

Sketch Plat Application

Minor Subdivision 1-4 lots

Major Subdivision 5+ lots

Mantua City, Box Edler County, State of Utah

All sections of this application must be filled out and fees paid upon submittal or application will be deemed incomplete.

Name of Subdivision: _____

Address of Property: _____

Tax ID(s)/Parcel Number(s): _____

Current Zoning: _____ Number of Lots: _____

Total Acres/Acres/Sq Ft: _____

Existing use of property: _____ Proposed use of property: _____

Project Description: _____

Name(s) of Applicant(s) or Authorized Agent(s): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Name of Property Owner(s) (if other than applicant): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Name of Engineer/Surveyor: _____ Company: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Name of Agent for Project (if applicable): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Applicant Certification:

I certify that under penalty of perjury that this application and all information submitted as part of this application is true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the Mantua Land Use Code book and that items and checklists contained in this application are basic and minimum requirements only and that other requirements maybe imposed. I agree to comply with all City requirements at this time. Should any information or representations submitted in connection with this application be incorrect or untrue, I understand that Mantua City may rescind any approval or take any other legal or appropriate action. I also agree to allow the City Staff, Planning Commission or City Council appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof. I also understand that the property owner or the authorized agent will be billed for Engineering Fees in excess of one hour and will be responsible for the repayment of those fees.

Signature: _____ Date: _____

Please Note: Attendance at Planning and Zoning Commission meetings are required by the Applicant or a representative. It is the Applicant's responsibility to call for meeting dates and times.

Date Received _____

Application Fee	\$ _____
Engineer Review Fee	\$ _____
Total	\$ _____

*This fee includes one hour of City Engineer review fees. Engineering review fees in excess of one hour will be reimbursed by the applicant to the City for the actual cost.

Minor Subdivision (1-4 lots) Information and Checklist

Applicant Name: _____

Subdivision Name: _____

_____ **Applicant** – Submit a Sketch Plat Application along with applicable fee

_____ **Applicant** – Submit a sketch subdivision plat and applicable construction plans. Two (2) 24" X 36" and seven (7) 11X 17 paper copies as well as email the plans to planningandzoning@mantuautah.org. Sketch plat to include items listed in Chapter 8 of Mantua Land Use Code book – more specifically 8E

_____ **Applicant** – Submit a title report showing current vested owner with all recorded easements, liens, encumbrances and check for judgements that could affect title.

_____ **Applicant** – Submit Engineer's cost estimate

_____ **Applicant** – Submit proof of utility service from the city and public utility companies and improvement districts if applicable.

_____ **Applicant** – Provide addressed and stamped envelopes for all surrounding owners within 1000 feet of the proposed subdivision per the current tax map from the Boxelder County records.

_____ **City staff** – review sketch plat application, construction plans, engineer's cost estimate and add to the agenda for next available Planning and Zoning Commission meeting

_____ **Planning and Zoning Commission** – Review application, address any requirements as applicable and decision to move application forward. If approved, send application forward to City Engineer, City Fire Chief and any other jurisdictions deemed necessary for review. Any requirements arising from reviews to be forwarded to applicant as soon as available.

_____ **Applicant** – Address any approval requirements and complete a Final Plat application. Submit Final Plat application and requirements for scheduling for Final Plat approval.

_____ **City Staff** – Schedule for Planning and Zoning agenda for next applicable regularly scheduled meeting.

Checklist for Sketch Plat for Major Subdivision requiring dedication of property for public streets, on-site or off-site improvements and/or Master Planned Development Information and Checklist

DISCLAIMER: This document is not an official document of the Town of Mantua. This document is meant for quick reference by a property owner or their designee only. This application and checklist is an aid as to what is required to apply and receive approval for any kind of development or structure within the Town of Mantua. It is for reference only and does not in any way provide information for all possible scenarios that may arise and in no way overrides the current adopted Land Use Management Code or any other Town Ordinances or Resolutions.

Applicant Name: _____

Subdivision Name: _____

_____ **Applicant** – Consult with Engineer/Surveyor regarding requirements for Application. Have Engineer prepare Sketch Plat per Mantua Land Use Code Book

_____ **Applicant** – Submit a Sketch Plat Application along with applicable fee

_____ **Applicant**- Submit an executed Property Owner affidavit and Property Owner Permission form

_____ **Applicant**– Submit a sketch subdivision plat and applicable construction plans prepared by Engineer. Two (2) 24" X 36" and seven (7) 11X 17 paper copies as well as email the plans to planningandzoning@mantuautah.org. Sketch plat to include items listed in Chapter 8 of Mantua Land Use Code book – more specifically 8E.1

_____ **Applicant** – Submit a title report showing current vested owner with all recorded easements, liens, encumbrances, and check for judgements that could affect title.

_____ **Applicant** – Submit Engineer's cost estimate

_____ **Applicant** – Provide addressed and stamped envelopes for all surrounding owners within 1000 feet of the proposed subdivision per the current tax map from the Boxelder County records.

_____ **City staff** – review sketch plat application, construction plans, engineer's cost estimate and add to the agenda for next available Planning and Zoning Commission meeting

_____ **Planning and Zoning Commission** – Review application, address any requirements as applicable and decision to move application forward. If approved, send notification to applicant to prepare a Preliminary Plat Application.

_____ **Applicant** – Address any approval requirements and complete a Preliminary Plat application. Submit Preliminary Plat application and requirements.

_____ **City Staff** – Schedule for Planning and Zoning agenda for next applicable regularly scheduled meeting once a complete Preliminary Plat application is submitted.