

PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT
445 MARSAC AVE | PO BOX 1480
PARK CITY, UT 84060
(435) 615-5060



SUBDIVISION PLAT / CONDOMINIUM PLAT

For Office Use Only

PLANNING COMMISSION
HEARING DATE(S)

CITY COUNCIL
HEARING DATE(S)

APPLICATION #

APPROVED

DATE RECEIVED

DENIED

ORDINANCE #

PROJECT PLANNER

EXPIRATION

PROJECT INFORMATION

NAME:

ADDRESS:

TAX ID:

OR

SUBDIVISION:

OR

SURVEY:

LOT #:

BLOCK #:

APPLICANT INFORMATION

NAME:

MAILING

ADDRESS:

PHONE #:

() -

FAX #:

() -

EMAIL:

APPLICANT REPRESENTATIVE INFORMATION

NAME:

PHONE #:

() -

EMAIL:

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.gov.

SUBMITTAL REQUIREMENTS – All of the following items must be included in order for the Planning Department to take the application.

1. Completed and signed application form.
2. Written statement describing the project that outlines the overall project intent and scope of work.
3. Review fees:
 - Plat Amendment - \$1,912.00 per application
 - Subdivision - \$420.00 per lot/parcel
 - Simple Boundary Adjustment - \$1,203.00 per application
 - Condominium Conversion - \$454.00 per unit
 - Condominium Plat - \$606.00 per unit
 - Condominium Plat Amendment - \$490.00 per unit affected
 - Extension of Approval - \$750.00 per application

For items four (4) through six (6), provide one (1) 24"x36" set to scale, one (1) 11"x17" set to scale, and one (1) digital copy in PDF format.

4. Certified topographical boundary survey of the existing site prepared by a licensed surveyor at an approved scale with two-foot contours which includes the following:
 - Survey must reflect current conditions
 - Existing grades referenced to USGS elevations
 - Existing utility locations
 - Existing vegetation: size and botanical name noted
 - Building footprint(s) of all existing structures and improvements on site
 - Drainage facilities
 - On and off-site circulation and parking
 - Existing physical encroachments on and off-site
 - All structures within 20' of the subject property; include structure height
5. Proposed plat prepared by a licensed surveyor in the State of Utah, including signature blocks, site location map, zoning map, USGS map, owner's dedication and consent to record, surveyor's certification, boundary description, legal description, scale, north arrow, and other items as required by the City Engineer.
6. Current aerial photo with existing lot lines depicting the subject site in relation to the surrounding property (within 500' of subject property).
7. Four (4) photographic panoramic views of the existing property showing the site from the perimeter of the property at 90-degree intervals.
8. The applicant should be aware that there might be a request to provide presentation material for Planning Commission meetings. The presentation materials may include the following:
 - Presentation materials, electronic/boards
 - Colored elevations and/or perspectives
 - Additional photographs/graphic illustrations
 - Additional studies (i.e. Fog Study, Shadow Study, Cultural Survey)
9. If your property is within a condominium please provide proof of a 2/3rds vote by the HOA in favor of your project.
10. Current Title Report – with an issue date no longer than 30 days from the application submittal date.
11. Copy of current recorded plat.

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12. For Amendments to Condominium Conversion and Condominium plats a copy of the CC&Rs, Condominium Declarations, and By-Laws are required at submittal.
13. An Electronic Excel spreadsheet with property owner, Summit County Assessor Parcel Number, and mailing address of properties within 300 feet, measured from the property line.

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PROJECT DESCRIPTION

1. On a separate sheet of paper, give a general description of the proposal and attach it to the application (See Submittal Requirement #2).
 2. Existing Zoning: _____
 3. Is the project within the Sensitive Lands Overlay?
☐ Yes ☐ No
 4. Current use of the property: _____
 5. Project originally approved as: (check one)
☐ Permitted Use ☐ Conditional Use ☐ Master Planned Development
☐ Other _____ Date of prior approval _____
 6. Year constructed: _____
 7. Total Project Area: _____ acres _____ square feet
 8. Number and configuration of residential units:
_____ required _____ proposed
 9. Commercial area:
_____ Gross floor area _____ Net leasable area
 10. Number of parking spaces:
_____ required _____ proposed
 11. Project access via:
☐ Public Road ☐ Private Road ☐ Private Driveway
 12. Occupancy type:
☐ Owner Occupied ☐ Lease ☐ Nightly Rental
-
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ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____
Name of Applicant: _____
Mailing Address: _____
Phone: _____ Fax: _____
Email: _____
Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____
Mailing Address: _____
Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant than the representative/president must attaché a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CCRs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

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