

Naples City
People Serving People

Single Lot Split Application

Name of Applicant _____ Date _____

Legal Owner of Land _____

Address (mailing) _____

Phone # _____ Fax # _____ Email _____ Cell # _____

Plat Review Fee: **\$60**

Date _____ Receipt # _____ Check # _____

This application is submitted to the Land Use Administrator to be checked for completeness. There shall be no presumption of approval of any aspect of this application process.

Property Information

Legal Description _____

Parcel # (s) _____

Property Owner(s) _____ Mailing Address _____

Phone # _____ Fax # _____ Email _____ Cell # _____

Agent for Property Owner(s) If Applicable

Name(s) _____

Mailing Address(s) _____

Phone # _____ Fax # _____ Email _____ Cell # _____

Surveyor

Name _____ Address _____

Phone # _____ Fax # _____ Email _____ Cell # _____

Professional License # _____

Note: The lot split shall not create an illegal lot. Utilities shall be provided without cutting up the roads.

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(Checklists are for convenience only. In the event of any conflict between the checklist and the ordinance, the ordinance governs. It is the responsibility of the applicant to become familiar with, and comply with, all statutory and ordinance requirements.)

Single Lot Split Approval Check List

Before a final mylar plat is created, the following steps shall be completed to ensure an efficient approval process:

Applicant Check Here

Staff Checks Here

- Application form filled out and fee paid.
- Proof of ownership (Title Report.)
- If applicable, a notarized statement that the owner has authorized an agent to make application
- One 11" x 17" copy of the plat for review purposes, plus one electronic copy (PDF format) of the plat. If errors are found, a revised copy must be submitted for review.
- Each individual or entity required to sign the plat should examine the paper or digital copy before the final mylar copy is printed.

Final Plat Requirements:

- The final mylar plat (24" x 36") shall be reviewed by all applicable individuals and/or entities.
- In addition to the requirements of Utah Code 17-23-17, the plat shall also include the subdivision name, fences, easements, right-of-ways, structures, utilities, irrigation lines, canals, section lines, property addresses, street names or numbers, and acreage of each parcel.
- The scale of the plat map shall not be smaller than 1 inch = 100 feet.
- A 11" x 17" paper and digital (pdf format) copy of the final plat recorded with the County Recorder's office shall be provided to the Naples Planning office.
- Every signature block requires the applicable signature in order for the plat to be approved (see 02-31-015 Single Lot Subdivision).

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Recording Requirements:

The final plat must be recorded with the Uintah County Recorder and filed with the Uintah County Surveyor not more than 45 days from the date of signature approval of the final plat by the Land Use Administrator (or Mayor/City Council, if applicable). If the plat is not recorded and filed within 45 days from the date of signed approval on the plat by the Land Use Administrator (or Mayor/City Council, if applicable), then it shall be null and void unless a longer period of time shall be approved by the Mayor/City Council.

Utah Code 17-23-17. Map of boundary survey -- Procedure for filing -- Contents -- Marking of monuments - - Record of corner changes -- Penalties.

- (1) As used in this section, "land surveyor" means a surveyor who is licensed to practice land surveying in this state in accordance with Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act.
- (2) (a) (i) Each land surveyor making a boundary survey of lands within this state to establish or reestablish a boundary line or to obtain data for constructing a map or plat showing a boundary line shall file a map of the survey that meets the requirements of this section with the county surveyor or designated office within 90 days of the establishment or reestablishment of a boundary.
 - (ii) A land surveyor who fails to file a map of the survey as required by Subsection (2)(a)(i) is guilty of a class C misdemeanor.
 - (iii) Each failure to file a map of the survey as required by Subsection (2)(a)(i) is a separate violation.
- (b) The county surveyor or designated office shall file and index the map of the survey.
- (c) The map shall be a public record in the office of the county surveyor or designated office.
- (3) This type of map shall show:
 - (a) the location of survey by quarter section and township and range;
 - (b) the date of survey;
 - (c) the scale of drawing and north point;
 - (d) the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to two or more section corners or quarter corners, including township and range, or to identified monuments within a recorded subdivision;
 - (e) all measured bearings, angles, and distances separately indicated from those of record;
 - (f) a written boundary description of property surveyed;
 - (g) all monuments set and their relation to older monuments found;
 - (h) a detailed description of monuments found and monuments set, indicated separately;
 - (i) the surveyor's seal or stamp; and
 - (j) the surveyor's business name and address.
- (4) (a) The map shall contain a written narrative that explains and identifies:
 - (i) the purpose of the survey;
 - (ii) the basis on which the lines were established; and
 - (iii) the found monuments and deed elements that controlled the established or reestablished lines.
- (b) If the narrative is a separate document, it shall contain:
 - (i) the location of the survey by quarter section and by township and range;
 - (ii) the date of the survey;
 - (iii) the surveyor's stamp or seal; and
 - (iv) the surveyor's business name and address.
- (c) The map and narrative shall be referenced to each other if they are separate documents.
- (5) The map and narrative shall be created on material of a permanent nature on stable base reproducible material in the sizes required by the county surveyor.
- (6) (a) Any monument set by a licensed professional land surveyor to mark or reference a point on a property or land line shall be durably and visibly marked or tagged with the registered business name or the letters "L.S." followed by the registration number of the surveyor in charge.
 - (b) If the monument is set by a licensed land surveyor who is a public officer, it shall be marked with the official title of the office.
- (7) (a) If, in the performance of a survey, a surveyor finds or makes any changes to the section corner or quarter-section corner, or their accessories, the surveyor shall complete and submit to the county surveyor or designated office a record of the changes made.

- (b) The record shall be submitted within 45 days of the corner visits and shall include the surveyor's seal, business name, and address.
 - (8) The Utah State Board of Engineers and Land Surveyors Examiners may revoke the license of any land surveyor who fails to comply with the requirements of this section, according to the procedures set forth in Title 58, Chapter 1, Division of Occupational and Professional Licensing Act.
 - (9) Each federal or state agency, board, or commission, local district, special service district, or municipal corporation that makes a boundary survey of lands within this state shall comply with this section.
- Amended by Chapter 329, 2007 General Session

**SIGNATURE BLOCKS FOR SINGLE LOT / MINOR
SUBDIVISION PLAT FOR NAPLES CITY:**

Owner's Dedication:

The undersigned owner(s) do hereby certify that they are all of the owners of the foregoing described tracts of land, and do hereby set apart and subdivide the same into lots, blocks, and utility easements as shown on this plat thereof, which is hereby made a part hereof, and assign to the lands included in said plat of the name of _____ subdivision.

“The undersigned owner(s) further hereby dedicate, grant and convey to Naples City all those parts or portions of said tracts of land designated on this plats as right-of-ways and/or streets, the same to be used as public thoroughfares, forever and grant and dedicate a perpetual right and easement over and under the land designated on the plat as public utility easements, the same to be used for the installation, maintenance and operation of public utility service lines as may be authorized by Naples City.”

DATED this _____ day of _____, 20 ____.

Signature: _____
Property Owner(s)

Use one of the following signature blocks for the Notary Public, based on the type of owner:		
1. Property Owner(s)	2. Corporation	3. Partnership
4. LLC	5. Family Trust	

Notary Public's "Acknowledgment" (This should immediately follow the "Owner's Dedication")

1. (Complete only if APPLICANT is an Individual Property Owner (non-business)):

State of _____
County of _____, ss:

On this _____ day of _____, 20 ____, personally appeared before me _____
and _____,
Signer(s) of the above instrument, who duly acknowledged to me that they executed the same.

Notary Public
My Commission expires: _____
Residing at: _____

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2. (Complete only if APPLICANT is a Corporation):

State of _____
County of _____, ss:

On this _____ day of _____, 20 ____, personally appeared before me, _____, who being by me duly sworn did say that he/she is the _____ of _____ Corporation, and that the foregoing instrument was signed in behalf of said corporation by authority of its Board of Directors/Bylaws, and he/she acknowledged to me that said corporation executed the same.

Notary Public
My Commission expires: _____
Residing at: _____

3. (Complete only if APPLICANT is a Partnership):

State of _____
County of _____, ss:

On this _____ day of _____, 20 ____, personally appeared before me, _____, the signer(s) of the foregoing instrument, on behalf of _____ partnership, and declared that the foregoing instrument was duly authorized by the partnership at a lawful meeting held or by authority of its partnership agreement and signed in behalf of said partnership.

Notary Public
My Commission expires: _____
Residing at: _____

4. (Complete only if APPLICANT is a LLC):

State of _____
County of _____, ss:

On this _____ day of _____, 20 ____, personally appeared before me, _____, who being by me duly sworn did say that he/she is/are the managing member of _____ LLC and that the foregoing instrument was duly authorized by the LLC at a lawful meeting held or by authority of its operating agreement and signed in behalf of said LLC.

Notary Public
My Commission expires: _____
Residing at: _____

5. (Complete only if APPLICANT is a Trust):

State of _____
County of _____, ss:

On this _____ day of _____, 20 ____, personally appeared before me, _____, who being by me duly sworn did say that he/she is the Trustee of _____ Trust, and that the foregoing instrument was signed in behalf of said Trust by authority of its Trust agreement, and executed the same.

Notary Public
My Commission expires: _____
Residing at: _____

“Certificate of Survey” of the Registered Professional Land Surveyor that creates the final plat as follows:

“I, _____, a registered professional land surveyor in the State of Utah, do hereby certify that the above described plat has been correctly drawn to the designated scale and is a true and correct representation of the foregoing description of lands included in said subdivision, based on data compiled from the records of the Uintah County Recorder’s Office and of a survey made on the ground. I have read the current zone requirements. The lots described hereon comply with the current zone, and all information required by ordinance or State law to be included on the plat is duly and accurately shown thereon and that all measurements have been verified and monuments placed as shown thereon.

DATED this _____ day of _____, 20 ____.

Surveyor
State License Number: _____

In case a Lien Holders Dedication pertains to the plat, the following shall be added (if applicable):

The undersigned holders of a lien, easement or other non possessory interest in the above and foregoing described tracts of land, hereby consent to and join in the foregoing plat and dedication thereof by the legal owners thereof and hereby release and quit claim to Naples City all of the right, title and interest of the under signed in the rights in said lands dedicated, granted and conveyed to said City by the owner’s dedication aforesaid.

DATED this _____ day of _____, 20 ____.

Signature: _____

Naples City Mayor’s “Certificate of Approval” as follows:

“This is to certify that this plan and dedication of the _____ Subdivision in Naples City were duly approved and accepted by the Mayor and City Council of Naples City on this _____ day of _____, 20 ____.”

Mayor

Attest: _____
City Recorder”

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Naples City Attorney's "Certificate of Approval" as follows:

I have examined the proposed plat and in my opinion it conforms with the Naples City Ordinances applicable thereto and now in force and effect.

DATED this _____ day of _____, 20 ____.

City Attorney

Ashley Valley Water & Sewer "Certificate of Approval" as follows:

I have examined the proposed plat and in my opinion they conform with Ashley Valley Water & Sewer standards applicable thereto and now in force and effect. Sewer & Water will be made available once conditions are met.

DATED this _____ day of _____, 20 ____.

Ashley Valley Water & Sewer: _____

Naples City Land Use Administrator's "Certificate of Approval" as follows:

I have examined the proposed plat and in my opinion it conforms with the Naples City Ordinances applicable thereto and now in force and effect.

DATED this _____ day of _____, 20 ____.

Naples City Land Use Administrator

