



SUBDIVISION PLAT: PROCEDURES & REQUIREMENTS

The requirements for preliminary and final plats can be found in Title 16.03 of the Cache County Ordinance. All subdivision plats must include the requirements noted therein. This document outlines those procedures and requirements below.

PROCEDURES

1. Submit a digital (pdf) copy of a complete preliminary plat for review by the Development Services Department and County Surveyor.
 - If revisions are required, a redlined copy shall be returned to the surveyor for corrections.
 - If a preliminary plat is presented for review and does not include all required elements, it shall be returned to the surveyor.
 - Submitted plats will be held for a period of 60 days and then discarded if no application is made in that time.
2. Final approval or denial of the proposed subdivision is issued by the County Council.
3. If approved, the following apply:
 - a. Prior to the recordation of the final plat all requirements of Titles 16 and 17 of the Cache County Code and the conditions of approval of the County Council must be met.
 - b. The Director of Development Services must then confirm if the preliminary plat is complete and meets the requirement of the Code and any additional requirements of the County Council.
 - c. On the Director’s approval of the preliminary plat, the final subdivision plat is submitted to the Development Services Department as follows:
 - One 24 x 36 inch mylar copy of the final subdivision plat.
 - One digital (pdf) copy of the same.
 - d. All required signature blocks must be signed prior to the recordation of the final plat as follows:
 - The applicant is responsible to obtain the signature of the Bear River Health Department and notarized signatures of property owners prior to submitting the final plat to the Development Services Department. A notary is on staff in the Development Services Department.
 - The Development Services Department will gather the remaining signatures.
 - e. On the completion of all requirements and once all signatures have been obtained, the Development Services Department will notify the applicant that the plat is ready to be recorded. The applicant may then record the final subdivision plat. A recording fee will apply.

PLAT REQUIREMENTS – PRELIMINARY AND FINAL

PRELIMINARY PLAT:

- Acres and Lots:** Tabulation of the number of acres in the proposed subdivision, showing the total number of lots, and the net acreage of each lot. Each lot shall be numerically and sequentially labeled.

When amending a subdivision plat, the lot number(s) of amended lots shall be notated as amended.

Examples:

- Adjusting the boundary between two or more lots within an existing subdivision - Lots 1 and 2 in this example. Said lots shall then be labeled as Lot 1 Amended and Lot 2 Amended, and also identified as such in the amended legal descriptions.
- Division of one or more lots in an existing subdivision – dividing Lot 1 of a 5 lot subdivision in this example. Lot 1 shall be labeled as Lot 1 Amended and the new lot as Lot 6. This shall also be identified in the amended legal description(s).

- Adjoining Property:** Names of all adjoining property owners shall be shown.
- Bearings:** Bearings shall be shown to the nearest second, lengths to the nearest hundredth foot, and areas to the nearest hundredth acre.
- Graphic and Written Scale:** At the preferred scale of 1" = 100'. Exceptions may be approved by the Director.
- Indication of Use:** An indication of the use for all proposed lots including required plat notes identifying agricultural protection areas, and other proposed or required protective and restrictive covenants.
- Legend**
- Manmade Features – Identification of known manmade features including, but not limited to:**
 - High voltage power lines.
 - High pressure gas lines.
 - All existing and proposed roadway locations and dimensions, including the width and type of the driving surface, the rights of way and/or easements, and cross sections of all proposed roads. All proposed roads shall be designed to comply with the adopted road standards of Cache County.
 - All proposed new roads, whether public or private, shall be numbered, as provided by the Development Services Department, with the coordinates to proposed connections to existing county roads being shown.
 - Bridges.
 - Culverts and drainage channels.
 - Field drains.
 - Location and size of existing and proposed culinary water and sewer lines and/or, the location of all wells proposed, active and abandoned, and springs used for culinary water

and the location of all septic systems and drain fields, as applicable, and the location of fire hydrants, and secondary water facilities if proposed or as required by the Director, Planning Commission, or County Council.

- All utility and/or other easements.
 - Railroads and railroad easements.
 - Irrigation ditches, canals, and canal easements within and adjacent to the subdivision site.
 - Location of all existing buildings and the location and dimensions of all existing property lines and fence lines.
 - Location with name and parcel number of all existing platted lots within, or contiguous to the subdivision site.
 - All lots, rights of way, and easements created by the subdivision with their boundary, bearings, lengths, widths, name, number, purpose, and address identified.
- Monuments:** All existing monuments found during the course of the survey must be identified (including a physical description such as "brass cap"). Confirm that all monuments erected, corners, and other points established in the field in their proper places. The material of which the monuments, corners, or other points are made shall be noted. Within the legend, metal monument descriptions shall indicate the kind of metal, the diameter, and length of the monuments.
- Name of Subdivision:** Located at the top and center of the subdivision plat. Include the section, township, range, principal median, basis of bearing used, and county of its location.
- Natural Features (Title 17.18): Identification and tabulation of known natural features including but not limited to:**
- Wetlands as identified by the U.S. Army Corps of Engineers.
 - Floodplain and floodway areas as identified by the current, 2011 FEMA FIRM maps.
 - 100' floodplain buffer (identify only).
 - All water bodies.
 - Existing drainage ways.
 - Slopes greater than or equal to 20% but less than 30%.
 - Slopes greater than or equal to 30%.
 - Any other natural features as required by the Director, Planning Commission, or County Council for the entire or a portion of the subdivision site.
- North arrow**
- Other Notes:** Other final subdivision plat notes, as required by the Planning Commission or County Council.
- Page Numbering:** Sheets shall be numbered in sequence if more than one sheet is used.
- Proposed Elements:** Proposed power lines, including the source and connection to the existing power supply, together with the location of proposed bridges, culverts, utilities, utility easements, and any common space or open space areas including the location and dimensions

of all property proposed to be set aside for public or private reservation, with designation of the purpose of those set aside, and conditions, if any, of the dedication or reservation.

- Restrictions:** Notation of any self-imposed restrictions, or other restrictions, if required by the Planning Commission or County Council in accordance with Titles 16 and 17 of the Cache County Code.
- Setbacks:** The minimum building setback lines for each lot (not required on the final plat).
- Site Vicinity Map:** The preferred scale is one inch equals two thousand feet (1" =2,000'). Exceptions may be approved by the Director.
- Storm Water:** Proposed storm water drainage system for both surface and flood water, including any drainage easements and natural drainage ways, indicating how the flow will be altered with the proposed development, and any additional requirements of the State (not required on the final plat).
- Subdivision Boundary:**
 - Accurate survey in scale, dimension, and bearing.
 - Location of and ties to the nearest two (2) existing Cache County section corners. This information shall provide data sufficient to determine readily the location, bearing, and length of all lines and the location of all proposed monuments.
 - Legal description of the entire subdivision site boundary.
- Subdivision Notes:** Any subdivision notes as required by the Director (see Attachment B)
- Surveyor's Certificate:** A surveyor's certificate showing the name and registration number of the land surveyor responsible for making the final plat, and certifying to the plat's accuracy.
- Title Block:**
 - Name and address of owner(s) of record.
 - Name and address of the licensed land surveyor responsible for preparing the plat.
 - Date of preparation of the subdivision plat.
 - Any revision dates.

FINAL PLAT:

The final plat shall include all items required on the preliminary plat with the exception of **Setbacks**, and **Storm Water**. The final plat shall also include:

- Signature Blocks:** Prepared as required and provided by the county (see Attachment A)
 - County Council Chair with County Clerk attestation.
 - Planning Commission Chair.
 - Deputy County Surveyor.
 - County Attorney.
 - County Recorder.
 - Bear River Board of Health Director.
 - Owner Dedication.
 - Notary Acknowledgment.

ATTACHMENT A: SIGNATURE BLOCK LANGUAGE (TYP.)

County Council Chair with County Clerk Attestment

CACHE COUNTY COUNCIL

THIS PLAT WAS APPROVED AND ACCEPTED BY THE
CACHE COUNTY COUNCIL ON THE ____ DAY OF _____, 20__
DATED THIS ____ DAY OF _____, 20__.

BY: _____
CHAIR

ATTESTED TO:

CACHE COUNTY CLERK

Planning Commission Chair

CACHE COUNTY PLANNING COMMISSION

THIS PLAT WAS RECOMMENDED FOR APPROVAL/DENIAL BY THE
PLANNING COMMISSION ON THE ____ DAY OF _____, 20__
DATED THIS ____ DAY OF _____, 20__.

BY: _____
CHAIR

Director of Development Services

DIRECTOR OF DEVELOPMENT SERVICES

THIS PLAT WAS APPROVED AND ACCEPTED BY THE
CACHE COUNTY DIRECTOR OF DEVELOPMENT SERVICES
ON THIS ____ DAY OF _____, 20__.

BY: _____
DIRECTOR

Bear River Health Department

BEAR RIVER HEALTH DEPARTMENT APPROVAL

THE SUBDIVISION DESCRIBED IN THIS PLAT HAS BEEN APPROVED BY THE BEAR RIVER HEALTH DEPARTMENT THIS ____ DAY OF _____, 20__

BY: _____ TITLE: _____

Owner Dedication

OWNER DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT WE THE UNDERSIGNED OWNERS OF THE TRACT OF LAND DEPICTED AND DESCRIBED HEREON, HAVING CAUSED THE SAME TO BE SUBDIVIDED INTO LOTS AND STREETS (AS PERTAINS), THE WHOLE TO BE HEREINAFTER KNOWN AS THE “[NAME OF SUBDIVISION HERE]”. FURTHER WE DEDICATE THE PORTION OF PROPERTY OF [PARCEL NUMBER(S) HERE] THAT LIES WITHIN 33’ OF THE CENTER LINE OF THE EXISTING ROADWAY, AND AS SHOWN ON THIS PLAT, TO CACHE COUNTY, FOR THE USE OF THE PUBLIC FOREVER, AND HEREBY GRANT TO THE COUNTY THE RIGHT TO MAKE ANY AND ALL IMPROVEMENTS FOR THE CONSTRUCTION, MAINTENANCE, AND REPAIR OF SAID ROADWAY.

DATE [OWNER NAME HERE]

DATE [OWNER NAME HERE], TRUSTEE

Notary Acknowledgment

ACKNOWLEDGMENT

STATE OF UTAH)
) SS.
COUNTY OF CACHE

THE FOREGOING INSTRUMENT WAS PERSONALLY ACKNOWLEDGED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC THIS ____ DAY OF _____, 20____, BY _____ WHO PROVED ON BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THIS INSTRUMENT.

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

Notary Acknowledgment: Corporation, Trust, LLC, Etc.

[CORPORATE, TRUST, LLC, ETC.] ACKNOWLEDGMENT

STATE OF UTAH

) SS.

COUNTY OF CACHE

THE FOREGOING INSTRUMENT WAS PERSONALLY ACKNOWLEDGED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC

THIS ____ DAY OF _____, 20____, BY _____

WHO PROVED ON BASIS OF SATISFACTORY EVIDENCE TO [TITLE OR OFFICE] OF [NAME OF CORPORATION, LLC, TRUST, ETC.]

AND IS SAID PERSON WHOSE NAME IS SUBSCRIBED TO THIS INSTRUMENT AND THAT SAID DOCUMENT WAS SIGNED BY HIM/HER IN BEHALF OF SAID [CORPORATION, LLC, TRUST, ETC.] BY AUTHORITY OF ITS BYLAWS.

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

ATTACHMENT B: SUBDIVISION PLAT NOTES

A. Culinary Water Note: *Required on all subdivision plats.*

Culinary Water: Cache County has not determined the availability or adequacy of culinary water to any of the lots identified. All owners are advised of the requirements to obtain an approved culinary water source and comply with all other requirements for the issuance of a zoning clearance, prior to the issuance of a building permit.

B. Dry Lot Notation: *Required on subdivision plats containing a dry lot. Dry lot to be clearly labeled with said notation.*

Dry Lot: Development restricted until an approved, domestic, water right is provided.

C. Storm Water Drainage Note: *Required on all subdivision plats.*

Storm Water Drainage: Compliance with the standards of the Cache County Manual of Roadway Design and Construction Standards and State of Utah storm water permitting are required. This includes, but is not limited to, any increased level of storm water drainage from any portion of any lot or remainder parcel of this subdivision to any adjacent properties, ditches, canals, or waterways, or the alteration of any existing, historic, or natural drainage without prior written authorization provided by the effected party or entity (may include but is not limited to: adjacent property owner(s), ditch or canal company, Cache County, or the State Water Engineer's Office.)

D. Agricultural Note: *Required on all subdivision plats.*

Agricultural Uses: Current and future property owners must be aware that they will be subject to the sights, sounds, and smells associated with agricultural activities which are permitted uses in the Agricultural Zone and Forest Recreation Zone.

E. Private Road Notes: *Required on all plats that contain one (1) or more private roads.*

- 1) The private interior road (name of road) is not dedicated to Cache County and no maintenance or snow removal will be provided by Cache County.
- 2) The private interior road (name of road) shall be used by all lots in this subdivision for access to the public road.
- 3) All lot owners of this subdivision are responsible for the construction, maintenance, and removal of snow on the private interior road (name of road).

F. Agriculture Protection Area: *Required if the subdivision is located in whole or in part within 300 feet of the boundary of an agriculture protection area.*

Agriculture Protection Area: This property is located in the vicinity of an established agriculture protection area in which normal agricultural uses and activities have been afforded the highest priority use status. It can be anticipated that such agricultural uses and activities may now or in the future be conducted on property included in the agriculture protection area. The use and enjoyment of this property is expressly conditioned on the acceptance of any circumstance related to land use which may result from such normal agricultural uses and activities.