



Smithfield City Corporation

Smithfield City Offices
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FINAL PLAT

Check List

TO BE COMPLETED BY BOTH THE DEVELOPER AND THE CITY

Design: Check each of the following items for compliance with adopted City Standards, Titles, General Plans and Ordinances. This form, when properly complete, shall be included with the application for the final plat phase of the Subdivision being submitted for review and approval.

Check: Check each of the following items for compliance with adopted City Standards, Titles, General Plans and Ordinances. Note deficiencies and notify Developer.

Design	Check	Description
_____	_____	1. Electronic version and one (1) 24"x 36" and one (1) 11" x 17" hard copy of the Final Plat and one (1) set of certified construction drawings shall be submitted to the planning department. Following plat approval, one (1) original mylar shall be submitted.

SUBDIVISION PLAT DETAILS:

_____	_____	2. Outside or trim line dimension line 24"x 36".
_____	_____	3. Border line shall include a one and one-half inch on the left margin, one-half inch border on remaining margins.
_____	_____	4. Plat drawn with the top of the sheet being either north or east.
_____	_____	5. All lines, dimensions and markings in waterproof black ink. (No adhesive labels)

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| _____ | _____ | 6. | North arrow. |
| _____ | _____ | 7. | Approved Subdivision name, Phase No., Name of City and County, Section and Township location and date. |
| _____ | _____ | 8. | A minimum 10-foot utility easement across all lot frontages that are adjacent to public streets and other required easements for water, sewer, drainage, utility lines and other purposes. |
| _____ | _____ | 9. | SIGNED signature blocks approving utility easement locations by Dominion Energy, Rocky Mountain Power, and the local cable company. |
| _____ | _____ | 10. | LETTER submitted by the local postmaster approving the location of mailboxes. |
| _____ | _____ | 11. | Signature blocks for the following: Owner's dedication including notary public's acknowledgment, planning commission approval, city council approval, city engineer approval, city attorney approval, and a 1½" x 5" space in the lower left hand corner for the county recorder's use. |
| _____ | _____ | 12. | Scale – 1"=100' maximum |
| _____ | _____ | 13. | Label adjoining subdivisions, lots, streets, owners. |
| _____ | _____ | 14. | Curve table with: Delta, radius, length, tangent, chord and chord bearing. |
| _____ | _____ | 15. | Location of monuments to be set including all intersections, and centerline PCs and PTs. |
| _____ | _____ | 16. | Dedication of all required public areas including, drainage areas, canal areas, etc. clearly indicated on the plat as being dedicated for public use. |
| _____ | _____ | 17. | Legend – corner monuments set with rebar/caps (L.S. #/business name), etc. |

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| _____ | _____ | 18. Notes (easement widths and purpose, etc.) |
| _____ | _____ | 19. Title opinion verifying person(s) signing plat correspond with owner of record. |
| _____ | _____ | 20. Developer name, address, phone. |
| _____ | _____ | 21. Engineer name, address, phone. |
| _____ | _____ | 22. Review and approval of attorney prior to preparation of mylar. |

SUBDIVISION BOUNDARY

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| _____ | _____ | 23. Enlarged boundary text. |
| _____ | _____ | 24. Heavier boundary line. |
| _____ | _____ | 25. Closure – 0.01’. |
| _____ | _____ | 26. Label point of beginning. |
| _____ | _____ | 27. Bearing and distance - clockwise. |
| _____ | _____ | 28. Measured bearings and distances separately indicated from those of record. |
| _____ | _____ | 29. Relationship between monuments found and set. |
| _____ | _____ | 30. Existing boundary fences indicated. |
| _____ | _____ | 31. Label boundary curves. |
| _____ | _____ | 32. Reference adjoining record plats. |
| _____ | _____ | 33. Ties to two established monuments. |
| _____ | _____ | 34. Basis of Bearing. |

WRITTEN BOUNDARY DESCRIPTION

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| _____ | _____ | 35. Section, township, range tie |
| _____ | _____ | 36. Section location |

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|-------|-------|---|
| _____ | _____ | 37. Point of beginning |
| _____ | _____ | 38. Basis of bearing |
| _____ | _____ | 39. Distance and course of all lines |
| _____ | _____ | 40. Calls to existing lines and boundaries |
| _____ | _____ | 41. Boundary ties |
| _____ | _____ | 42. Label street widths |
| _____ | _____ | 43. Label private streets |
| _____ | _____ | 44. Cul-de-sac proper radius, maximum length? |
| _____ | _____ | 45. Curve descriptions: Left/right, tangent, non-tangent, delta, radius, length, tangent, chord and chord bearing |
| _____ | _____ | 46. Total subdivision area |
| _____ | _____ | 47. Registered land surveyor's certificate of survey in the form required by state law including placement of surveyor's stamp. |

SUBDIVISION LOTS

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| _____ | _____ | 48. Areas (square ft. and/or acres) |
| _____ | _____ | 49. Dimensions (repeat exterior boundary lengths on interior lot lines) |
| _____ | _____ | 50. Lots completely defined by bearing and distance (label radial and non-radial lines) |
| _____ | _____ | 51. Lots numbered |
| _____ | _____ | 52. Sequential phase lot numbers |
| _____ | _____ | 53. No duplicate numbers |
| _____ | _____ | 54. Addresses (labeled in lots or summarized in lot table) |
| _____ | _____ | 55. Curve/line tags (cross check tables) |

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| _____ | _____ | 56. Easements (new, recorded, prescriptive, future) |
| _____ | _____ | 57. Minimum lot frontage per zoning ordinance |
| _____ | _____ | 58. Lot restrictions? |
| _____ | _____ | 59. Interior walkways and easements? |
| _____ | _____ | 60. Building set backs |
| _____ | _____ | 61. Proposed lands to be reserved as private ownership or community use |

SUBDIVISION STREETS

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|-------|-------|---|
| _____ | _____ | 62. Street names and/or numbers |
| _____ | _____ | 63. Street monument locations at all intersections, and centerline PCs and PTs. |
| _____ | _____ | 64. Centerline bearing, distance and/or curve data in curve table |
| _____ | _____ | 65. Streets completely defined by bearing and distance |
| _____ | _____ | 66. Dedication of all public right-of-way |
| _____ | _____ | 67. Temporary turn arounds when required. |
| _____ | _____ | 68. Bullets or tick marks at P.C. and P.T.'s |

ACCOMPANYING DOCUMENTS

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| _____ | _____ | 69. Finalized set of certified, stamped construction drawings and specifications as prepared by a licensed civil engineer. |
| _____ | _____ | 70. Design data and final drainage report complete with assumptions and computations for improvements. |

- _____ _____ 71. Storm Water Pollution Prevention Plan complete with BMP's and meeting the requirements of Chapter 13.26 of the Smithfield City Code and the city's storm water permit.

- _____ _____ 72. Covenants, conditions and restrictions for proposed subdivision.