



DESCRIPTIONS OF SUBMITTAL REQUIREMENTS

MINOR PLAT AMENDMENT

Application Form: Complete the form provided by Brian Head Town

Land Use Fee: \$500 per application

Title Report: A title report must be prepared by a title company or other entity bonded to ensure the accuracy of the title information. One submittal of a title report with the initial application and the title report must be dated no more than thirty (30) days prior to its submission to the town.

Existing Conditions Map: The applicant will provide a 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 topography, with slopes over 10%, 25% and 40% identified.
- Existing vegetation, trees or groupings of trees
- Existing roads and rights-of-way, including names, grades, and travel lane widths.
- Existing utilities by type, including location and dimension of easement.
- Existing emergency access, fire lanes and fire hydrants
- Footprint of existing structures with uses indicated.
- Existing drainage system (natural or improved)

Final Amended 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.)
- Proposed topography, with slopes over 10%, 25% and 40% identified.
- Proposed roads and rights-of-way, including names, grades, and travel lane widths.
- 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.
- Final construction plans and elevations with general dimensions
- Designation of snow storage areas
- Final plat data to include:
 - Calculation and traverse sheets giving bearings, distances, and coordinates of the boundary of the subdivision and blocks and lots as shown on the final plat.

- Design data, assumptions, and computation in accordance with sound engineering practice, along with a plan, section and profile sheets for all public improvements
- Details of exterior masonry or concrete walls, to demonstrate compliance with design standards, including elevations, and material samples showing textures and color.
- The words “Street”, “Avenue”, “Road”, “Drive”, “Court”, or other designation of any street shall be spelled out in full on the plat and shall be subject to approval by the land use authority.
- Waterway or floodplain setbacks

Record of Survey & Legal Description: The applicant will provide a detailed map prepared by a licensed surveyor or licensed civil engineer that documents and identifies the proposed physical land boundaries or property lines for the specified parcel(s) of land, the acreages of all resultant parcels, along with legal descriptions of each.

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 Ironcounty.net/Departments/it/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

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.

Covenants, Conditions & Restrictions: Covenants, conditions and restrictions (CC&Rs) shall be required for all subdivisions where common elements are shared by two (2) or more owners of the subdivision. CC&Rs shall include by reference the landscaping requirements outlined in this title and the minimum design guidelines and standards as adopted by the Town Council by ordinance in addition to other conditions or restrictions as determined by the Subdivider.