



PLZ# \_\_\_\_\_  
Permit # \_\_\_\_\_  
Date \_\_\_\_\_

# Subdivision Application

- Preliminary Plat     Final Plat     Single Phase     Minor Subdivision     Commercial Subdivision

**Subdivision Name** \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Mobile # \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Contact Person** (if different than Applicant) \_\_\_\_\_

The applicant may assign a consultant or other third party to be the principle contact for the application by filling out this section.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Mobile # \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Project Information

1. Subdivision Address \_\_\_\_\_
2. Tax ID# \_\_\_\_\_
3. Current Zoning of the Proposed Site \_\_\_\_\_  
Zoning of Adjacent Parcels: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_
4. Total acreage of the property \_\_\_\_\_ Proposed Lot Count \_\_\_\_\_
5. Streets proposed to be public or private? Explain: \_\_\_\_\_
6. Does the subdivision include proposed public parks, public drainage ponds or other space to be maintained by the city? Y/N Explain: \_\_\_\_\_

***By signing this application, I acknowledge that I have read and understood the application, ordinances, checklists, etc, associated with this application, and that any and all required drawings, plans, and other submittals are included and complete. All drawings and plans, and the proposed development, must comply with the requirements of the Engineering Plan Review Checklist, Riverton City Standards and Specifications, and all applicable Riverton City ordinances and standards.***

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

# Subdivision Application Checklist

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Subdivision Name: \_\_\_\_\_

**Pre-Application Conference**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff Initial \_\_\_\_\_

**Complete Application Items**

- Application page (complete and signed).
- Ownership Affidavit Signed and Notarized

**Required Maps and Drawings**

- One (1) electronic pdf plan set including the following:**
  - Title Sheet
  - Subdivision Plat
  - Record of Survey or ALTA - prepared and stamped by a Utah Registered Land Surveyor
  - Topography Map
  - Site Plan
  - Grading and Drainage Plan
  - Utility Plan
  - Plan and Profile for public streets or public infrastructure in private streets
  - Landscaping and Irrigation Plan of publicly maintained areas
  - Other sheets as required
- One (1) pdf copy of each of the following:**
  - Title Report
  - Engineering Department Plan Review Checklist
  - Geotechnical Report
  - Storm Water Drainage Report (a separate 8.5x11 document see Engineer Checklist for Details)
  - Storm Water Maintenance Plan or Covenant to Maintain (for subdivisions with private drainage systems. Contact Engineering Department for more information and templates )
  - Traffic Study (As Required)
  - Additional Drawings (As Required)

**Application Fees** (Calculated on the Riverton City Planning Department Fee Sheet)

Fees Paid \$ \_\_\_\_\_

**Application received by:** Staff Initial \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTES: Riverton City Use Only**

DRC \_\_\_\_\_

PC \_\_\_\_\_

**OWNERSHIP AFFIDAVIT**

PROPERTY OWNER

I/we, \_\_\_\_\_, \_\_\_\_\_ being duly sworn, depose and say that I/we am/are the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my/our knowledge. I/we also acknowledge that I/we have received written instructions regarding the application for which I/we am/are applying and understand that the attached application will be required to comply with any and all applicable standards and ordinances of Riverton City.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, personally appeared before me \_\_\_\_\_, \_\_\_\_\_, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in \_\_\_\_\_ County, Utah

AGENT AUTHORIZATION (If application will be in the name of someone other than the Owner(s))

I/we, \_\_\_\_\_, \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my/our agent(s)

\_\_\_\_\_  
(Agent)

to represent me/us regarding the attached application and to appear on my/our behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application, and will comply with any and all applicable standards and ordinances of Riverton City.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, personally appeared before me \_\_\_\_\_, \_\_\_\_\_, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in \_\_\_\_\_ County, Utah



**PLANNING & ZONING FEE SCHEDULE: Effective August, 2019**

<b>Residential Subdivision Fees</b>	
* Minor Subdivision (up to 3 lots) and/or Amended Plat - base fee	\$660.00
Minor Subdivision (each lot)	\$55.00
* Single Phase Subdivision - base fee	\$2,100.00
Single Phase Subdivision (each lot)	\$150.00
* Preliminary Subdivision Plat - base fee (4 - 49 lots)	\$1,530.00
* Preliminary Subdivision Plat (50+ lots)	\$3,180.00
Preliminary Subdivision (each lot)	\$55.00
Final Subdivision Plat - base fee (4 - 49 lots)	\$1,740.00
<b>Multi-Family Site Plan Fees</b>	
* Multi-Family/Condo Development (0-80 units)	\$2,760.00
* Multi-Family/Condo Development (80+ units)	\$5,325.00
Amended Site Plan (exterior modification and/or no changes to civil eng drawings)	\$750.00
* Amended Site Plan (requiring civil engineering review)	\$1,815.00
* Commercial Subdivision and/or Amended Plat	\$660.00
Final Subdivision Plat (each lot)	\$150.00
<b>Commercial Site Plan Fees</b>	
* Standalone Site Plan - base fee (0-5 Acres)	\$1,260.00
* Standalone Site Plan - base fee (6-10 Acres)	\$1,815.00
* Standalone Site Plan - base fee (11-19 Acres)	\$2,355.00
* Standalone Site Plan - base fee (20 Acres or more)	\$2,910.00
Standalone Site Plan (per acre)	\$300.00
* Master Site Plan (0-10 acres)	\$3,255.00
* Master Site Plan (10+ acres)	\$4,320.00
Final Site Plan (0-20 acres)	\$1,815.00
Final Site Plan (20+ acres)	\$2,910.00
Final Site Plan (per acre)	\$300.00
<b>Zoning &amp; General Plan Fees</b>	
*(x2) General Plan Amendment (0 - 9 acres)	\$750.00
*(x2) General Plan Amendment (10+ acres)	\$1,500.00
*(x2) Rezone/General Plan Amendment (0-2 acres)	\$425.00
*(x2) Rezone/General Plan Amendment (2-49 acres)	\$1,155.00
*(x2) Rezone/General Plan Amendment (50+ acres)	\$2,160.00
*(x2) Ordinance Text Change / SD Designation	\$750.00
<b>Conditional Use Permit Fees</b>	
* Conditional Use Permit	\$300.00
* Conditional Use Permit - Reapplication	\$1,000.00
* Conditional Use/Home Occupation	\$175.00
<b>Sign Permits</b>	
Temporary Sign (each sign / each occurrence)	\$25.00
Permanent Sign (each sign)	\$100.00
Sign Installed without Permit	Double Fee
<b>Board of Adjustment Fees</b>	
* Board of Adjustment Application Fee	\$275.00
<b>Public Noticing Fees</b>	
Public Noticing - Newspaper Posting	\$75.00
Public Noticing - Direct Mailing (per address)	\$0.80

**\*Public Noticing Required**