



Mona City – Planning and Zoning

50 West Center 435-623-4913
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 Mona, UT 84645 monacitygov@gmail.com

Minor Subdivision Application

A minor subdivision, is a subdivision in which there are 3 or fewer lots, and no new roads or utility lines are required. If this does not apply to your subdivision, please fill out the regular subdivision application.

Notice: All submitted subdivision proposals shall be reviewed in accordance with the Mona City Code. Submission of subdivision plans in no way guarantees placement of the application on any agenda of any City reviewing body. It is *strongly* advised that all plans be submitted well in advance of all agenda deadlines.

Meetings: Planning and Zoning Meetings are held on the 1st Wednesday of the month at 8:00 p.m. City Council meetings are held the 2nd and 4th Tuesday of each month at 7:30 p.m.

All of the above meetings are held in the City Council Chambers at City Hall, 50 West Center Street, Mona. All meeting dates are subject to City-observed holidays, scheduling necessities and each reviewing body's approved yearly meeting schedule.

Applicant/ Developer Information			
Applicant/ Company:		Application Date:	Date of Meeting Request:
Address, City, State, Zip:			
Telephone:	Alternate Phone:	Fax:	Email:
Project Information (if applicable)			
Project Name:		Acres:	Lots:
Project Address, City, State, Zip:		Zone:	
Engineer or Surveyor Information			
Company:		Contact:	
Address, City, State, Zip:			
Telephone:	Fax:	Email:	
Office Use Only			
Taken By:		Received Date:	Fee and Date Paid:

DOCUMENTS REQUIRED FOR A MINOR SUBDIVISION

The applicant is required to submit the following information to Mona City, 50 W. Center St, Mona.
Additional information may be requested after the formal application is received.

<p>1. Minor Subdivision Application and Property Owner Affidavit</p> <p>2. Subdivision Fee</p> <p>3. Three (3) copies of plans for preliminary submittal, and include one (1) 8 ½ x 11 copy</p> <p>4. A 24" x 36" Mylar of the finalized subdivision.</p> <p>5. Other items</p>	<p>The forms must be completed and the Property Owner Affidavit notarized.</p> <p>The Subdivision fee is \$200 plus \$50 per lot.</p> <p>The submittal of plans for review needs to show the proposed layout.</p> <p>Please Include the Following on the Site Plan:</p> <ul style="list-style-type: none"> • North arrow, legal description of the parcel, proposed easements • Street locations • Address for each lot • Lot layout, lot dimensions, lot size in square feet, total acreage • Proof of secondary water shares for each parcel • Description of the size and location of all utilities. (Note: It is your responsibility to provide utilities to all lots) <p>The Mylar must also include the following:</p> <ul style="list-style-type: none"> • Title Block including: <ul style="list-style-type: none"> - Surveyor's certificate by a licensed land surveyor, with signature line - Name and address of owner of record, and name of developer (if applicable) - Date of preparation of the subdivision plat, and all revision dates • Boundary legal description • Located at the top and center of the preliminary plat, the proposed name of the subdivision plat location designated by township, range and section from the Salt Lake Base and Meridian • Acceptance by legislative body block with: <ul style="list-style-type: none"> - Signature line for Mona City Mayor - Five (5) signature lines for Mona City Council members - Signature lines for Planning and Zoning Chair and Secretary - Clerk/ Recorder attest signature line • Location for appropriate seals • Subdivision drawing, including the following: <ul style="list-style-type: none"> - Vicinity map of the subdivision with its distinguishable location within the City - All lots with a minimum lot size of one half (1/2) acre, with a minimum width of seventy-five (75) feet. - North arrow - Graphic and written scale - Legend - The lot reference, block reference, named streets, lot addresses, and acreage for all lots <ul style="list-style-type: none"> • Plat Map from County Recorder's Office • Proof of culinary and irrigation water for all lots • Copy of deed(s)
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