

## Mona City – Planning and Zoning

20 West Center 435-623-4913  
 P.O. Box 69 435-623-4320 (fax)  
 Mona, UT 84645 [monacitygov@gmail.com](mailto:monacitygov@gmail.com)



### Minor Subdivision Application

**A minor subdivision is categorized as 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. Plans must be submitted 28 days prior to the Planning and Zoning Meeting to be considered on the agenda, but it is *strongly* advised that all plans be submitted well in advance.

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

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

## DOCUMENTS REQUIREMENTS FOR A MINOR SUBDIVISION

**The applicant is required to submit the following information to Mona City, 20 W. Center Street, Mona. Additional information may be requested after the formal application is received.**

1. Minor Subdivision Application	The forms must be completed and all documentation, including the application fee submitted.
2. Subdivision Fee	The Subdivision fee is \$350.
3. Three (3) copies of plans for preliminary submittal, and include one (1) 8 ½ x 11 copy	<p>The submittal of plans for review needs to show the proposed layout. Please include the following on the Site Plan:</p> <ul style="list-style-type: none"> <li>• North arrow, legal description of the parcel, proposed easements.</li> <li>• Street locations.</li> <li>• Address for each lot.</li> <li>• Lot layout, lot dimensions, lot size in square feet, total acreage.</li> <li>• Proof of secondary water shares for each parcel.</li> <li>• Description of the size and location of all utilities. (Note: It is your responsibility to provide utilities to all lots)</li> </ul>
4. A 24"x 36" Mylar of the finalized subdivision	<p>The Mylar must also include the following:</p> <ul style="list-style-type: none"> <li>• Title block including: <ul style="list-style-type: none"> <li>○ Surveyor's certificate by a licensed land surveyor, with signature line.</li> <li>○ Name and address of owner of record, and name of developer (if applicable).</li> <li>○ Date of preparation of the subdivision plat, and all revision dates.</li> </ul> </li> <li>• Boundary legal description.</li> <li>• 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.</li> <li>• Acceptance by legislative body block with: <ul style="list-style-type: none"> <li>○ Signature line for Mona City Mayor.</li> <li>○ Five (5) signature lines for Mona City Council Members.</li> <li>○ Signature lines for Planning and Zoning Chair and Secretary.</li> <li>○ Clerk/Recorder attest signature line.</li> </ul> </li> <li>• Location for appropriate seals.</li> <li>• Subdivision drawing, including the following: <ul style="list-style-type: none"> <li>○ Vicinity map of the subdivision with its distinguishable location within the City.</li> <li>○ All lots with a minimum lot size of one half (1/2) acre, with a minimum width of seventy-five (75) feet.</li> <li>○ North arrow.</li> <li>○ Graphic and written scale.</li> <li>○ Legend.</li> <li>○ The lot reference, block reference, named streets, lot addresses, and acreage for all lots.</li> </ul> </li> </ul>
5. Other Items	<ul style="list-style-type: none"> <li>• Plat map from county recorder's office.</li> <li>• Proof of culinary and irrigation water for all lots.</li> <li>• Copy of deed(s).</li> </ul>

