative rules of the state;
2. That ownership of the property being subdivided and dedicated as shown on the plat is confirmed by the title report; and
3. That the bond, or equivalent as approved, is in appropriate form and signed by the parties, and that the subdivider has signed the subdivision improvement cost overrun agreement described in subsection 11-3-5H of [Title 11, Chapter 3, of the *LaVerkin City Code*]."

Section 11-3-5H, as referenced in the preceding paragraph, reads as follows:

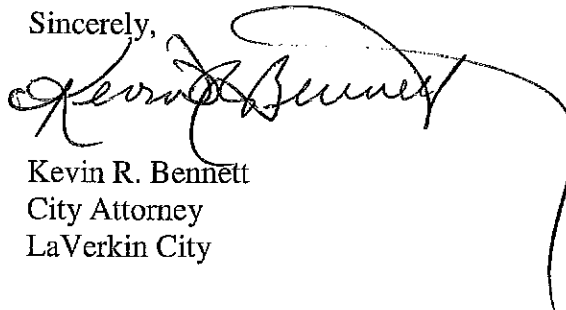
“Prior to or at the time of the obtaining of any bond under this section, the subdivider shall also sign a subdivision improvement cost overrun agreement, on a form approved by the city. This agreement shall provide that if the city council declares a bond forfeited under this section, and the bond is found to be insufficient to cover the cost of installing or repairing the improvements, the city may file a lien upon any of the subdivision property owned by the subdivider, or may otherwise bring legal action pursuant to said agreement against the subdivider or his properly acknowledged successor, for the difference between the amount of the bond and the cost of installing or repairing the improvements. Said agreement shall provide that the subdivider shall be responsible for all legal fees and costs of such an action.”

It is essential that you be aware of these requirements and take steps early in the process to ensure compliance.

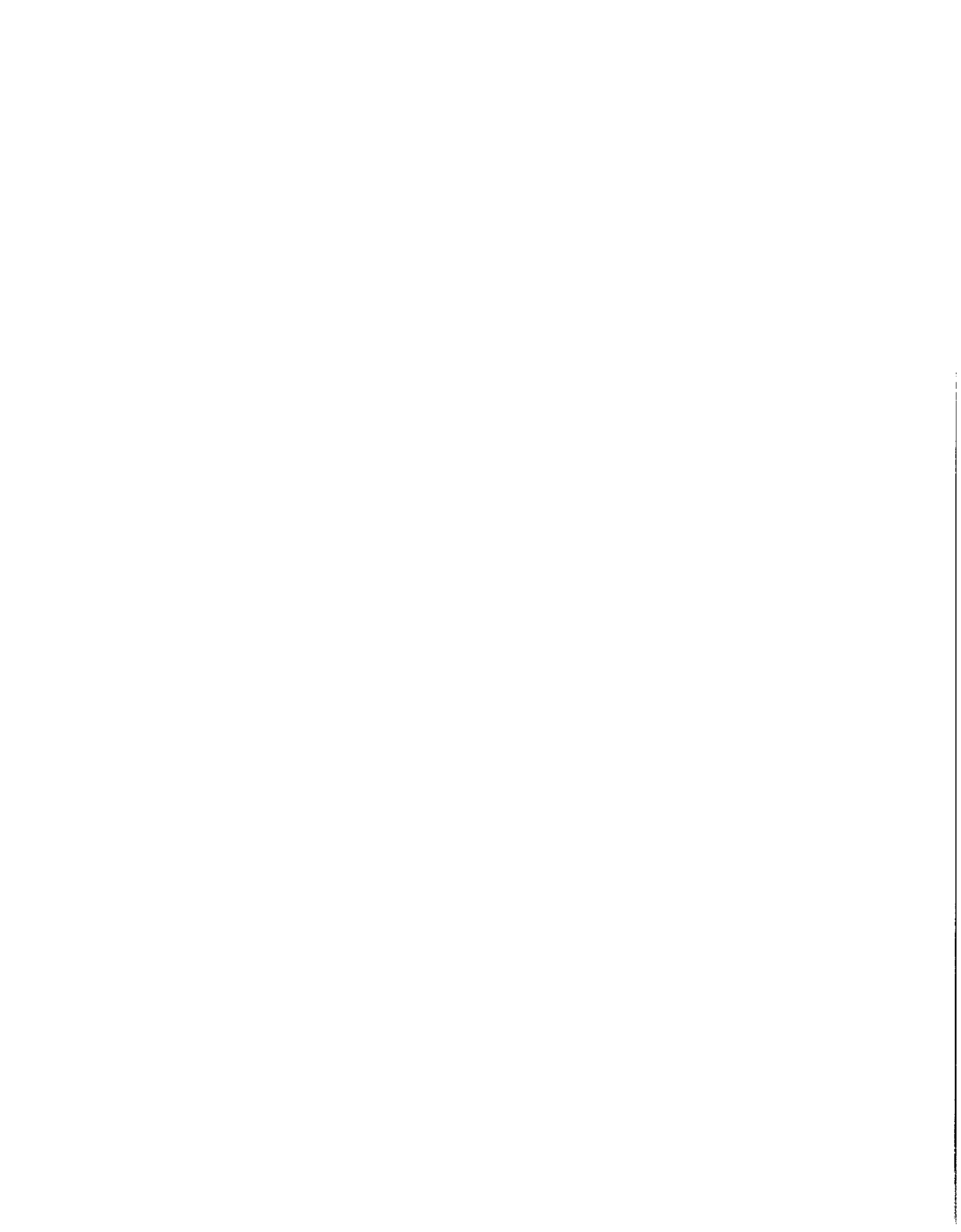
Please pay particular attention to the requirement of the title report—to ensure that all holders of property interests in the property being platted (a) are aware of what is being sought regarding the property in which they have an interest and (b) have offered their consent to the action sought. A preliminary title report should be sought and provided “early on” to identify those with an interest in the property and to guard against unnecessary (and perhaps undesired) improvement of property where it is determined that ownership is an issue or that not all interest holders are “on board” with the desired action. A copy of that preliminary report should be provided to this office shortly after it has been obtained. A final title report should be provided just before final approval is sought so that it can be reviewed for compliance, possible defects in title, and ownership (and any “cloud” thereon) just before your application is forwarded to the Planning Commission and City Council for final approval. It would be unfortunate to go through the process just to have it held up or nullified because of ownership issues that should have been identified and cured (if possible) early on.

Thank you. And, on behalf of the City of LaVerkin, have a pleasant day!

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin R. Bennett", with a long, sweeping flourish extending to the right.

Kevin R. Bennett
City Attorney
LaVerkin City



Washington County Recorder Attachment to Final Plat

New Plat Review

The Recorder's office will take up to three business days to review all plats submitted for Recording. Every attempt will be made to review the plat as quickly and accurately as possible.

After review the responsible party will be contacted.

A. If the review is successful you will be contacted for recording instructions.

B. If the review is unsuccessful the plat will be available to pick up for needed corrections.

Responsible Party:

Name: _____

Phone Number: _____

Email address: _____

Washington County Requirements for Recording Documents

In the Utah Code

1. Original Document (57-3-106(1)(a)(1))
2. Original Signature (57-3-106)
3. Acknowledged (notarized) (57-3-102)
4. Names typed or printed of persons signing document (17-21-25)
5. Must be legible (57-3-106(2))
6. Fees paid in advance (17-21-18)
7. Names and mailing address of grantee on document (57-3-105(2))
8. Legal description (57-3-105(1))
9. Brief Caption (Title) stating nature of Document (57-3-106(1)(a)(ii))
10. Name and address of at least one Trustee for documents affecting real property when a Trust has interest (75-7-402(5))
11. Tax Serial number of property (17-21-20-(4)(a))
12. Uniform Commercial Code (UCC) documents require legal description(70A-9-402(5))
13. Standardized documents (17-21-20(3)(a)) \$2.00 per page charge if not standard.
 - A. Letter size (8 ½ x 11)
 - B. Space 2 ½ down and 4 ½ across in upper right corner of first page for Recorder's stamp and 1" space on top of each succeeding page.
 - C. Only single sided pages
 - D. Pages cannot be bound continuously on top, side or bottom.
 - E. Print in black ink and not less than 7 lines per vertical inch
14. Plats are to have a CD with engineered drawings

County Recording Requirements

In order to record any document at the Washington County Recorder's Office, the following shall be required:

- Documents must be letter size (8 ½" X 11").
- Documents must have a space 2 1/2" down and 4 ½" across in the upper right corner of the first page for the Recorder's Stamp and a 1" space on the top of each succeeding page.
- Only single-sided pages.
- Pages cannot be continuously bound on the top, side or bottom.
- Documents must be printed in black ink and printing not less than 7 lines per vertical inch and sufficiently legible to make certified copies.

Exceptions to the requirements are for a:

- Map (plat);
- Certificate or affidavit of death;
- Military discharge;
- Document regarding taxes that is issued by the Internal Revenue Service of the United States Department of the Treasury;
- Document submitted for recording that has been filed with a court and conforms to the formatting requirements established by the court; or
- Document submitted for recording that is in a form required by law.

Any questions should be referred to the Washington County Recorder's Office at 435-634-5709.

Documents referring to land division or other use changes shall have the property description of each parcel affected by the document.

Plats are required to have Water Authority and Sewer Authority signature lines as well as Planning Commission Chair, Engineer, Mayor, City Recorder – Attest, and Attorney signatures.

ELECTRONIC FILE OF SUBDIVISION

With the acceptance of Preliminary Plat, Construction Drawings and Final Plat, the developer shall present to the City a CD or current electronic format, of the subdivision in a DWF, DWG and PDF format.

Developer

Date



Pre-Street Paving Requirements

Date _____

Subdivider _____

Address _____

The City of LaVerkin requires the below signatures to be signed off prior to asphalt being laid on any Subdivision road project in the City limits. The list is to be completed and returned to the city office for final review and signature by the Public works director. Also a copy of the compaction tests for the trenches, sidewalk, curb and gutter is required to be turned in at that time.

Utah Power _____

Qwest _____

Cable Television _____

Questar Gas _____

Geotechnical Engineer _____

Ash Creek Special Service District _____

Public Works Director _____

