

Minor Subdivision Application  
 Community Development Department  
 90 North Main Street, Tooele, UT 84074  
 (435) 843-2132 Fax (435) 843-2139  
[www.tooelecity.gov](http://www.tooelecity.gov)



Project Information					
Date of Submission:	Submittal #: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		Zone:	Acres:	Parcel #(s):
Project Name:					
Project Address:					
Project Description:			Phases:	Lots:	
<b>Property Owner(s):</b>			<b>Applicant(s):</b>		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Email:		Phone:	Email:	
<b>Contact Person:</b>			Address:		
Phone:			City:	State:	Zip:
Cellular:	Fax:		Email:		
<b>Engineer &amp; Company:</b>			<b>Surveyor &amp; Company:</b>		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Email:		Phone:	Email:	

\*The application you are submitting will become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in *Utah Code Ann.* § 63-2-302.5, please inform the city employee accepting this information. Tooele City does not currently share your private, controlled or protected information with any other person or government entity.

For Office Use Only					
Land Use Review:	Date:	Water Superintendent Review:	Date:	City Engineer Review:	Date:
Planning Review:	Date:	Reclamation Superintendent Review:	Date:	Director Review:	Date:
Fire Flow Test					
Location:	Residual Pressure:		Flow (gpm):	Min. Required Flow (gpm):	
Performed By:	Date Performed:		Corrections Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments Returned: Date: <input type="checkbox"/> Yes <input type="checkbox"/> No	

**AFFIDAVIT**

PROPERTY OWNER

STATE OF UTAH                    }  
  }ss  
COUNTY OF TOOELE            }

I/we, \_\_\_\_\_, being duly sworn, depose and say that I/we am/are the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my/our knowledge. I/we also acknowledge that I/we have received written instructions regarding the application for which I/we am/are applying and the Tooele City Community Development Department staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary)

Residing in \_\_\_\_\_ County, Utah

My commission expires: \_\_\_\_\_

AGENT AUTHORIZATION

I/we, \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my/our agent(s), \_\_\_\_\_, to represent me/us regarding the attached application and to appear on my/our behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in \_\_\_\_\_ County, Utah

My commission expires: \_\_\_\_\_

# Tooele City Subdivision Application Submittal Checklist

***This checklist verifies that the necessary drawings and reports for City review are included in this submittal and will be processed for completeness review (see acknowledgment at the bottom of this page).***

**City Staff:** Will verify that the applicant has provided the following items and that the applicant has signed the Subdivision Review Checklist acknowledgement.

**Note:** Deficiencies in the application will result in the entire application being returned to the developer for corrections.

## Provided      Submission Requirements

- Subdivision Application** (*including ownership affidavit and receipt of payment of application fees*).
- Subdivision Review Checklist** (*acknowledgment signed by developer or authorized representative*).
- Water Modeling and Sewer Modeling Fees** (*receipt of payment included*).
- Subdivision Plans** (*initial submittal must be submitted in PDF & CAD format on USB Drive or on CD*).
  1. *Subdivision Plat.*
  2. *Subdivision Utility Plans.*
  3. *Subdivision Site Plan.*
  4. *Plan and Profile Plans.*
  5. *Landscaping & Irrigation Plans.*
- AutoCAD Files of all the subdivision plans.**
- Water Rights.**
- Title Report.**
- Subdivision Boundary and Lot Closure Report.**
- Final Storm Drainage Report.**
- Sanitary Sewer Report.**
- Culinary Water Report.**
- Soils / Geotechnical Report.**
- Traffic Impact Study.**
- Utah Department of Transportation Authorization.**
- Construction Cost Estimate.**

**DEVELOPER ACKNOWLEDGEMENT:** *By signing this document the developer or the developer's authorized representative acknowledges that immediate processing of this application by City staff is not a formal acceptance by City staff that the application is complete. Once the application is received it will then enter a 14 day completeness review period where staff will verify that all of the material required in the Subdivision Review Checklist has been provided. If, during the completeness review period it is determined that the application is deficient or lacking any of the required elements the application will be considered incomplete and will not be accepted as a complete submittal. Once the application is determined to be complete and Subdivision Review Checklist has been satisfied the application will then enter the 20 day formal review period.*

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Applicant

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Date