

Naples City

People Serving People

Concept Phase Application Development/Subdivision

Name of Subdivision/Development _____ Date _____

Parcel #'s _____

Concept Fee **\$100** Receipt # _____ Date _____

*This application must be submitted no later than 20 days before the scheduled Planning Commission meeting!
Mailings and public notices require 10 day notices.*

Property Information

Property Owner (s) _____

Parcel # (s) _____

Property Address _____

Office/Home Phone _____ Fax # _____

Cell # _____ Email _____

Agent for the property owner (s)

Name (s) _____

Office/Home Phone _____ Fax # _____

Cell # _____ Email _____

Engineer/Surveyor

Name _____

Address _____

Office/Home Phone _____ Fax # _____

Cell # _____ Email _____

Professional License # _____

Each application for subdivision shall have all required submittals before it is accepted as a complete application.

This application or Concept phase does not give the subdivider/developer vested rights. There shall be no presumption of approval of any aspect of this application process.

Concept Plan Approval Check List

Applicant Check Here

Staff Checks Here

- Application form filled out and fee paid. (See fee schedule)
(For review, advertising and mailing)
 - Proof of ownership (Title Report.)
 - If applicable, a notarized statement that the owner has authorized an agent to make application
 - Letter approving water delivery and wastewater disposal from Ashley Valley Water & Sewer And Tri-county Health (for septic system)
 - Water & Sewer documentation
 - 1. Type of water supply and delivery system proposed, documentation of water rights when applicable, historic water use, estimated number of gallons per day of water system requirements, and a description of water storage requirements for daily fluctuations, irrigation, and fire suppression.
 - 2. Estimated total number of gallons per day of sewage to be treated where a central sewage treatment facility is existing or proposed, or general disposal means and soil suitability where no treatment facility is proposed.
- Proof of submittal of concept plan to:
- Dept. of Environmental Quality Division: Drinking Water
 - UBTA Communications
 - Questar Gas
 - Rocky Mountain Power
 - Bresnan Communications (if applicable)
 - Names and address of all properties that border proposed subdivision

Concept Plat Requirements

Applicant Check Here

Staff Checks Here

- General Location of the Subdivision, property boundaries, adjoining properties with ownership and address, current zoning, and buildings on adjoining lots
- Lot and street layout indicating general scaled dimensions
- County, Township and Range, Section, Blocks, Number of lots and True North
- Letter approving water delivery and wastewater disposal from Ashley Valley Water & Sewer And Tri-county Health (for septic system)
- Vicinity map showing significant natural and man-made features on the site and within 1000 feet of the subdivision perimeter boundary
- Acreage of the entire tract and the acreage of the portion to be developed
- The area for which approval will be requested for the first phase of development
- For subdivision developments requiring more than one sheet at the required scale (where site plan will not fit on one sheet) an area plan showing the total area on a single sheet
- The sites, if any, for multi-family dwellings, shopping centers, community facilities, industry, or other uses exclusive of single-family dwellings
- The total development area, including the entire parent parcel, shall be shown on the concept plan, including property reserved for future development, and the number of proposed dwelling units
- Easements, rights-of-way, fences, ditches, underground irrigation and boundaries
- Parcels of land that are to be dedicated for schools, roads, parks, or other public purposes
- Planning Commission chair signature block
- Owner signature block
- Ownership Plat from County Recorder's office showing property and all adjoining properties (see Concept Plan Requirements)

- Four 24" x 36" prints of overall concept plan
- Eight 11" x 17" copies of concept plan
- One additional 11" x 17" copy for EACH of the applicable following:
 1. If proposed subdivision lies wholly or partly within 1 mile of the corporate limits of a municipality, for that municipality's' comments;
 2. If proposed subdivision lies wholly or partly within the boundary of an improvement or special district;
 3. If applicable for review by any State or Federal agency;
 4. For EACH servicing utility;
 5. For UDOT if property abuts a State Highway or road.
- Digital copy, on CD, if .pdf format, of all computer-generated plats
- Pre-Application Conference with Planning staff
- Schedule for Planning Commission Presentation (no later than 25 days prior to meeting)
- Concept Approval Complete

