



**SUBDIVISION PLAT AND PLAT AMENDMENTS REVIEW CHECK LIST**

Project: ..... Date: .....  
Address: ..... Parcel ID No: .....

**Subdivision Plat Review:**

The intent of the subdivision plat review is to verify compliance with the current City ordinances, state regulations and federal laws before requesting the City Engineer’s signature.

**Next Submittal (If needed):** The applicant is responsible for the submittal of any pertinent reports and documentation that may help to verify the compliance with local, city, state and federal laws for the proposed development.

All the responses to the plan review comments must be done in writing and stamped, signed and dated by a Utah State Licensed Professional as required by the Utah State Division Of Professional Licensing (DOPL).

Please, submit the following reports, plans, and documents:

- Title report or A.L.T.A. survey
- A revised set of plans/ plat.

**Subdivision Plat review item**

**Answer**

Does the plat include the subdivision name?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A UCA 10-9a-603 (1)(a)
Does the subdivision plat include the 1/4 section, Township, Range, principal meridian, and county of its location?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A UCA 10-9a-603 (1)(b)
Does the plat include a vicinity map?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the plat include a North arrow?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the plat include a written and graphic scale?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the plat include the section line basis of bearing including enough data for retracement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A UCA 10-9a-603 (1)(b)
Does the plat include a section tie (section corner, 1/4 corner, or lot corner of recorded subdivision)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A UCA 10-9a-603 (1)(b)
Does the subdivision include a section corner tie to two adjoining monuments?	<input type="checkbox"/> Yes <input type="checkbox"/> No UCA 10-9a-603 (1)(b)



- Does the plat include a Surveyor's seal with the surveyor's stamp?  Yes  No  N/A
- Does the plat include the Surveyor's business name and address?  Yes  No  N/A
- Does the plat include the applicant/ developer's name and address?  Yes  No  N/A
- Does the plat include a legal description with bearings and distances?  Yes  No  N/A  
UCA 10-9a-603 (1)(b)
- Does the subdivision legal description agree with the metes and bounds bearings and distances shown on the drawing?  Yes  No  N/A  
UCA 10-9a-603 (1)(b)
- Does the property legal description close within 0.010 feet?  Yes  No  N/A
- Does the subdivision plat show the total acres of the project?  Yes  No  N/A
- Does the subdivision plat show the current zoning?  Yes  No  N/A
- Does the subdivision plat show the project density and average lot size?  Yes  No  N/A
- Does the subdivision plat show the front, rear, and back setback dimensions? Or a typical setback diagram?  Yes  No  N/A
- Does the subdivision plat show the total acres on each parcel areas in square feet and acres?  Yes  No  N/A  
UCA 10-9a-603 (1)(c)
- Are the horizontal curves data shown including radius, chord bearing, chord length, arc length and direction (turning left or right)?  Yes  No  N/A  
UCA 10-9a-603 (1)(b)
- Are the adjacent parcels labeled with the property owner's name and Assessor Parcel Tax ID number?  Yes  No  N/A
- Are the public and private streets labeled with names and/or addresses?  Yes  No  N/A  
UCA 10-9a-603 (1)(c)
- Are public streets labeled as "Public Use" and private streets as "Private Use"?  Yes  No  N/A  
UCA 10-9a-603 (1)(c)
- Does the plat show the parcel's new address?  Yes  No  N/A  
UCA 10-9a-603 (1)(c)
- Do corner lots show two addresses?  Yes  No  N/A
- Is property dedicated to Payson City are labeled as "Dedicated to Payson City"?  Yes  No  N/A
- Does the plat include the number of lane miles of roadways dedicated to Payson City for public use?  Yes  No  N/A
- Are all the recorded easements shown as described on the title report?  Yes  No  N/A  
UCA 10-9a-603 (1)(d)



Are the new public utility easements shown accordingly including lot front, rear and sides dimensions?  Yes  No  N/A  
UCA 10-9a-603 (1)(d)

Does the plat show the ROW width from ROW line to ROW line?  Yes  No  N/A  
UCA 10-9a-603 (1)(b)

Does the plat show the ROW width from ROW line to the road centerline?  Yes  No  N/A  
UCA 10-9a-603 (1)(b)

Is the road centerline shown with bearings and distances?  Yes  No  N/A  
UCA 10-9a-603 (1)(b)

Add the following note: *“The subdivision plat need to be staked in the field using a 5/8” X 24” rebar with a survey cap on all lot and subdivision boundary corners. Cap needs to include the business name or P.L.S. name followed by the license number of the surveyor in charge”.*  Yes  No  N/A

### Specific Land Use Disclaimers

Does the plat include the FEMA flood zone information?  Yes  No  N/A

Does the plat include the FEMA flood zone panel number information?  Yes  No  N/A

Does the plat include the FEMA flood zone effective date information?  Yes  No  N/A

Does the plat show the buffer zones for public wells according to the Division of Drinking Water guidelines?  Yes  No  N/A

### Signature Blocks

Does the plat include a Surveyor’s certificate?  Yes  No  N/A

Does the plat include an Owner’s dedication and consent to record section?  Yes  No  N/A

Does the plat include a Lien Holder consent to record the plat statement?  Yes  No  N/A

Does the plat include a Public Notary Acknowledgment section?  Yes  No  N/A

Does the plat include a signature block for the City Recorder?  Yes  No  N/A

Does the plat include a signature block for the City Mayor?  Yes  No  N/A

Does the plat include a signature block for the City Engineer?  Yes  No  N/A

Does the plat include a signature block for the Fire Chief?  Yes  No  N/A

Does the plat include a signature block for the County Recorder?  Yes  No  N/A



Does the plat include a signature block for the City Attorney?  Yes  No  N/A

Does the plat include a signature block for the Planning Commission Chair and Director – 2 lines?  Yes  No  N/A

Does the plat include a signature block for Dominion Energy?  Yes  No  N/A

**Additional Documents**

Have all the required water rights been properly conveyed to the City?  Yes  No  N/A

Have a performance guarantee been posted?  Yes  No  N/A

Have all the material testing and inspection fees been paid in full?  Yes  No  N/A

Have the CC&Rs been recorded at the Utah County Recorder’s Office?  Yes  No  N/A

Have the Deferral Agreement/s been approved by the City Council  Yes  No  N/A

Have the Reimbursement Agreement/s been approved by the City Council?  Yes  No  N/A

Have the Development Agreement/s been approved by the City Council?  Yes  No  N/A

**OFFICE USE ONLY – Submit a copy of the plan review check list with a revised set of plans**

Reviewed by: .....

Date: .....