

MINOR PLAT AMENDMENT OR SUBDIVISION BY METES & BOUNDS PROCESS

Description: A modification to an existing plat or a division of a parcel of land into a limited number of smaller parcels where:

- The total number of lots in the subdivision are not increased or decreased by more than 10 lots.
- No more than 10 new parcels are created.
- No additional public infrastructure or utilities are required.
- No changes are being proposed to property boundaries of lots or parcels owned by someone other than the applicant(s) (including common area)
- No lot is created that is smaller than the smallest lot within the existing subdivision.

Required Approvals: ☐ Amended Plat Approval or Metes & Bounds Subdivision Approval

Review Process: ☐ Completed Application Submitted
☐ Fees Submitted
☐ Notice Mailed (Plat Amendments only)
☐ Planning & Zoning Dept Review
☐ Planning Commission Review & Approval
☐ Sign Plat and Submit to County Recorder

Standards for Review:

1. The proposed parcels conform to the previously approved general plan and this title.
2. No additional public utilities or infrastructure are required to provide adequate public service to the newly divided lots.
3. The utility and/or vehicular access to remaining undeveloped property will not be impaired.
4. The proposed parcels will have access to existing necessary utilities.
5. That remnant parcels which did not previously exist are not created which, due to size, configuration, or location, do not meet current zoning requirements and/or are not able to be developed; and
6. The proposed subdivision meets the criteria for exemption from the plat requirement set forth by the Utah Code Annotated section 10-9a-605, as amended.



BRIAN HEAD

BRIAN HEAD TOWN

P.O. Box 190068, Brian Head, UT 84719
Phone (435) 677-2029 Fax (435) 677-3661

MINOR PLAT AMENDMENT OR SUBDIVISION BY METES & BOUNDS APPLICATION

The purpose and intent of the minor subdivision procedure is to allow owners of property to divide or combine their property with minimum time & expense.

Property Owner: _____ Telephone: _____

Property Location: _____

Property Owner Mailing Address: _____

Property Owner Email Address: _____

Subdivision: _____

Lot & Block: _____

Current Zone: _____

Proposed Land Use _____

Engineer / Surveyor: _____ Phone: _____

Required Submittals:

- ☐ Fee: \$500 per application
- ☐ Title Report
- ☐ Amended Plat (for Plat Amendment)
- ☐ Record of Survey & Legal Description (for Metes & Bounds)
- ☐ Existng Conditions Map
- ☐ Development Report
- ☐ Referral Packet (for Plat Amendment)
- ☐ Covenants, Conditions & Restrictions

Signature of Property Owner

Date

By signing this application, you affirm that you are the owner of record of the subject property of this application and that you are responsible for ensuring the use of the property is consistent with the requirements of Title 9 of the Brian Head Town Code.



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.