



DESCRIPTIONS OF SUBMITTAL REQUIREMENTS

PRELIMINARY PLAT REVIEW

Application Form: Complete the form provided by Brian Head Town

Land Use Fee: \$1,000 per application

Preliminary Subdivision Plat: The applicant will provide a schematic plat map which displays the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number and a north arrow scale in addition to the following information –

- Site boundaries with dimensions
- Protection area boundaries (wetlands, spring/well protection, flood plains, etc.)
- Existing and proposed topography, with slopes over 10%, 25% and 40% identified
- Existing and proposed roads and rights-of-way, including names, grades, and travel lane widths
- Existing and proposed utilities by type, including location and dimension of easement
- Proposed cut/fill
- Proposed draining system including location and dimensions of easements
- Proposed emergency access, fire lanes, and hydrants
- Typical cross-sections of roads, curbs, gutters and sidewalks
- Layout of lots with lot sizes, setbacks, buildable areas, and lot numbers shown with phases identified
- Preliminary construction plans and elevations with general dimensions
- Designation of snow storage areas
- Waterway or floodplain setbacks

Development Agreement: A document signed by the applicant prior to approval of final plat or building permit that memorializes the obligations, commitments, and representations made by the proponent in review meetings, as well any conditions of approval. All minutes of public review sessions shall be incorporated into the development agreement by reference.

Soils & Geology Report: A report of subsurface investigation based upon adequate test borings, excavations and geologic evaluations prepared by a geological/engineering firm specializing in soil mechanics and registered by the state. Excavations and/or borings shall be located on the proposed infrastructure development area. The investigation shall include visual appraisal of adjacent lots for surface geologic/topographic conditions which could threaten the proposed building site. Soil/geologic report shall also recommend corrective action or building design specifications intended to prevent potential dangers found in the investigation and state whether the site is buildable or unbuildable because of any potentially threatening conditions which are not economically or technically correctable or avoidable by currently known building practices and codes (one such example would be the existence of an active or inactive deeply buried landslide).

Referral Packet: The applicant will provide each of the following –

- A map identifying the owners (including condominium owners) of abutting properties located partly or entirely within three hundred feet (300') of any boundary of the property subject to the application
 - Iron County GIS is a useful resource for creating this map (go to <https://www.ironcounty.net/government/departments/information-technology/gis> and click on “Parcel Locator”)
- Mailing labels addressed to each of the property owners identified
 - Mailing labels will be prepared using current mailing addresses available at the County Recorder's office
 - By clicking on parcels on the Parcel Locator, you can get the parcel ID numbers to provide to the County Recorder (note: it will also show a name and address of the owner on the Parcel Locator, but sometimes the information there is not up to date, so be sure to supply the parcel ID#s to the County Recorder to get the correct mailing label information)
 - Recorder's Office Contact: (435) 477-8350 or ironcounty.net