



STEPS TO SUBDIVIDING

1. First, determine whether or not you need to **Rezone** your property. Rezoning takes about two months to complete and has a non-refundable application fee. (Please note that no application for an amendment to the land use regulations or zoning map designations shall be reconsidered by the City Council or the Planning Commission within two years of the final decision of the City Council upon the prior application, if the new application proposes the same amendment to the land use regulations or includes the same zoning map designation and includes any of the same property that was described in the previous application.)
2. Second, determine if a **General Plan Amendment** is needed with your proposal. A General Plan Amendment takes about two months to complete and has a non-refundable application fee. A General Plan Amendment can be done at the same time as a Rezone.
3. The applicant has the option to submit a Concept Plan to the City, with a non-refundable fee. The applicant also has the option to schedule a meeting with the Zoning Administrator to discuss the merits of the plan, the applicability of the General Plan, the Land Use Code, and the process for approval. This Staff Consultation has a non-refundable fee per meeting. If the applicant desires to discuss the proposed concept with the Planning Commission and/or the City Council, they may request to do so. At that time a non-refundable fee is assessed and payment is required before scheduling the meeting. The Concept stage is not mandatory and is provided as a courtesy. Any discussions or statements of opinion are informal in nature and are non-binding.
4. **Preliminary Plat**

First, submit the Preliminary Plat application package with all required documents, completed application and fees (refer to the checklist). Please be advised that no application is considered complete until all documents have been received and accepted, and all fees have been paid. The Zoning fees and Engineering fees will be collected based on the Fee Schedule. **(ALL FEES ARE SUBJECT TO CHANGE AND ARE NON-REFUNDABLE)**. The Zoning Administrator, Planning Advisor, and Administrative Assistant will review the application and assess for completeness. After verification of a complete application, fees will be assessed by the Zoning Administrator and invoiced by the Administrative Assistant. Once determined complete and fees have been paid, the Subdivision Review timeline of 15 business days will begin.

- a. After a complete application package has been accepted by the City, the application will be distributed to the Zoning Administrator, Public Works Director, Public Works Deputy Director, Utilities Superintendent, City Inspector, City Engineer, Building



Official, Fire Chief, and Legal Assistant, as members of the Development Review Committee (DRC) for their review and comments. A DRC meeting will be held within 12 business days of the acceptance of the application package. The review process after the acceptance of a complete application package is as follows: Public Works Department reviews the application package within 5 business days, Community and Economic Development Department, Engineer, and Fire Department review the application package within 10 business days, Staff DRC meeting is held within 12 business days, then Zoning Administrator consolidates all comments and delivers the redlines plans to the applicant within 15 days.

- b. After the DRC meeting, the applicant shall provide any additional information requested and make any changes required by the DRC. The timeline does not continue until the revised redlines drawings are received. After the revised redlines drawings are submitted to the City Engineer and Zoning Administrative Assistant, the DRC will then begin the process to review the revised drawings and schedule the 2nd DRC meeting. Within 15 days of the 2nd submittal, the DRC will meet to discuss and verify that all changes were made, with the applicant's engineer (recommended but not required). If additional changes are needed, the comments will be sent back to the developer and another DRC meeting may be scheduled. All subsequent revised drawing submittals require a 20 business day review by the DRC, in accordance with Utah Code § 10-9a-604.1. Only a complete application with the approval of the DRC will move forward for consideration by the Planning Commission and the City Council.
- c. The Preliminary Plat application goes before both the Planning Commission and the City Council, with a Public Hearing being held with the Planning Commission.
- d. Within six (6) months of the approval for the Preliminary Plat application, the Final Plat application must be submitted. Two six (6) month extensions may be requested with approval of the Planning Commission.
- e. Preliminary and Final submittals are separate land use applications. A maximum of four review cycles per land use application may be required. The conclusion of a review cycle is contingent upon all City feedback being implemented on future plan updates. Failure to do so may cause delays in the approval process, and pauses the review timeline.

5. **Final Plat**

The Final Plat application must be submitted with all required documents, completed application and fees (refer to the checklist). Please be advised that no application is



considered complete until all documents have been received and accepted, and all fees have been paid. **The Zoning fees and Engineering fees will be collected based on the Fee Schedule. (ALL FEES ARE SUBJECT TO CHANGE AND ARE NON-REFUNDABLE).** The Zoning Administrator, Planning Advisor, and Administrative Assistant will review the application and assess for completeness. After verification of a complete application, fees will be assessed by the Zoning Administrator and invoiced by the Administrative Assistant. Once determined complete and fees have been paid, the Subdivision Review timeline of 15 business days will begin.

- a. After a complete application package has been accepted by the City, the application will be distributed to the Zoning Administrator, Public Works Director, Public Works Deputy Director, Utilities Superintendent, City Inspector, City Engineer, Building Official, Fire Chief, and Legal Assistant, as members of the Development Review Committee (DRC) for their review and comments. A DRC meeting will be held within 12 business days of the acceptance of the application package. The review process after the acceptance of a complete application package is as follows: Public Works Department reviews the application package within 5 business days, Community and Economic Development Department, Engineer, and Fire Department review the application package within 10 business days, Staff DRC meeting is held within 12 business days, then Zoning Administrator consolidates all comments and delivers the redlines plans to the applicant within 15 days.
- b. Once a complete application has been submitted and fees have been paid you will want to submit the Final Plat to the Tooele County Recorder's office for their review. During the appointment with the Zoning Administrator, they will sign the subdivision submittal form that is required by the Tooele County Recorder's office in order for them to accept and review the Final Plat.
 - i. After the Development Review Conference, the applicant shall provide any additional information requested and make any changes required by the Development Review Committee. The timeline does not continue until the revised redlines drawings are received. After the revised redlines drawings are submitted to the City Engineer and Zoning Administrative Assistant, the Development Review Committee will then begin the process to review the revised drawings and schedule the 2nd DRC. Within 15 days of the 2nd submittal, the Development Review Committee will meet to discuss and verify that all changes were made, with the applicant's engineer (recommended but not required). If additional changes are needed, the comments will be sent back to the developer and another Development Review Conference may be scheduled. All subsequent revised drawing



submittals require a 20 business day review by the DRC, in accordance with Utah Code § 10-9a-604.1. Only a complete application with the approval of the DRC will move forward for consideration by the Planning Commission and the City Council.

- ii. The Final Plat application goes before both the Planning Commission and City Council. No Public Hearing is required at this stage.
- iii. The approved Final Plat must be recorded within one year.
- c. If the subdivision requires special conditions, you **may apply** for a **Planned Unit Development (P.U.D.)**. If the subdivision is in the MU, CS, or CD Zoning District, you **must apply** for a P.U.D. in accordance with GLUDMC Code § 19a.1, 16.2, and 16.4. A P.U.D. allows you to request specific zoning regulations to be waived. However, it is a tradeoff and the Commission may then, in turn, make exactions on your development. P.U.D. requests are submitted along with a preliminary subdivision application and must contain a formal written proposal of waivers and conditions being requested, in addition to payment of the non-refundable fee. A Development Agreement is required for every P.U.D. and includes a non-refundable fee **(ALL FEES ARE SUBJECT TO CHANGE AND ARE NON-REFUNDABLE)**. The P.U.D. and required Development Agreement must be presented to the Planning Commission and City Council concurrently. The boilerplate Development Agreement can be found on the Grantsville City Website.
- d. Once the subdivision/ final plat is approved by the City Council, the sub-divider/ developer must email a request to schedule a Pre-Construction meeting. Please refer to the Pre-Construction Meeting Steps and Requirements that is attached to the Final Plat application and Checklist for more information.
- e. Once a subdivision is approved and **before** the Mylar can be recorded in the Tooele County Recorder's office, the developer must complete all construction improvements or bond for the construction improvements. Grantsville City accepts surety bonds, letters of credit, and escrow bonds. A 2.5% fee based on the total off-site construction figures (as arrived at by the developer and the Public Works Director / City Engineer) which must be paid for engineering reviews and off-site inspections. All water required for the subdivision is turned over prior to recording the Mylar.
- f. Upon completion of improvements a final inspection by City staff shall occur. Any deficiencies found by the final inspection must be addressed before acceptance by the City. Acceptance of all improvements shall be in writing from the Public Works Director. The developer must submit to the City a PDF copy of the as-built



construction drawings, along with a GIS file containing at a minimum; address points, street centerline, water, sewer and stormwater facilities and parcel polygons in the current city coordinate system one (1) week before the development/subdivision phase goes into Durably or Warranty.

*The final plat shall conform in all major respects to the approved preliminary design stage plat. When the zoning administrator determines that the application is complete the application shall be placed on the planning commission agenda. A final plat submittal for the first phase shall not be accepted more than six months from date of the preliminary approval, unless proper extensions have been requested and approved, as required.

*Once the final plat is approved, there are five (5) steps that must be taken prior to the Mylar being recorded at the County Recorder's office. They are:

1. Pay 2.5% Inspection Fees based on the Approved Engineer's Cost Estimate, and any fee-in-lieu charges assessed.
2. Turn over secondary and culinary water for the approved plat.
3. Submit Mylar to the City for signatures on the Mylar.
4. Sign Development Agreement (if applicable).
5. Complete construction of improvements with acceptance of improvements by City or Bond for improvements.