



WEST VALLEY CITY

Planning & Zoning

SUBDIVISION BY METES AND BOUNDS OR LOT SPLIT APPLICATION

For property located at:

Fees: \$250 + \$250 per lot

Date _____

Application # _____
(Staff Use)

Subdivision Name _____ Number of lots _____

Property Owner* _____ Phone _____

Mailing Address _____

Developer/Agent _____

Office Phone _____ Cell Phone _____

Mailing Address _____

E-mail Address _____

Parcel (sidwell) # _____

Total Area - Acres or Square Feet: _____ Zone Designation _____

Plans must be submitted electronically. Consult staff on how to submit plans. See the checklist at the end of the application for submittal requirements.

- Right-of-way existing access road(s) _____
- Do the lots fronting on the existing roads acknowledge any programmed widening? Yes ____ No ____
- Required lot area is _____ Required width is _____
- Area of smallest lot is _____ Width of smallest lot is _____
- Improvement District that will serve the subdivision is _____
- Are all the ditches on or adjacent to the subdivision noted on the preliminary plat? Yes ____ No ____
- Is this one phase of a larger project? Yes ____ No ____

*Property owner must sign application (see next page)

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH)
) ss
COUNTY OF SALT LAKE)

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20____ .

(Notary)

Residing in Salt Lake County, Utah

My commission expires: _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20____, personally appeared before me _____, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

(Notary)

Residing in Salt Lake County, Utah

My commission expires: _____



LOT SPLIT INFORMATION SHEET

Lot splits are subdivisions which meet the following criteria:

- Result in no more than two lots which because of their size cannot legally be further subdivided;
- Require no street dedication;
- Conform to the general character of the surrounding area and the general pattern of existing lot lines;
- Do not adversely affect the remainder of the parcel or adjoining property and conform to the applicable provisions of the Zoning Ordinance regarding setbacks, lot size, and frontage.
- Involve property that is not part of an existing platted subdivision.

The intent of the lot split provision is to allow owners of property which meets the above criteria to divide their property with a minimum of time and expense. Lot splits are reviewed and approved at staff level and require no public hearings. The following procedure is used for processing lot splits.

- Meet with a planner to discuss the issues involved in subdividing the parcel. The planner will review the existing parcel and determine whether it meets the criteria for a lot split. If you have any questions about the process this is a good time to ask them. Please feel free to ask any question you may have.
- Once the planner has reviewed the parcel and determined that a lot split is possible, you will need to approach a licensed land surveyor to survey the property and prepare a plat. With the application packet, you will receive a checklist of items that are required on the plat. Give this checklist to your surveyor. Following this checklist will minimize time spent obtaining revisions once the plat is submitted.

The subdivision will be reviewed by the Community Development Department, the Public Works Department, the water and sewer improvement district, and any other appropriate agency. Comments from these agencies will be compiled by the Community Development Department. The subdivision may be approved, approved with conditions, or disapproved. The decision will be made as soon as possible and will be based on the compliance of the proposed subdivision with the laws and ordinances of the City with respect to street improvements, zoning, flood control requirements, lot configuration, and comments received from other agencies. When the subdivision is in compliance with all ordinances and conditions, your engineer or surveyor will need to prepare a mylar. The mylar will then be signed by the Community Development Director.

RECORDING THE SUBDIVISION

After the subdivision has been approved and signed by the Community Development Director, the mylar will be returned to you. It will then be your responsibility to file the lot split survey at the Salt Lake County Surveyor's Office. When the subdivision has been filed, you will then be able to market, sell, or develop the new lot.



SUBDIVISION BY METES AND BOUNDS

Checklist

A Subdivision by Metes and Bounds may be used to divide a parcel of land into two parcels, only when no public dedication of right-of-way or easements are required. Upon approval, separate deeds must be recorded to create the lots or parcels as shown on the metes and bounds plat. The approved plat is not recorded in the office of the Salt Lake County Recorder but is filed in the office of the Salt Lake County Surveyor.

Carefully follow the Checklist below and **initial each item** as being completed or put N/A if waived by staff or not applicable to approval process. Incomplete Applications will not be accepted for review. The West Valley City Engineering Standards can be found online on our website: <https://www.wvc-ut.gov/20/Engineering>

1. _____ The location of survey by quarter section and township and range
2. _____ The date of survey
3. _____ The scale of drawing and north point
4. _____ The distance and course of all lines traced or established, giving the basis of bearing and the distance and course to two or more section corners or quarter corners, including township and range, or to identified monuments within a recorded subdivision
5. _____ All measured bearings, angles, and distances separately indicated from those of record
6. _____ A written boundary description of property surveyed
7. _____ A written metes and bounds description of each lot/parcel to be created by separate documents.
8. _____ All monuments set and their relation to older monuments found
9. _____ A detailed description of monuments found, and monuments set, indicated separately
10. _____ The surveyor's seal or stamp; (seal requirements see R156-22-701 (1) (c) states "Each seal shall be signed and dated with the signature and date appearing across the face of each seal imprint.")
11. _____ The surveyor's business name and address
12. _____ Narrative Requirements Utah State Code as amended Section 17-73-504(4)
 - a. _____ The map shall contain a written narrative that explains and identifies:
 - i. _____ The purpose of the survey
 - ii. _____ The basis on which the lines were established
 - iii. _____ The found monuments and deed elements that controlled the established or reestablished lines
13. _____ Vicinity map
14. _____ Checks with ownership plat; adjoining ownership shown
15. _____ Addresses shown
16. _____ Lot area shown; total acres shown
17. _____ Existing easements and rights-of-way of record
18. _____ Final approval signature block included
19. _____ Print on 24" x 36" sheet



WEST VALLEY CITY

Public Works - Engineering

CERTIFICATION

I (we) certify under penalty of perjury that this submittal and all information submitted as a part of this submittal is true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this submittal be incorrect or untrue, I (we) understand that West Valley City may rescind any approval or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the West Valley City Development Code and Engineering Standards that items and checklists contained in this submittal are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I (we) also agree to allow the Staff, appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature _____ Title _____ Date _____

Applicant's Signature _____ Title _____ Date _____