

SAN JUAN COUNTY SUBDIVISION APPLICATION

PART I. TO BE COMPLETED BY APPLICANT

A. Type of Application:

9 New-Major 10 or more Lots (Mylar Plat Required)

9 New Minor 9 or Less

9 Change to existing subdivision

9 Lot Split

9 Combine Lots

9 Vacate Subdivision

9 Other (List) _____

Name of Applicant _____

Address of Applicant _____

Telephone _____ Fax _____ E-Mail _____

Name of Subdivision: _____

Location of Subdivision: _____

Name of Surveyor being used: _____

B. Required

1. Attachment of map showing property location
2. Attachment of six paper copies of proposed subdivision plat
3. Attachment of proposed subdivision covenants
4. Attachment of preliminary report (title report)
5. Streets have been named
6. Written approval from Public Health Dept on septic approval
7. Verification of access by right-of-way or deeded easement

C. Other

1. Written approval from UDOT/State Access for encroachment
2. Written approval from San Juan County Road Department for encroachment, if applicable
3. Written approval for Community/Public Water System, if applicable
4. Fire System review/approval/waiver, if applicable
5. Emergency Response Approval/waiver, if applicable
6. Other

PART II. TO BE COMPLETED BY APPLICANT

Preliminary Plat	9Yes	9 No	9 Six Paper Copies Required
Proposed Covenants	9Yes	9 No	9 Six copies Required
Preliminary Title	9Yes	9 No	9
Site location map	9Yes	9 No	9
Streets Named	9Yes	9 No	9
Final Plat	9Yes	9 No	9 Mylar Copy + 2 paper copies
Public Health Signature	9Yes	9 No	9
County Surveyor Signature	9Yes	9 No	9
County Attorney Signature	9Yes	9 No	9

SAN JUAN COUNTY SUBDIVISION APPLICATION

PART III.

1.	Are roads within subdivision to be brought up to County Standards? 9Yes 9 No If yes, approval from county engineer/surveyor attached. If not, statement on plat indicating county has no responsibility.	
2.	Will septic systems be used? 9Yes 9 No	
	If yes, approval from Public Health Dept attached 9Yes 9 No	
3.	Water System, if yes, letter from provider attached 9Yes 9 No	
	Wells provided by developer 9Yes 9 No	
4.	Fire waiver, if applicable 9Yes 9 No	
5.	Fire System review 9Yes 9 No	
6.	Emergency Services Waiver (if applicable) 9Yes 9 No	
7.	Encroachment Permit UDOT if applicable 9Yes 9 No	
	San Juan County (if applicable) 9Yes 9 No	
8.	Deeded access or easement for access to subdivision and each lot 9Yes 9 No	
9.	Copy of last property tax notice attached 9Yes 9 No	
10.	Applicable minimum lot size 9Yes 9 No	
11.	Exact names of owners shown on plat, based on deed 9Yes 9 No	
12.	Corners of lots set 9Yes 9 No	
13.	Payment for recording play/covenants, etc. 9Yes 9 No	
Signature _____		Date _____

PART IV. OFFICE USE ONLY

Date of Application _____	<i>Referred to:</i>
Date Referred Out _____	9Zoning Administrator
Date of Hearing _____	9County Engineer/Surveyor
Date referred for Staff Review _____	9County Planner
Staff review date due by: _____	9Southeast Utah Health Department-R. Meyer
	9Department of Environmental Quality - D. Ariotti
	9County Recorder
	9County Building Inspector
	9County Attorney
	9State UDOT-Dale Stapley
	9Other _____

PART V. STAFF REVIEW COMMENTS

<u>MYLAR APPROVAL</u>	
OWNERS ACKNOWLEDGMENT SIGNED & NOTARIZED	<u>DATE</u>
SIGNATURE OF HEALTH DEPARTMENT	_____
SIGNATURE OF COUNTY ATTORNEY	_____
SIGNATURE OF COUNTY SURVEYOR	_____
SIGNATURE OF PLANNING COMMISSION	_____
SIGNATURE OF COUNTY COMMISSION	_____

COUNTY RECORDER:
COUNTY SURVEYOR/ENGINEER:
COUNTY ATTORNEY:
COUNTY BUILDING INSPECTOR:
COUNTY PLANNER:
COUNTY ZONING ADMINISTRATOR:
OTHERS:

SAN JUAN COUNTY SUBDIVISION APPLICATION

PART VI. APPROVAL PROCESS

MYLAR APPROVAL

	<u>DATE</u>
OWNERS ACKNOWLEDGMENT SIGNED	_____
SIGNATURE OF PUBLIC HEALTH DEPARTMENT	_____
SIGNATURE OF COUNTY ATTORNEY	_____
SIGNATURE OF COUNTY SURVEYOR	_____
SIGNATURE OF PLANNING COMMISSION	_____
SIGNATURE OF COUNTY COMMISSION	_____

STAFF REVIEW

SUBDIVISION ADMINISTRATOR	_____	_____
COUNTY SURVEYOR	_____	_____
COUNTY PLANNER	_____	_____
COUNTY RECORDER	_____	_____
COUNTY ATTORNEY	_____	_____
COUNTY ASSESSOR/BUILDING	_____	_____

CONTACTS:

RICK MEYER -District Sanitarian, P.O. Box 127, Monticello, UT 84535 (435) 587-2021

DAVE ARRIOTTI - Department of Environmental Quality, P.O. Box 800, Price, UT 84501 (435) 637-2021

LYNN LAWS - San Juan County Road Dept., P.O. Box 188, Monticello, UT 84535 (435) 587-3230

LOUISE JONES - San Juan County Recorder, P.O. Box 789, Monticello, UT 84535 (435) 587-3228

BRUCE BUNKER - San Juan County Assessor, P.O. Box 787, Monticello, UT 84535 (435) 587-3221

WALTER BIRD - San Juan County Attorney, P.O. Box 9, Monticello, UT 84535 (435) 587-2128

EVAN LOWRY - San Juan County Planner, P.O. Box 9, Monticello, UT 84535 (435) 587-3225

DAVID BRONSON – San Juan County Surveyor, P.O. Box 416, Monticello, UT 84535 (435) 587-3234

RICK BAILEY - San Juan County Subdivision Administrator, P.O. Box 9, Monticello, UT 84535 (435) 587-3225

DALE STAPLEY - UDOT District 4 Encroachment Officer, Route 3, Box 75C5, Price, UT 84501 (435) 636-1402

MARK PAGE - State of Utah Division of Water Rights, P.O. Box 78, Price, UT 84501-0078 (435) 637-1303

COMMENTS REQ.