



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 _____

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