



## Land Use Authority

180 West 300 North, Kanab, Utah 84741  
(435) 644-4966 or (435) 644-4951 Fax (435)644-4963  
Email [planning@kane.utah.gov](mailto:planning@kane.utah.gov)

### **PROCEDURES FOR APPROVAL OF A RURAL UNIMPROVED SUBDIVISION**

The following is the procedure to obtain approval for a Rural Unimproved Subdivision under Kane County Land Use Ordinance 9-21K.

1. Obtain a Record of Survey Map completed by a licensed surveyor that complies with Kane County Land Use Ordinance 9-21K-2 (1).
  - a. Auto CAD.DWG file or GIS SHPE file, submitted by surveyor;
  - b. File to contain all parcel lines and reference monuments;
  - c. Data file to be GEO referenced to Utah State Plane South Grid Coordinate System or ground Coordinate System including ground scale factor.
2. If the proposed subdivision has a water and/or sewer system, or has plans for a water and/or sewer system, obtain a letter of approval from the Culinary Water Authority and/or Sanitary Sewer Authority.
3. Sign and notarize the "Agreement of Understanding" (attached below)
4. Obtain a letter from the County Assessor stating whether the proposed subdivision qualifies as Land in Agricultural Use. (FAA) (attached below)
5. If the proposed subdivision qualifies as Land In Agricultural Use (FAA) sign and notarize the "FAA Non-Compliance Notice" (attached below)
6. Submit an application (attached below) and pay a fee of \$1000.00 to the Land Use Administrator with the following documentation:
  - a. (2) Copies of Record of Survey Map
  - b. (13) Copies of 11" X 17" Record of Survey Maps for Planning Commission
  - c. Letter of Approval from the Culinary Water Authority (if applicable)
  - d. Letter of Approval from the Sanitary Sewer Authority (if applicable)
  - e. Signed "Agreement of Understanding"
  - f. Letter from County Assessor regarding FAA status
  - g. Signed "FAA Non-Compliance Notice" (if applicable)
  - h. Water and Sewer System Declaration and Acknowledgment letter
  - i. Lien Holders Statement signed
  - j. Tax statement for current year
  - k. Title Report
7. The Land Use Administrator will conduct a review of the application and submit the Record of Survey Map to the County Engineer for review. You will be notified of any problems with the application.
8. Submit application no later than 21 days prior to the monthly Planning Commission meeting. After the application has been approved by the Land Use Administrator, GIS Department and the County Engineer it will be scheduled on the next regular meeting of

the County Land Use Authority for final review and approval. It is highly recommended that the applicant or their authorized agent be present at the Land Use Authority meeting. Telephonic appearance is acceptable if prior arrangements are made.

9. Has a name for each newly created 66 feet access road or easement distinct from other road or easement names located in Kane County for address purposes, designated on the Record of Survey?
10. Once approved by the Land Use Authority and the Kane County Commissioners the Record of Survey can be signed and recorded.

Fee: \_\_\_\_\_  
Paid: \_\_\_\_\_

**APPLICATION FOR RURAL UNIMPROVED SUBDIVISION**

Owner/Applicant \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Registered Engineer or  
Surveyor \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Name of Subdivision:  
\_\_\_\_\_

Location and Legal Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Lots \_\_\_\_\_ Minimum Lot Size \_\_\_\_\_

**Attached Documents:**

Record of Survey Map: Y N Agreement of Understanding: Y N

Culinary Water Authority Approval: Y N N/A\* Sanitary Sewer Authority Approval: Y N N/A\*

Land In Agricultural Use (FAA) Status Letter: Y N FAA Non-Compliance Notice: Y N N/A+

Tax Statement: Y N Lien Holder Statement Y N

(\*Must show documentation that no system exists or is planned)  
(+Not required for if land is not Land In Agricultural Use, FAA)

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_

I HEREBY CERTIFY THE ABOVE INFORMATION TO BE TRUE AND ACCURATE

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
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**Land Use Administrator Use Only:**

Existing Zone \_\_\_\_\_  
General Plan Compliance: Y N  
Land Use Ordinance Compliance: Y N

Zone Change Required: Y N  
Previously Divided under Article K: Y N

**Engineer Review:**

Record of Survey Map: Approved Denied

Easements: Approved Denied

**Planning Commission Action:**

Approved Denied

Planning Commission Chairman \_\_\_\_\_

Date: \_\_\_\_\_

**AGREEMENT OF UNDERSTANDING**

STATE OF UTAH    )  
                                  :SS  
COUNTY OF KANE )

I, \_\_\_\_\_, the applicant of a rural unimproved subdivision named \_\_\_\_\_, hereby agree and take notice that under Kane County Land Use Ordinance 9-21K-2(2) in unincorporated areas of the County, dedicated roads will not be accepted, paved or maintained by the County, until the subdivision complies with Articles A through J of Chapter 21 of the Kane County Land Use Ordinance.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me on \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

## FAA NON-COMPLIANCE NOTICE

STATE OF UTAH    )  
   :SS  
 COUNTY OF KANE )

I, \_\_\_\_\_, the applicant of a rural unimproved subdivision named \_\_\_\_\_, hereby state and affirm that this proposed subdivision currently qualifies for land in agricultural use under Utah State Code 59-2-502 (FAA) and is only used for agricultural purposes as defined by the above mentioned statute. I further state and affirm that the proposed subdivision is not used and will not be used for any non-agricultural purpose as defined by the above mentioned statute. I agree and take notice that under Kane County Land Use Ordinance 9-21K-2(4), after my application for subdivision is approved, if the land is later used for a non-agricultural purpose, as defined under Utah State Code 59-2-502, the county may, in its own discretion, require the subdivision to comply with Articles A-J of Chapter 21 of the Kane County Land Use Ordinance.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me on \_\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC

**Kane County Assessor**  
**180 West 300 North, Kanab, UT 84741**  
**(435)644-4926**

Date: \_\_\_\_\_

Land Use Authority  
180 West 300 North  
Kanab, UT 84741

Re: Parcel(s)  
\_\_\_\_\_

On the date of this letter, I, Linda M. Little, Kane County Assessor, certify that the above referenced parcels:

\_\_\_\_\_ Qualify and are taxes in accordance with the Farmland Assessment Act (FAA).

Pursuant to Utah Tax Code 59-2-50(8) land will require a new application when:

1. The land has a change in ownership
2. The legal description of the land changes

\_\_\_\_\_ Did not qualify and are not taxed in accordance with the Farmland Assessment Act (FAA)

Please contact the Kane County Assessor if you have any questions regarding this matter.

Sincerely,

Linda M. Little  
Kane County Assessor

**Rural Unimproved Subdivision  
Water and Sewer System Declaration and Acknowledgement**

The following letter needs to be filled out and signed if no **water and/or sewer system exists** in the proposed rural unimproved subdivision and there are no current plans for future water and/or sewer systems.

Name of the Subdivision: \_\_\_\_\_

Applicant: \_\_\_\_\_

Owner must initial all items below:

- \_\_\_\_\_ 1. The Applicant declares that no water system exists in the above proposed Rural Unimproved Subdivision and that there are no current plans for a future water system for the Rural Unimproved Subdivision.
- \_\_\_\_\_ 2. The Applicant declares that no sewer system exists in the above proposed Rural Unimproved Subdivision and that there are no current plans for a future sewer system for the Rural Unimproved Subdivision.
- \_\_\_\_\_ 3. The Applicant acknowledges that lots in the above proposed Rural Unimproved Subdivision will **not** be able to obtain a building permit until a water system and sewer system have been approved and installed in accordance with State law and County Ordinance.
- \_\_\_\_\_ 4. The Applicant acknowledges that at no point will Kane County be liable or take responsibility for the lack of a water or sewer system or any other infrastructure or future improvements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public



## Lien Holder Statement

Property Owner's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell or other Phone: \_\_\_\_\_

Location and Legal Description of Subdivision Plat:

\_\_\_\_\_

The above described lots are Owned by the above; free and Clear.

\_\_\_\_\_

Signature of Owner / Trustee:

Signature of Owner / Trustee:

**Or:**

The above described lots are encumbered by a Lien / Mortgage.

Lien Holder information:

Name of Person / Bank: \_\_\_\_\_

Address:

\_\_\_\_\_

Signature of Owner / Trustee: \_\_\_\_\_

Signature of Owner / Trustee: \_\_\_\_\_

# ARTICLE K. RURAL UNIMPROVED SUBDIVISIONS

## 9-21K-1: INTENT:

## 9-21K-2: RURAL UNIMPROVED SUBDIVISION APPLICATION:

## 9-21K-3: APPROVAL:

### 9-21K-1: INTENT:

Kane County desires to create a simplified, less restrictive process for the dividing of land located within the unincorporated areas of Kane County when the project is small and the main purpose and general intent of the division is not property development. This simplified process does not require all of the same improvements and regulations that are required under this chapter when applying for the division of land and approval of a subdivision plat. Under Utah state code and Kane County ordinance almost any division of land is defined as a subdivision even though the common and ordinary use of the word subdivision refers to denser residential areas that include roads, utilities, and other improvements. (Ord. 2014-18, 9-22-2014)

Furthermore, for decades many individuals have subdivided their property without first complying with state law and county ordinance in effect at the time of the illegal subdivision. Many individuals may desire to use this article to bring their land into compliance. If an applicant under this article otherwise complies with the requirements of this article, they may obtain approval for a rural unimproved subdivision if, and only if, the application includes all portions of the original land (sometimes referred to as parent parcel) as it legally existed prior to being subdivided illegally, and the application is joined by all of the current property owners. (Ord. 2013-10, 11-4-2013, eff. 11-19-2013)

### 9-21K-2: RURAL UNIMPROVED SUBDIVISION APPLICATION:

Notwithstanding articles A through J of this chapter, the land use authority may approve an application for a rural unimproved subdivision, if the following criteria and requirements are met:

A. The applicant shall complete, sign, and submit an official application together with any other required documentation, the form of the application having been prepared by the land use administrator, and pay the associated fee.

B. The proposed subdivision:

1. Has a name that is distinct from all other recorded subdivisions in the county recorder's office; (Ord. 2013-10, 11-4-2013, eff. 11-19-2013)
2. Is for ten (10) lots or less, all of which are at least ten (10) acres as a conforming aliquot parts parcel or less than ten (10) acres, but not less than 9.5 acres if necessary to compensate for the curvature of the earth or the convergence of township lines as recognized in the public land survey system, or because of previous survey errors; (Ord. 2013-11, 11-25-2013, eff. 12-10-2013)
3. Is not traversed by the mapped lines of a proposed street as shown in the general plan and does not require the dedication of any land for street or other public purposes;

4. Has been approved by the culinary water authority and the sanitary sewer authority, if a culinary water system or sewer system is included in the plans of the subdivision (Note: Under Kane County ordinance and Utah state code a building permit will not be issued for lots that do not first contain an approved culinary water and sewer system.);
5. Is located in a zoned area; (Ord. 2013-10, 11-4-2013, eff. 11-19-2013)
6. Conforms to all applicable land use ordinances or has properly received a variance from requirements of an otherwise conflicting and applicable land use ordinance;
7. Is graphically illustrated on a record of survey map completed by a licensed surveyor who certifies that he or she is a licensed surveyor and has verified all measurements and placed monuments as represented on the map. The record of survey map must be signed by the applicant and the surveyor, and shall contain the following notes on the record of survey:
  - a. Roads are not constructed or maintained by Kane County or any local government entities and are the responsibility of the owner(s) or developers;
  - b. No utilities (e.g., power, water, sewer, phones) are provided by Kane County. Kane County does not bear the responsibility now or in the future for any improvements. Improvements are the responsibility of the owner or developer;
  - c. If and when the developer/landowner has met county standards and specifications for infrastructure and they have been formally accepted by the county these notations should be removed from the plat;
  - d. County acceptance of infrastructure does not infer that the county will upgrade that accepted infrastructure beyond the standard of its acceptance;
8. Provides each newly created lot with: a) a vesting of the utility and access easements and other rights of access that the parent parcel holds at the time of the subdivision application; b) a 66 feet wide recorded access and utility easement across the parent parcel that is necessary to connect the new parcel to any public right of way to which the parent parcel has access; and c) a recorded utility easement across the parent parcel necessary to allow each newly created lot access to the same utilities currently available to the parent parcel or planned, at the time of the proposed subdivision, to be available to the parent parcel in the future; and (Ord. 2014-18, 9-22-2014)
9. Has a name for each existing and newly created access road or easement distinct from other road or easement names located in Kane County for address purposes, designated on the record of survey.
  - C. The applicant shall submit an agreement of understanding with the Kane County commission that in unincorporated areas of the county, dedicated roads will not be accepted, paved or maintained by the county, until the subdivision complies with articles A through J of this chapter.
  - D. The proposed subdivision does not include land previously divided under this article.
  - E. If the applicant so desires a plat may be submitted instead of the record of survey map. The form of the plat must conform with all the requirements of this chapter.
  - F. The application is signed and submitted by each and every property owner of the land included in the application.

G. If any land contained in the application is the result of land that was previously divided without first complying with state law and county ordinances, the application must include all of the lots or parcels that together represent the entire original parent parcel before it was subdivided illegally.

H. If the proposed subdivision contains agricultural land that qualifies as land in agricultural use as defined by Utah state code section 59-2-502 (FAA) the applicant must also submit:

1. A signed statement that the land is not used and will not be used for any nonagricultural purpose;
2. A signed notice that the county may require the parcel to comply with articles A through J of this chapter if it is later used for a nonagricultural purpose. (Ord. 2013-10, 11-4-2013, eff. 11-19-2013)

**9-21K-3: APPROVAL:**

A. If an applicant meets the requirements of section 9-21K-2 of this article the land use authority after hearing the application in a public meeting shall recommend approval of the application to the county commission or deny the application.

B. If recommended for approval the application shall be forwarded to the county commission for final approval.

C. Upon final approval of the county commission, the appropriate official of the county commission and the land use authority shall sign the plat or issue a letter of written approval in the case of a record of survey.

D. A platted unimproved subdivision with a recorded approved plat or a letter of written approval recorded with a record of survey shall be considered in compliance with this chapter as of the date of recording.

E. A building permit shall not be denied on the basis that a lot or parcel is part of a platted unimproved subdivision, approved under this article.

F. A lot or parcel approved under this article shall not be restricted from being sold or offered for sale under sections 9-21A-6 and 9-21B-4 of this chapter.

G. A plat may not be recorded without all the appropriate signatures and a record of survey map may not be recorded without the letter of written approval. (Ord. 2013-10, 11-4-2013, eff. 11-19-2013)

# ARTICLE L. MINOR SUBDIVISIONS

## 9-21L-1: MINOR SUBDIVISION EXEMPTION:

## 9-21L-2: UTAH STATE CODE SECTION 17-27A-605(4):

## 9-21L-1: MINOR SUBDIVISION EXEMPTION:

Kane County adopts Utah state code section 17-27a-605(4). A subdivision of land that qualifies as a minor subdivision under section 4 does not have to meet the requirements of articles A through J of this chapter. An applicant that desires to create a minor subdivision lot must file application with the Kane County land use authority certifying that the requirements of Utah state code section 17-27a-605(4) have been completed. If the applicant meets all the requirements of said subsection, the land use authority administrator will approve the subdivision after an administrative review. (Ord. 2014-1, 1-27-2014, eff. 2-11-2014)

## 9-21L-2: UTAH STATE CODE SECTION 17-27a-605(4):

For convenience, Utah state code section 17-27a-605(4) is repeated herein, in its entirety.

*(4) (a) As used in this Subsection (4):*

*(i) "Divided land" means land that:*

*(A) is described as the land to be divided in a notice under Subsection (4)(b)(ii); and*

*(B) has been divided by a minor subdivision.*

*(ii) "Land to be divided" means land that is proposed to be divided by a minor subdivision.*

*(iii) "Minor subdivision" means a division of at least 100 contiguous acres of agricultural land in a county of the third, fourth, fifth or sixth class to create one new lot that after the division is separate from the remainder of the original 100 or more contiguous acres of agricultural land.*

*(iv) "Minor subdivision" lot means a lot created by a minor subdivision.*

*(b) Notwithstanding Sections 17-27a-603 and 17-27a604, an owner of at least 100 contiguous acres of agricultural land may make a minor subdivision by submitting for recording in the office of the recorder of the county in which the land to be divided is located:*

*(i) a recordable deed containing the legal description of the minor subdivision lot; and*

*(ii) a notice:*

*(A) Indicating that the owner of the land to be divided is making a minor subdivision;*

*(B) Referring specifically to this section as the authority for making the minor subdivision; and*

*(C) Containing the legal description of:*

*(I) The land to be divided; and*

*(II) The minor subdivision lot.*

*(c) A minor subdivision lot:*

*(i) may not be less than one acre in size;*

*(ii) may not be within 1,000 feet of another minor subdivision lot; and*

*(iii) is not subject to the subdivision ordinance of the county in which the minor subdivision lot is located;*

*(d) Land to be divided by a minor subdivision may not include divided land;*

*(e) A County:*

*(i) may not deny a building permit to an owner of a minor subdivision lot based on;*

*(A) the lots status as a minor subdivision lot; or*

*(B) the absence of standards described in Subsection (4)(e)(ii); and*

*(ii) may, in connection with the issuance of a building permit, subject a minor subdivision lot to reasonable health, safety, and access standards that the county has established and made public.*

*(Ord. 2013-10, 11-4-2013, eff. 11-19-2013)*