

# DRAFT

**SECTION 1:** AMENDMENT “11-4-3 FINAL PLAT” of the Mona City Code is hereby *amended* as follows:

## 2022-29 AMENDMENT

### 11-4-3 FINAL PLAT

#### A. Submission Requirements:

1. An electronic copy in a compatible form as specified by city staff, three D size (22-inch by 34-inch) copies and six 11-inch by 11" by 17-inch or 12-inch by 18-inch copies of all maps (drawn to 1/4" scale), 1/8" minimum and easily legible, and all material required by this chapter shall be submitted by the subdivider to the city office at least twenty-eight (28) days prior to the meeting at which the applicant desires to have their application considered. Submission does not guarantee review at the next scheduled meeting.
2. Materials required for final plat approval shall be submitted within 12 months of the date a preliminary plat has been approved by the Planning Commission. Fees for final plat review shall be paid at the time of submittal of the final plat. Final plat submission shall not be accepted which has exceeded this time lapse period, unless approved by the Planning Commission.
3. Cover Sheet: Drawn as required for preliminary submittal, including any and all corrections required as part of preliminary review. Must include the following:
  - a. Designing engineer's stamp, signature, and date.
  - b. Owner's Dedication
  - c. Signature lines and date for the following:
    - (1) Developer
    - (2) City Mayor
    - (3) City Council members
    - (4) Planning and Zoning Chair
    - (5) Planning and Zoning Secretary
    - (6) Fire Chief
    - (7) Gas Department
    - (8) Water Department
    - (9) Sewer Department

⚠️

#### B. Plat Requirements:

1. The final plat submission shall conform in all major respects to the preliminary plat as previously reviewed and approved by the Planning Commission, and shall incorporate all modifications required in its review. If a final plat has been modified to reflect improvements in design or changes which have occurred in its natural surroundings and environment since the time of the

# DRAFT

preliminary plat review and approval, the plat will be returned to the Planning Commission for further review and approval. The Planning Commission may redline a revised plat.

2. A final plat shall be a phase of an approved preliminary plan, except as provided in subsection D. of this section.
3. Two copies of the application form for review of a final plat and all required supporting documents shall be submitted.
4. The final plat drawing and 11 black on white or blue on white prints of the final plat shall be submitted.
5. The final plat will conform to the city standard drawings and specifications.
6. The final plat will contain a dedication in substantially the following form:  
We, the undersigned owners of all the property herein described and shown on this map, have caused the same to be subdivided into lots, blocks, streets, easements, and other divisions as shown herein. We do hereby dedicate the streets, easements, and other public areas for the perpetual use of the public; the public utility easements to all utility providers, public or private; and the irrigation easements to all lot owners and their successors and assigns. All conditions and notes contained herein are to be covenants and restrictions that run with the property to all lot owners and their successors and assigns. We do hereby warrant, defend, and save the municipality harmless against any encumbrances on the dedicated public areas and streets that will interfere with the municipality's use, operation, and maintenance of the same.

C. Drawing Requirements: The final plat drawing shall have the following standards:

1. The plat shall be prepared and certification made as to its accuracy by a registered land surveyor licensed to do such work in the state.
2. The plat shall be delineated in permanent ink on waterproof mylar.
3. The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside the lot dimensions.
4. If a plat is revised, a copy of the old plat shall be provided for comparison purposes.
5. All blocks and all lots within each block shall be consecutively numbered.
6. On curved boundaries and all curves in the plat, sufficient data shall be given to enable the reestablishment of the curves on the ground. This curve data shall include the following for circular curves:
  - a. Radius of curve;
  - b. Central angle;
  - c. Tangent;
  - d. Arc length;
  - e. Chord length; and
  - f. Chord bearing.
7. Derelict parcels shall not be allowed.
8. All streets and walkways shall be designated as such and streets shall be named; bearings and dimensions must be given.
9. All easements, including public utility easements, shall be designated as such and dimensions given.

# DRAFT

10. All lands within the boundaries of the plat shall be accounted for either as lots, walkways, streets or ground in common ownership, public paths, open space and excepted parcels.
11. All dimensions of irregularly shaped lots shall be indicated in each lot.
12. All bearings and lengths shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.
13. Buildable areas when required by the DRC or Planning Commission, shall be noted with all dimensions.
14. Parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat, provided all owners join in dedication and acknowledgment.
15. Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.
16. The information on the plat shall include:
  - a. Name of subdivision, map, north arrow and date;
  - b. Name and address of owner or owners of record;
  - c. Total acreage of subdivision; total number of lots;
  - d. Township, range, section (and quarter section, if portion) and public and private open space;
  - e. Graphic scale;
  - f. Local engineer and county surveyor's certificate;
  - g. Local attorney's approval certificate;
  - h. Planning Commission approval certificate;
  - i. City Council and Mayor approval certificate;
  - j. Any additional information required by local ordinance or by state law;
  - k. An address block;
    - l. Current zoning at time of final approval;
  - m. Design criteria for elevation of 5,000 feet. Design criteria for snow load of 45 pounds per square foot;
  - n. Show orientation of driveway in cases where lot fronts on arterial street.
17. The dimensions and format of the plat shall be established by the City Council.
18. Location of all monuments must be shown on the plat.
19. Any other requirements, restrictions, conditions, and improvements approved by the Planning Commission and City Council.

#### D. Phase Development:

1. The final platting of subdivisions containing more than 25 lots shall be done in phases, unless the subdivider demonstrates the ability to provide all necessary public infrastructure, utility connections, water supply, and other required off site and on site improvements without phasing and without undue impact to the city and adjacent property owners. Each phase shall consist of the number

# DRAFT

of lots which can be completely developed with both off site and on site improvements within a two-year period, or 25 lots, whichever is larger. The development of the subdivision shall be in an orderly manner and in such a way that the phases will be contiguous, the required improvements will be continuous, and all of the said off site improvements will be made available for the full, effective and practical use and enjoyment thereof by the lessees or the grantees of any of the lands subdivided within the time hereinafter specified.

2. When the off site improvements have been 100% completed for the recorded plat and approved by the City Engineer, and on-site improvements are 70% completed, the subdivider may submit the next phase of the proposed development in accordance with the rules and regulations of this title.

## E. Monuments:

1. Permanent reference monuments, as approved by the City Engineer, shall be set on the external boundary of the subdivision, and at all street centerline intersections, and beginning and end points of curves to provide line of sight control for reestablishing the survey. The number of monuments may be reduced by the City Engineer.
2. All monuments shall be the manhole type, D&L model K6313 with ring extension or city approved equivalent.
3. The developer shall be responsible to have all property corners of lots surveyed by a licensed surveyor with each property corner being identified with a rebar and cap. Brass pins shall be set in the curb at the projected property line. All other property corners shall be marked with a steel tee post placed near the rebar and cap. Developers will be required to post a bond for this requirement. The subdivision will not be given final bond release until the requirements of this section have been met.
4. At least one second order benchmark shall be set (where practical to tie in) within every subdivision or subsequent filing prior to submission of the final plat for approval.
5. Detail requirements on monument construction, marking and setting are contained in the city standards.

F. Survey Certification: The surveyor making a plat shall certify on the plat that it conforms to city survey regulations and to all applicable state laws and that the monuments described in it have been placed as described. He shall affix his or her name, seal and signature.

G. Supporting Documents: The following documents shall be submitted with the final plat drawing, and be considered a part of the submission. Drawings showing layout, profile and detail design of:

1. All utilities and easements.
2. Plan, profile and typical cross section drawings of roads, bridges, culverts, sewers and other drainage structures.
3. Grading and drainage plan that illustrates street drainage and drive approaches where necessary. In case of predominantly level topography throughout a subdivision, one-foot contour intervals may be required.

# DRAFT

4. Erosion control plan when required and submitted as a part of preliminary design plan. It shall be resubmitted in final form.
5. An exact copy of a certificate of title insurance company or attorney's opinion, which shall set forth the names of all property owners included in the plat and shall include a list of all mortgages, judgments, liens, easements, contracts and agreements of record in the county which shall affect the property covered by such plats. If the opinion of title discloses such encumbrances, then at the option of the City Council, the holders or owners of such mortgages, judgments, liens, easements, contracts or agreements shall be required to join in and approve the application before the plat shall be acted upon by the Planning Commission.
6. Where a portion of an existing easement is contiguous to a proposed easement or right-of-way of a new subdivision, proof of the dedication of the existing easement or right-of-way acceptable to the Planning Commission must be submitted.
7. Where the subdivider is to dedicate land for schools, roads, parks or other public purposes, a letter of intent is required from the public agency receiving the dedication, agreeing to such dedication, and stating how applicable improvement standards will be met. When land within a subdivision is to be purchased by a public agency for public use, a letter of intention to purchase shall be required.
8. When a new street will intersect with a state highway, a copy of the state highway permit shall be submitted.
9. Cost estimates shall be submitted for construction of streets and related facilities, water distribution system, sewage collection system, floodplain protection, storm drainage facilities, erosion control, trails, revegetation and such other facilities as may be required, to be reviewed by the City Engineer.
10. Copies of protective covenants, trust agreements and homeowners' association articles and bylaws, including those required by the City Council to govern resubdivision, and other potential changes which might significantly alter the subdivision as approved by the City Council with regard to the criteria and standards of these regulations.
11. Monument record.
12. Irrigation company letter and/or letter from ditch easement holder.
13. The city utility easement verification form shall be signed by all utilities which will service the subdivision, including power, gas, irrigation, post office, etc., prior to submitting the final plat into the city recorder.
14. Documentation of any variances, conditional use permits, or other approvals granted in order to develop the subdivision.
15. Where property is subject to regulation by a third party, such as wetlands, state highways, or school trust lands, documentation from such third party authorizing the subdivision and the impact to the regulated property.
16. Documentation of water rights or shares required to meet culinary and irrigation water requirements. Water shall be dedicated by deed, stock

# DRAFT

- certificate, or other appropriate instrument upon recordation of the final plat, unless otherwise agreed to by the city as a condition of final plat approval.
- H. Revised Summary Statement of Proposal: A revised proposal summary statement shall be submitted to reflect any changes made from the summary statement of the approved preliminary design plan.
- I. Planning Commission Review:
1. When a final plat has been received it shall be acted upon at a Planning Commission meeting scheduled for subdivision review.
  2. If the final plat and all supplementary data complies with the applicable requirements of these regulations and the requirements of the approved preliminary design plan, the Planning Commission shall recommend approval of the plat to the City Council and, upon Council approval, certify approval of the plat on the space provided.
  3. After review of the final plat at the public meeting, the Planning Commission shall send written notification of its review and official recommendation to the City Council. This notification shall specify the modifications of the final plat, if any, which were made an incident to approval of such plat by the Planning Commission.
- J. City Council Review and Approval:
1. The City Council shall review the final plat at a regularly scheduled public meeting. If the City Council determines that the final plat submission complies with the applicable requirements of these regulations, they shall approve the plat and certify approval of the plat on the space provided. The city recorder shall provide copies of the recorded plat, together with the official notification of the action to be distributed, as follows:
    - a. Two copies for city files;
    - b. One copy for each utility company serving the subdivision;
    - c. One copy for the City Engineer;
    - d. One electronic copy for the City Engineer.
  2. Acceptance of dedication of proposed public lands or streets, or street rights-of-way in an approved plat, can be made only by the City Council. Final plat approval by the City Council will be deemed an acceptance of dedication, unless streets and other public spaces are shown as "not intended for dedication."
- K. Recording Final Plat: The City Recorder shall record the final plat with the County Clerk and Recorder. Any expenses incurred by the developer shall be borne by the developer and paid prior to recording, unless specifically identified to be paid at a later date.
- L. Preconstruction Conference: A preconstruction conference will be conducted prior to construction. A preconstruction meeting provides an opportunity to begin communication and problem solving between the city staff and the subdivider prior to the start of a major construction project. Typically the planning and zoning will meet with the subdivider prior to construction.
- M. Filing Recorded Subdivisions: The city shall maintain a filing system of all subdivisions, which includes copies of all maps, data and official subdivision actions;

# DRAFT

also, a master location map (or maps) referenced to the filing system, for public use and examination.