



# Pre-Application Meeting (Optional) Application and Requirement Checklist Subdivision

## Single-Family Dwellings, Two-Family Dwellings, Townhomes

**Purpose.** Any applicant proposing to subdivide any land(s) located within the City for purposes of single-family dwellings, two-family dwellings, or townhomes may schedule a Pre-Application Meeting with the Department. The City highly recommends a Pre-Application Meeting prior to submitting a Preliminary Subdivision Plat Application. A Pre-Application Meeting is optional and does not count toward the maximum number of review cycles for subdivision land use applications. The purposes of this meeting are to promote understandings of the City's requirements for subdivisions, to obtain Applications and required application materials, to obtain feedback on the concept plan, and to review Application procedures.

**Time Frame.** Upon receiving a Pre-Application Meeting Application for single-family dwellings, two-family dwellings, or townhomes subdivision, within fifteen (15) business days of the request the City shall, schedule the meeting to review the concept plan and provide initial feedback. Following the feedback from the Development Review Team (DRT), and upon the applicant's request, the Department may present the information to the Planning Commission ("Commission") at a regular Commission meeting as a discussion item only. The Commission may identify items the Applicant should consider with a Preliminary Subdivision Plat Application.

Yes  No Discussion with Planning Commission

**\*All sections of this application must be filled out or the application will be deemed incomplete. A complete application includes All of the items listed below and All of the items listed on the Pre-Application Meeting Requirement Checklist (see next page).**

Proposed Subdivision Name: \_\_\_\_\_ Address of Property: \_\_\_\_\_

Tax ID/Parcel Number: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Total Area/Acres/Sq Ft: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_

**Name(s) of Applicant(s) or Authorized Agent(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Name(s) of Property Owner(s) (if other than applicant):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Engineer/Surveyor:** \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Certification:** I certify under penalty of perjury that this application and requirement checklist and all information submitted as a part of this application and checklist is true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Brigham City's feedback is based upon the information provided and is subject to applicable City Code in effect at this time. I also agree to allow the City Staff, Planning Commission, or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Action Not Binding.** A Pre-Application Meeting Application does not constitute a Land Use Application under City Code or State law, for any approval, review cycle, permit or license and is not binding on the City or the Applicant. A Pre-Application Meeting or Planning Commission discussion should not be considered by the Applicant, or any others, as an indication in any way of a Land Use Application approval, permit, or license, or disapproval, either actual or implied. Compliance with comments by individual staff members, and/or members of the Administrative Land Use Authority does not grant any vested rights and will not guarantee or imply approval of the Preliminary Subdivision Plat or Final Subdivision Plat and Improvement Plans for the subdivision. A Pre-Application Meeting Application is a discussion document only. The Application is designed to facilitate and promote discussion, feedback, and understanding, including Application processing and review procedures, subdivision requirements and standards.

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### Office Use Only

Application # \_\_\_\_\_

DRT Mtg Date: \_\_\_\_\_

No Application Fee

Date Received \_\_\_\_\_

PC Mtg Date (Optional): \_\_\_\_\_

## Pre-Application Meeting Requirement Checklist

The Brigham City Code can be found on our website: [www.bcutah.gov](http://www.bcutah.gov).

The Pre-Application Meeting Requirement Checklist is a discussion document only. A Pre-Application Meeting is designed to facilitate and promote discussion and understanding, including Application processing and review procedures, subdivision requirements and standards, and other items that may be considered once a complete Preliminary Subdivision Plat Application and Requirement Checklist is received (see Chapter 155: Subdivisions in the Brigham City Code). **The following must be filled out, provided, and checked off to be deemed complete for City acceptance:**

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Complete the Pre-Application Meeting Application with the following requirements:

- Proposed Subdivision Name.
- Address of Property.
- Tax ID/Parcel Number.
- Current Zoning.
- Number of Lots.
- Total Area/Aces/Sq. Ft.
- Existing Use of Property.
- Proposed Use of Property.
- Name(s) of Applicant(s) or Authorized Agent(s) with contact information.
- Name(s) of Property Owner(s) (if other than applicant) with contact information.
- Name of Engineer/Surveyor with contact information.
- Applicant Certification signature and date.
- Owner's affidavit and consent.
- A complete and accurate legal description of the Subject Property.
- Provide Project Description and Requirement Checklist.
- Provide ten (10) copies of the proposed concept plan(s) and requirement checklist, in a legible eleven inch by seventeen-inch (11" x 17") size or at a size required by the Department (if Discussion with Planning Commission).
- Provide a digital copy of the proposed concept plan drawn to a scale (usable engineer's scale).

### Concept Plan must show the following:

- A conceptual layout of the proposed subdivision for the entire area of the subdivision site, and all property owned or controlled by the developer or owner adjacent to the proposed subdivision, including all proposed subdivision phases, as applicable, and all proposed lots, meeting the minimum development standards, as required by the Zoning District in which the subdivision site is located including lot area, lot frontage, lot width, and yard requirements.
- Identify the proposed layout of all public and private roads and streets, including proposed rights-of-way widths, road, and street lengths, and proposed connections to all existing roads and streets and adjoining properties.
- Vicinity map showing project location relative to city boundaries, major roads and minor roads that serve the site.
- Date, scale and north arrow.
- Existing streets, major utilities, easements, fencing, parks, trails, open space, amenities, and infrastructure on or adjacent to the property;
- Any proposed parks, trails, open space, and planned amenities.

**PROPERTY OWNER**

\* IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) \_\_\_\_\_, declare that I, (we) am (are) the owner(s)\* of the property identified in the attached application.

\*May be owner of record, contract owner, party to valid real estate purchase contract, party to valid earnest money agreement, option holder or have other legal control of property.

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

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

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally appeared before me,

\_\_\_\_\_ who is personally known to me  
\_\_\_\_\_ whose identity I proved on the basis of \_\_\_\_\_  
\_\_\_\_\_ whose identity I proved on the oath/affirmation of \_\_\_\_\_,  
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

\_\_\_\_\_  
Notary Public

**PROPERTY OWNER PERMISSION**

\*IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) \_\_\_\_\_, the owner(s) of the property described in the attached application, give \_\_\_\_\_ permission to use the property listed in the attached application for the purpose named in the attached application.

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

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

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally appeared before me,

\_\_\_\_\_ who is personally known to me  
\_\_\_\_\_ whose identity I proved on the basis of \_\_\_\_\_  
\_\_\_\_\_ whose identity I proved on the oath/affirmation of \_\_\_\_\_,  
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

\_\_\_\_\_  
Notary Public