

Final Subdivision Checklist

110 S. Center Street, Santaquin, Utah 84655
801-754-1011 www.santaquin.org



Note: Applications and required plans must be submitted through the online application portal. All submitted subdivision proposals will be reviewed in accordance with the Santaquin City Standards and Specifications, City Code, and State Code.

The City will determine if the submittal is complete within five (5) business days of the submittal. If it is a complete submittal, the project must be reviewed and redlines returned within fifteen (15) business days from the date of the submittal.

Final plans will be reviewed by the Development Review Committee (DRC). The DRC will be the land use authority for final subdivision approval.

Meetings: City Council meetings are held on the 1st and 3rd Tuesdays of each month at 7:00 p.m. Development Review Committee (DRC) meetings are held on the 2nd and 4th Tuesdays of each month at 10:00 a.m. Planning Commission meetings are held on the 2nd and 4th Tuesdays of each month at 7:00 p.m. Architectural Review Committee meetings as scheduled as needed. Meetings are held at Santaquin City Hall (110 S Center Street) in the City Council Chambers.

Final Submission Requirements

- Completed online final subdivision application process.
- Application fee per Santaquin City Fee Schedule, which covers a maximum of four (4) reviews.
- Electronic PDF Files of all plans submitted with the application.
- All plans must be prepared by a licensed surveyor and/or engineer.
- Building elevations (PUD, Multi-Family, and Mixed-Use Developments).
- If the applicant is not the owner of the property, an owner's affidavit (acknowledging and approving the application).
- Covenants, Conditions and Restrictions (CC&R's), if applicable.

Subdivision Plat

Includes, but is not limited to, the following:

- Drawn as required for preliminary submittal, including all corrections required as part of preliminary review.
- Signature blocks for utilities and irrigation companies as applicable.
- Owner's dedication and acknowledgement and other acknowledgements as required by Utah and Juab Counties for recordation.
- Signature block for Planning Commission and City Council.
- Add the following note to the Plat:
 - “This property is located in an agricultural community in which normal agricultural uses and activities are common and part of the identity of Santaquin City. It can be anticipated that such agricultural uses and activities may now or in the future be conducted near this property. Property owners need to understand and acknowledge that they may experience annoyance or inconvenience which may result from such normal agricultural uses and activities. Additionally, property owners must refrain from trespassing on private property which can negatively impact the integrity of agricultural lands and businesses.”
- Add the following note to the Plat if the subdivision is within 300 feet of an agricultural protection area:
 - “This property is located in the vicinity of an established agriculture protection area in which normal agricultural uses and activities have been afforded the highest priority use status. It can be anticipated that such agricultural uses and activities may now or in the future be conducted on property included in the agriculture protection area. The use and enjoyment of this property is expressly conditioned on

acceptance of any annoyance or inconvenience which may result from such normal agricultural uses and activities.”

Landscaping and Irrigation Plan (if applicable)

Includes, but is not limited to, the following:

- Prepared and stamped by a licensed landscape architect.
- Locations of all proposed and existing structures, parking lots, walkways, amenities, refuse area, proposed property lines, etc.
- Location of all proposed plants, turf, mulch, trees, edging, etc.
- A table that will include the following:
 - Names, quantity and size of all proposed plants and trees.
 - Total landscaped area in square feet.
 - Total turf area in square feet and the percentage of landscaped area. List seed mix and type of grass being installed.
 - Total mulched area in square feet and the percentage of landscaped area. Show details of what type of mulch is being proposed.
 - Type of edging being proposed.
- Location of the clear view area at all street intersections.
- Installation details.
- Location and sizes of proposed irrigation facilities adequate to maintain the planting areas.
- List and show any other requirements found in Santaquin City Code 10.52.