



SUBDIVISION & SUBDIVISION AMENDMENT

Application Number

Community & Economic Development | 2277 East Bengal Boulevard | 801-944-7000 | www.ch.utah.gov

Property Address	
Brief Project Description	
Property Owner (Name and Company)	
Property Owner Mailing Address	
Property Owner Phone	
Property Owner Email	
Applicant (Name and Company)	
Applicant Mailing Address	
Applicant Phone	
Applicant Email	
Application Date	
Applicant Signature	
FOR OFFICE USE ONLY	
Project Zoning (Including Overlay)	
Fee Paid (Amount and Date)	

This application coversheet and all required attachments from the following checklist should be **submitted in digital format** to the Community and Economic Development Department at planning@ch.utah.gov.

Please note that all items will be required at the time of formal submittal, unless otherwise specified by staff. Staff reserves the right to request additional materials as deemed necessary. A complete application and materials must be submitted by the month prior's public meeting date, in order to be eligible for the upcoming meeting agenda. Please contact staff at planning@ch.utah.gov with questions about these dates. Submitting an application by this date does not guarantee scheduling for the upcoming meeting, as additional information or extended staff review may be necessary.

GENERAL

- Application Coversheet (Page 1)
- Project Narrative (Page 3)
- Signed Consent Form (Page 4)
 - Only required if applicant is different than property owner

PLAN SUBMITTAL REQUIREMENTS

- Preliminary Plat
- ALTA Survey
- Survey of Parcel and all Dedications
- Utility Plan (Water, Sewer, Electric, Gas, Communications)
- Existing Topography (Two-Foot Interval Contours)
- Grading Plan
- Stormwater Calculations
- Drainage and Erosion Control Plan
- Site Circulation (Access Points, Circulation Striping, Acceleration/Deceleration Lanes, etc.)
- Sidewalks, Trails, Paths, Bicycle Lanes
- Fire Hydrants and Lanes
- Setbacks and Public Utility Easement Areas
- Statement of ADA Compliance
- FEMA Flood Zone Information
- Water and Sewer Will-Serve Letters
- Traffic Study
- Proposed Phasing Plans

SENSITIVE LANDS

As determined by 19.72 of Cottonwood Heights City Code, projects requiring Sensitive Lands Evaluation and Development Standards (SLEDS) analysis must undergo a pre-scoping process. During the pre-scoping process, the required studies and documentation will be provided by the Development Review Committee.

OTHER REQUIRED ITEMS INCLUDE:

The above text box is reserved for office use only, for staff to indicate any additional items that are required for this project.

WRITTEN NARRATIVE

Your narrative will be considered an integral part of your application and should provide a comprehensive overview of your project, including, but not limited to the following elements. **Please note that staff reserves the right to deem any application lacking appropriate narrative detail as incomplete.**

- Describe the overall rationale or intention of the project.
- Describe how the proposed project is consistent with the Cottonwood Heights General Plan, zoning ordinance, and any pertinent area master plans and/or corridor/streetscape guidelines.
- Indicate the size of property, including total gross area, area devoted to street right-of-way, and net area.
- Indicate the total number of dwelling units and density.
- Identify each proposed land use classification for permitted, conditional and accessory uses.
- Include a lot mix table including minimum lot dimensions, minimum lot area (sq. ft.), number of lots, and open space (sq. ft.).

OWNER'S CONSENT FORM

I/we, the Undersigned, do hereby grant permission to:

To act on my/our behalf for the purpose of the following application:

Owner(s): _____

Address(es): _____

Telephone Number(s): _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

State of UTAH }
County Of: _____ } ss.

On this ____ day of _____, 20__ before me, the undersigned Notary Public, personally appeared _____, personally known to me, or whose identity I verified on the basis of their _____, or on the oath of _____, a credible witness whose identity I verified on the basis of their _____, to be the person(s) whose name(s) is/are subscribed to in this instrument and acknowledged that they executed the same.

Notary Public

Notary Commission Expiry Date

