



City of Toquerville SUBDIVISION APPLICATION

All Subdivision Requirements are found in Title 10 of the Toquerville City Code

Application Type:

2-Lot Simple Subdivision: _____ (\$750.00) 10-Lot Non-Platted Subdivision _____ (\$750.00)
Lot Line Adjustment _____ (\$200.00) Subdivision Plat Amendment _____ (\$1,000.00)

10+ Lot Subdivision _____ (fees as below)

Conceptual Review _____ (\$250.00) Preliminary Plat Review _____ (\$250.00)
Final Plat Review _____ (\$250.00)

Property Owner: _____ Phone: _____

Mailing Address: _____

Subdivision Property Tax ID(s): _____

Subdivider/Agent: _____ Phone: _____

Address: _____

Fax: _____ E-Mail: _____

Name of Proposed Development: _____

Location: _____

Project Engineer: _____ Phone: _____

Mailing Address: _____

Phone: _____ Fax: _____ Zoning: _____

Please Fill out and attach the following:

- **APPLICANT AFFIDAVIT**
- **SUB-DIVIDER AGREEMENT**
- **AGREEMENT TO PAY ADVERTISING COSTS**

NOTICE TO ADJOINING PROPERTY OWNERS. Prior to Public Hearings as required by Title 10-19C of the Toquerville City Code, provide a mailing list with labels of adjoining property owners within 300 feet of the boundary of the property subject to this Application.

ZONING AND USE:

Present Zoning of Property: _____

Present Use of Property: _____

CITY OFFICE USE

Planning Commission Hearing Date: _____

Planning Commission Review Date(s): _____

Planning Commission Recommendation: _____

_____ Date: _____

City Council Hearing Date: _____

City Council Review Date(s): _____

City Council Action: _____

_____ Date: _____

TOQUERVILLE CITY Subdivision Approval Process

If the zoning on the property you would like to subdivide is correct for the lot size, you will be asking for the process as follows:

- 1.) Meet with Planning Staff to discuss your proposed subdivision. Meeting is held the first Tuesday of each month at 5:00 p.m.
- 2.) Preliminary Plat (a): Prepare a plat subject to requirements listed on application and submit it with a completed application and applicable fee to be placed on the Planning Commission agenda. Planning Commission meetings are held on the third Wednesday of each month. Applications with all requirements including the fee must be turned in by no later than 12:00 noon three weeks and one day prior to the Planning Commission meeting, where you plan to have your application heard, or as directed by Zoning Official.
- 3.) Preliminary Plat (b) After receiving a recommendation from the Planning Commission your application will be placed on the next City Council Agenda which is at least two-weeks after the Planning Commission Meeting.
- 4.) Construction Plans: Prepare construction plans for utilities, curb, gutter, sidewalk, and streets subject to Toquerville City Standards. Call by no later than 12:00 Noon on any Monday to be placed on the Joint Utilities Committee meeting agenda, which is held first Tuesday of each month at 5:00 pm to have construction plans reviewed and approved.
- 5.) Sewer District Approval: Ash Creek Special Service District Board Meetings are held on the 4th Thursday of each month. A complete and approved set of construction plans would need to be submitted to the Ash Creek Special Service District office at 1350 S Sand Hollow Rd, Hurricane, Ut. no later than the 3rd Wednesday of the month. Ash Creek's phone number is (435) 635-2348.
- 6.) City Engineer approval: After construction plans have been completely approved a paper copy of the final plat for the subdivision should be submitted to our City Engineer – Pro-Value Engineering (a ten- working day review time is required for each submittal) After all red lines are taken care of a Mylar may be submitted to their office for a City Engineer's signature.
- 7.) Final Plat (a): A completed application with required fees must be turned in by the required submittal date for the Planning Commission meeting at which you would like your application considered. Your application will be placed on that agenda only if the Mylar has been signed by our City Engineer at least one week prior to the meeting.
- 8.) Final Plat (b): After receiving a recommendation from the Planning Commission your final plat application can be placed on the agenda for the City Council meeting, which is at least 2 weeks after the Planning Commission meeting.

The City Council is the land use authority for Subdivision Plat.