

Subdivision Application – Final



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

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: | Units: | |
| 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: | |
| File #: | Review Date: | Meeting Date Assigned: | |

Mona City Subdivision Review Submission Requirements - Final

Submission Requirements: See Mona City Code 11-4-3 & 11-5 (1-24)

*Materials required for final plat approval shall be submitted within twelve (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.

- Completed Subdivision Final Review Application Form
- An electronic copy in a compatible form as specified by city staff.
- Three (3) D size (22" x 34") copies and six (6) eleven inch by 17 inch (11" x 17") or twelve inch by eighteen inch (12" x 18") copies of all maps (drawn to scale).
- Final Review application fee per Mona City Fee Schedule, which covers a maximum of two reviews. Additional reviews may require additional fees, based on staff time required.
- Recording fees for the Juab County Recorder's Office.
- Notification packet for adjacent property owners within 500' feet from any boundary of the property. The packet shall include a mailing list from the County Recorder's office including stamped and preaddressed envelopes and a public hearing notification letter and supporting documents.
- Final Covenants, Conditions and Restrictions (CC & R's)
- Preliminary Title Report
- Tax history
- Water rights
- CAD digital files(s) (AutoCAD or DFX format) submitted on a CD.

Final Plan Requirements:

Cover sheet:

- Drawn as required for preliminary submittal, including any and all corrections required as part of preliminary review
- Designing engineer's stamp, signature & date.
- Signature lines and date for following:
 - Developer
 - City Mayor
 - City Council
 - Planning and Zoning Chair
 - Planning and Zoning Secretary
 - Fire Chief
 - Gas Department
 - Water Department
 - Sewer Department
- Owner's dedication.

Plat Requirements: See Mona City Code 11-4-3 B

- 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 preliminary plat review and approval, the plat will be returned to the planning commission for further review and approval. The planning commission may reline a revised plat.
- Designing engineer's stamp, signature & date.
- A final plat shall be a phase of an approved preliminary plan, except as provided in section D of Mona City Code 11-4-3.
- Two (2) copies of the application form for review of a final plat and all required supporting documents shall be submitted.
- The final plat will conform to the city standard drawings and specifications.
- The final plat will contain a dedication in substantially the form found in Mona City Code 11-4-3 B 6.

Utility Plan sheet:

- Drawn as required for preliminary submittal, including any and all corrections required as part of preliminary review.
- Designing engineer's stamp, signature & date.

- Location of the following:
 - Traffic regulatory signs
 - Street Signs
 - Street Lights
- Location of the following utilities:
 - Gas lines
 - Power lines
 - Telephone and cable television lines

Plan & Profile sheets: which include, but are not limited to:

- Title block as described for preliminary submittal.
- Designing engineer's stamp, signature & date on each sheet.
- Plan and profile for each street, sewer, and/or storm drain alignment at a vertical scale of 1" to 1', 2', 3' or 1" = 4' including:
 - Footing
 - Location and slopes of existing utilities
 - Proposed centerline road grades and vertical curves
 - Slope and location of proposed sewer and storm drain systems
 - Invert elevations for proposed sewer, water and storm drain system features
 - Finished elevations of all sewer manholes and storm water inlets/manholes

Grading and Drainage Plan:

- Drawn as required for preliminary submittal, including any and all corrections required as part of preliminary review.
- Designing engineer's stamp, signature & date
- Existing typography @ 2' intervals, 10' ≥30%
- Proposed typography @ 2' intervals, 10' ≥30%
- Erosion and dust mitigation plan

Other:

All other materials required by

Mona City Code 11-4-3 FINAL PLAT

Notes:

- All subdivisions must comply with Mona City design standards. For information on these design standards, please see **Mona City Code 11-5 (1-24) DESIGN STANDARDS**
- All text on 24" x 36" plans shall be 1/8" in height or greater.
- All of the above elements must be included with application and submitted prior to city review or scheduling of proposal on review body agendas.
- Failure to meet the requirements of this checklist may cause delay in the proposal's scheduling and review.
- Submission of final plans does not guarantee placement on any agenda for review by any reviewing body.
- It is strongly recommended that final subdivision plans be submitted well in advance of submission deadlines.