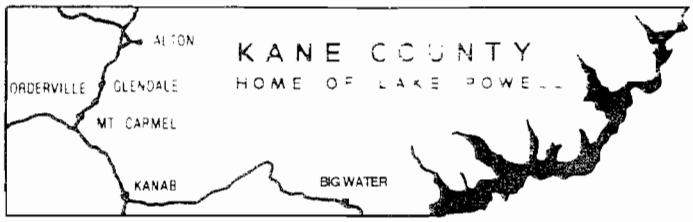


OFFICE OF
KANE COUNTY PLANNING COMMISSION
180 West 300 North • (435) 644-4901
KANAB, UTAH 84741

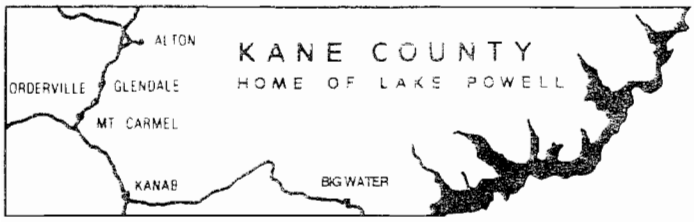
DEVELOPERS SUBDIVISION PACKET AND PLANNED UNIT DEVELOPMENT PACKET

Items Included:

Application for Subdivision Planned Unit Development
Subdivision/Planned Unit Development Deposit
County/Subdivider Agreement
Preliminary Plat Requirements
Plat Requirements
Post Plat Milestones
Preliminary and Final Plat Flow Charts
*Kane County Subdivision Ordinance Book
*Kane County Standard Specifications for Design and Construction Book

Packet Cost - $100

* Note: If applicant can show copies of current Subdivision Ordinance Book and/or Specifications for Design and Construction Book, $20/book may be deducted from the packet cost.



OFFICE OF
KANE COUNTY PLANNING COMMISSION
180 West 300 North • (435) 644-4901
KANAB, UTAH 84741

APPLICATION FOR SUBDIVISION & PLANNED UNIT DEVELOPMENT

Application Date _____

Name of Subdivision/Planned Unit Development: _____

_____

Location (Legal Description) _____

_____

_____

Owner _____ Ph ( ) _____
Address _____ Fax ( ) _____
City _____ State _____ Zip _____ E-Mail _____

Applicant _____ Ph ( ) _____
Address _____ Fax ( ) _____
City _____ State _____ Zip _____ E-Mail _____

Registered Engineer or Surveyor _____
Address _____ Ph ( ) _____
City _____ State _____ Zip _____ E-Mail _____

Existing Zone _____
Number of Lots _____
Minimum Lot Size _____
Overall Density _____

Zone Change Required Y N
Total Acreage _____
Open Space Acres _____
% Open Space _____

Additional Comments _____

_____

_____

I HEREBY CERTIFY THE ABOVE INFORMATION TO BE TRUE AND ACCURATE

Printed Name: _____

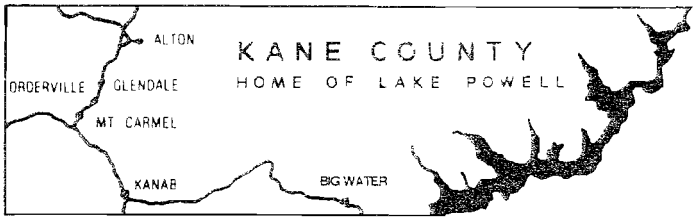
Signature: _____

SUBDIVISION AND PLANNED UNIT DEVELOPMENT DEPOSIT

TO: ALL DEVELOPERS

A subdivision or planned unit development deposit is required for all newly proposed subdivisions and planned unit developments. The deposit will be collected at the time of application and before any engineering review will take place. The deposit will be kept in escrow and will be used to pay engineering services and costs. When 60% has been used, an additional deposit will be required. All unused funds will be refundable less a 5% handling and processing fee. The fee schedule is as follows:

0-9 lots	$675.00 minimum + $50.00 per lot
10+ lots	$1250.00 minimum + $50.00 per lot
Outside Legal Counsel	$2500.00 deposit



OFFICE OF
KANE COUNTY PLANNING COMMISSION
180 West 300 North • (435) 644-4901
KANAB, UTAH 84741

January 26, 2007

Kane County Board of Commissioners
Courthouse
76 North Main
Kanab, UT 84741

Dear Commissioners:

Due to the implementation of the Wildland Urban Interface Code, it will be necessary to add fees to site inspect the developer/subdivider's Perimeter Fire Mitigation Plan for compliance.

The fee schedule is based on the number of acres in the subdivision.

WILDLAND URBAN INTERFACE CODE
SUBDIVISION FEES

Up to 10 acres	$115.00
11 to 40 acres	$172.50
41 to 80 acres	$230.00
81 to 120 acres	$287.50
121 to 160 acres	$345.00
161 to 200 acres	$402.50
201 to 240 acres	$460.00

Fee schedule will be reviewed after one year for possible adjustment

The Planning and Zoning Department recommends the approval of this fee schedule in order to cover the County's costs incurred by the enactment of the new code.

Sincerely,

Gary L. Smith
Planning & Zoning Administrator

GLS/am

AGREEMENT
SUBDIVISION AND PLANNED UNIT DEVELOPMENT

This Agreement is made by and between

_____
(Hereafter "Subdivider") and Kane County.

Subdivider hereby acknowledges receipt of a copy of the Kane County Subdivision Ordinance and Standard Specifications for Design and Construction. (Hereinafter "Subdivision Ordinance"). Subdivider hereby acknowledges that he or she has read, or that an authorized agent of the subdivider had read, understands and will fully and completely comply with the provisions and requirements contained in that Subdivision Ordinance.

Dated this _____day of _____20____.

In signing below I represent that I have authority to execute this agreement for in behalf of the subdivider listed above.

Printed Name_____

Signature*_____

*Must be notarized
Notary Seal-Stamp and Date _____

Printed Name _____

Signature*_____

*Must be notarized
Notary Seal-Stamp and Date_____

Subdivision/Planned Unit Development Name: _____

_____

Preliminary Plat Approval Required Items:

Required General Submission Items:

Received	Item	Date
☐	9 Copies of Preliminary Plat	_____
☐	3 Copies of on-lot disposal report	_____
☐	Kane County Agreement	_____
☐	Application for Subdivision	_____
☐	Location and vicinity map	_____
☐	Overall Site Plat	_____
☐	Soils maps & reports	_____
☐	Statement of taxes & assessments paid	_____
☐	Engineer's cost estimate	_____
☐	Signed proposed deed restrictions	_____
☐	Summary Statement (detailed on next page)	_____
☐	Letters of feasibility (detailed on next page)	_____
☐	Affidavit that applicant is the owner or authorized by the owner, in writing to make application for the land proposed to be subdivided	_____
☐	Articles of Incorporation (LLC, Partnership or Corp.)	_____
☐	Certificate of Title Insurance	_____

Drawing Requirements:

☐	Area map showing area + ½ mile	_____
☐	Traverse map of subdivision	_____
☐	Lot and Street Layout	_____
☐	Dimensions of all lots	_____
☐	Total acreage and legal description	_____
☐	Lots numbered consecutively	_____
☐	Locations & names of existing & proposed easements	_____
☐	Existing & proposed street names	_____
☐	Drainage direction for existing & proposed streets	_____
☐	Drawn to scale	_____
☐	All fence lines	_____
☐	Heavily-wooded areas located	_____
☐	Site to be reserved or dedicated for public use	_____
☐	Sites listed to be used for non-single-family dwellings	_____
☐	Dedicated Public Space	_____

Overall Site Plan Requirements:

Received	Item	Date
☐	Future street layout for area not being subdivided	_____
☐	Water courses and proposed drainage systems	_____
☐	100 year flood boundaries	_____
☐	Existing buildings, easements or utilities within 200 ft	_____
☐	Location and size of proposed utilities	_____
☐	Any other covenants, easements or restrictions	_____
☐	Location and spacing of proposed fire hydrants	_____

Summary Statement Proposal

☐	Total development area	_____
☐	Number of proposed dwelling units	_____
☐	Total number of square feet in non-residential floor space	_____
☐	Total number of off street parking spaces	_____
☐	Amount of water per lot	_____
☐	Estimated gallons per day of sewage	_____
☐	Survey notes of perimeter survey	_____

Required letters of feasibility, as applicable

☐	Water System SWPHD or UDEQ	_____
☐	Sewage Treatment from SWPHD or UDEQ	_____
☐	Telephone	_____
☐	Electrical	_____
☐	Natural Gas System	_____
☐	Solid Waste Disposal	_____
☐	Access from UDOT or Kane County	_____
☐	Others (as applicable)	_____
☐	Preliminary Plat Approved	_____

Subdivision/Planned Unit Development Name: _____

_____

Final Plat Approval Required Items

Required General Submission Items:

Received	Item	Date
☐	8 Copies of Approved Final Plat	_____
☐	Mylar copy of Approved Final Plat	_____
☐	Construction drawings & documents	_____
☐	Wild Land Urban Interface Site Plan	_____
☐	Payment/Performance Bond, Escrow Deposit or Letter of Credit	_____
☐	CC&R's	_____
Drawing Requirements		
☐	Boundary bearings & distances data outside boundary	_____
☐	Lots numbered consecutively	_____
☐	Curve data: radius, angle, tangent, length	_____
☐	Excluded parcels marked as such	_____
☐	All streets to be named	_____
☐	Bearings & distances of all streets	_____
☐	Parcels not included marked NAPOTS	_____
☐	Adjacent streets shown and dimensioned	_____
☐	Adjacent fences shown	_____
☐	All easements to be labeled and dimensioned	_____
☐	All land within boundaries to be accounted for	_____
☐	All dimensions to be to 0.01' and 0'000'00	_____
☐	Location of perc test trenches	_____
☐	Name of subdivision	_____
☐	North arrow	_____
☐	Basis of bearing	_____
☐	Name and address of owners of record	_____
☐	Total acreage of subdivision	_____
☐	Total number of lots	_____
☐	Legal description of entire subdivision	_____
☐	Township, range, section and quarter section	_____
☐	Graphic scale	_____
☐	County Engineer's recording block	_____
☐	County Surveyor's recording block	_____
☐	County Attorney's recording block	_____
☐	Planning Commission recording block	_____
☐	County Commission recording block	_____
☐	Signature(s) of owner(s) (notarized)	_____
☐	County Recorder's recording block	_____
☐	Fire Official's recording block	_____
☐	Required monuments	_____

Final Plat Approvals	Date
☐ Water Conservancy District (if applicable)	_____
☐ County Engineer	_____
☐ County Surveyor	_____
☐ County Attorney	_____
☐ County Recorder	_____
☐ Planning Commission (Final Plat)	_____
☐ County Commission (Final Plat)	_____
☐ Fire Official	_____
☐ County Attorney approval of Payment/Performance Bond, Escrow Deposit or Letter of Credit	_____
☐ Construction Drawings/Documents	_____
☐ Approved Final Plat to Recorder	_____

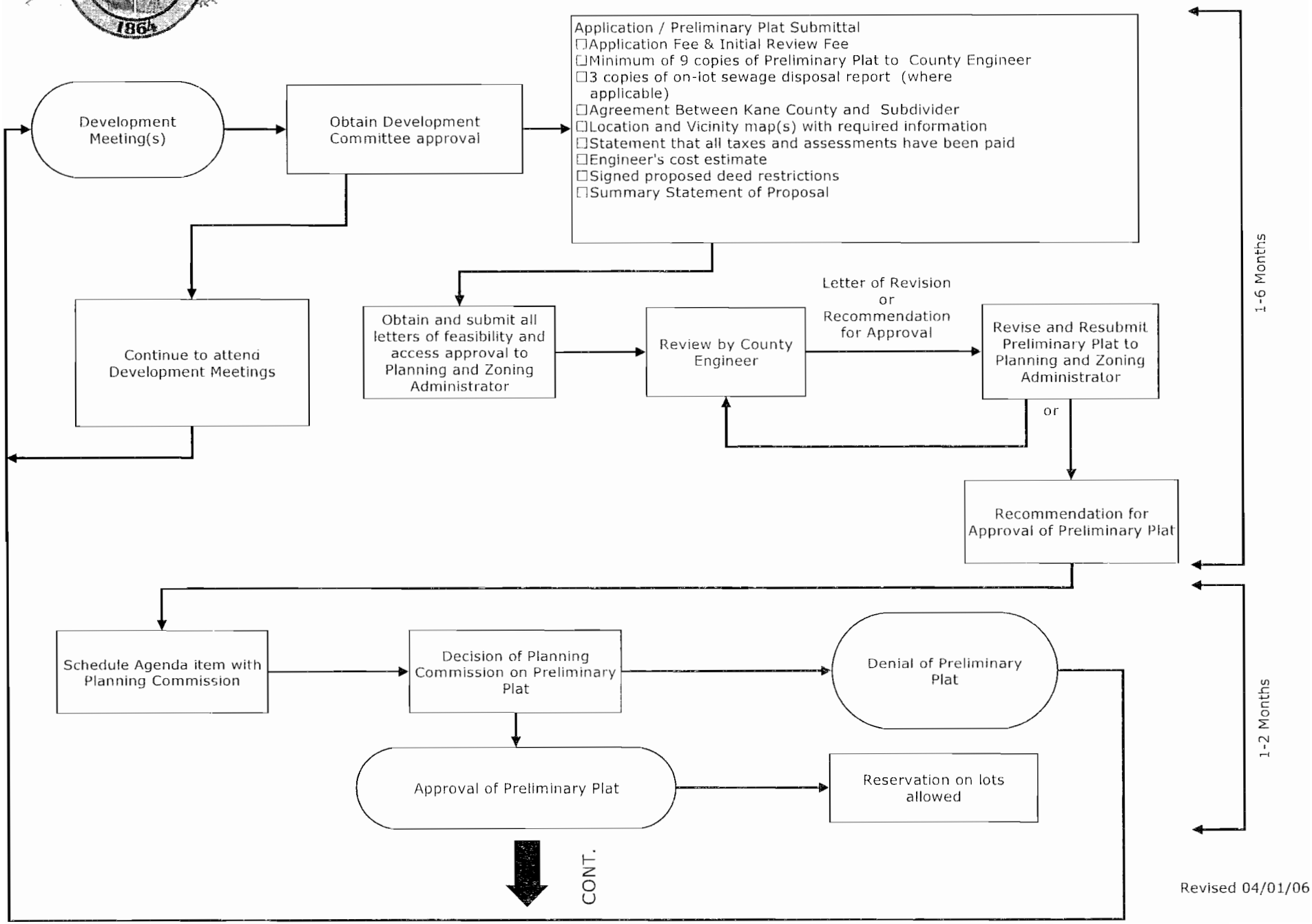
Post Approved Plat Milestones

- ☐ Plat Recorded _____
- ☐ Construction Drawings (2 sets) _____
- ☐ Improvements start date (ie water, roads & utilities _____
- ☐ Completion of all improvements _____
- ☐ Wildland Urban Interface Site Plan Implementation Review _____
- ☐ Improvement review and verification by County Engineer _____
- ☐ 1 year review of improvements by County Engineer _____
- ☐ Repairs completed as required by Subdivider _____
- ☐ Release of Guarantee : No sooner than one year after completion of improvements and acceptance by County Engineer _____
- ☐ Default date subdivider has failed to install required improvements within 2 years of final plat approval _____
- ☐ County Commission declares guarantee forfeited _____
- ☐ County contracts to have improvements installed _____

PRELIMINARY PLAT APPROVAL PROCEDURE

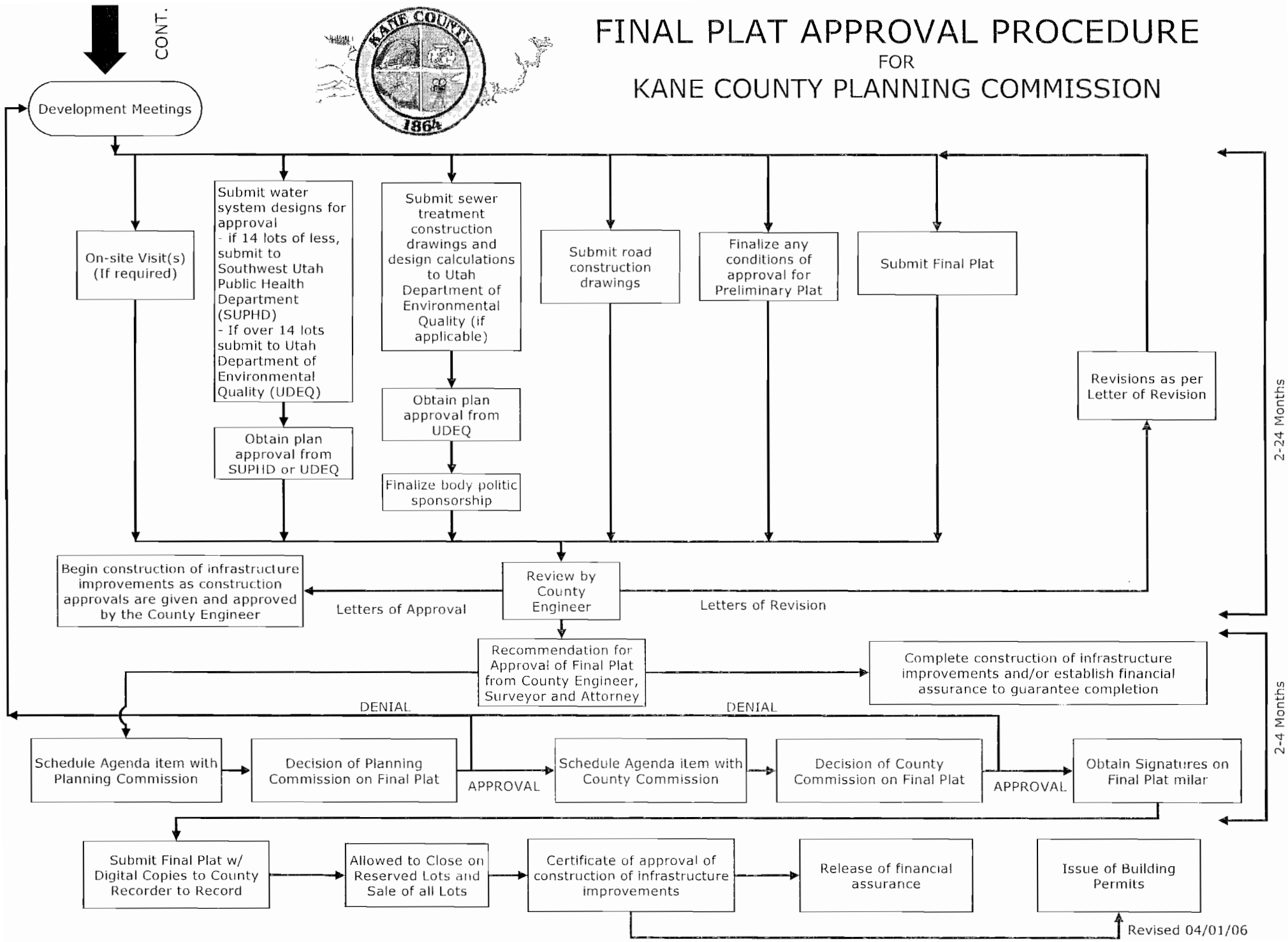
FOR

KANE COUNTY PLANNING COMMISSION



Revised 04/01/06

FINAL PLAT APPROVAL PROCEDURE
FOR
KANE COUNTY PLANNING COMMISSION



APPROVALS AND SIGNATURES PROCEDURE
FOR
KANE COUNTY

APPROVALS
FOR
KANE COUNTY

Approval Letter from Kane County Engineer and Surveyor

County Surveyor reviews & approves:
- ☐ Final Plat
- ☐ Zoning
- ☐ Property Boundary
- ☐ Property Closure
- ☐ Lot Closure
- ☐ Lot Size
- ☐ Monuments
- ☐ Legal Names
- ☐ Existing Easements
- ☐ Road Layout
- ☐ Overall Site Plan
- ☐ Other Misc. Items

County Engineer reviews & approves:
- ☐ Final Plat
- ☐ Road Horizontal Curves
- ☐ Road Vertical Curves
- ☐ Road Cross Sections
- ☐ Water System
- ☐ Sewer System
- ☐ Soils Reports
- ☐ Grading and Drainage
- ☐ Overall Site Plan
- ☐ Other Misc. Items
- ☐ Review of plans and approvals from other applicable private, local, state and federal entities and agencies

Approval Letter from Kane County Attorney

County Attorney reviews & approves:
- ☐ Final Plat Form
- ☐ Correct Signatures
- ☐ Property Ownerships
- ☐ Legal Ramifications of the development
- ☐ Other Misc. Items

Approval from Kane County Planning Commission

County Planning Commission reviews & approves:
- ☐ Final Plat Layout
- ☐ Compliance w/ County Ordinances
- ☐ Other Misc. Items

Approval from Kane County Commission

County Commission reviews & approves:
- ☐ Final Plat Layout
- ☐ Compliance w/ County Ordinances
- ☐ Other Misc. Items

SIGNATURE PROCEDURE
FOR
KANE COUNTY

Signature of Owner(s) & Notary(s)

↓

Signature of County Engineer and Surveyor

↓

Signature of County Planning Commission Chairman

↓

Signature of County Commission Chairman

↓

Signature of County Attorney

↓

Signature of Recording by County Recorder

Revised 4/1/06