



10860 N. Hideout Trail
 Hideout, Utah 84036
 435-659-4739

Application #	
Zone	
Tax ID #	
Date Received	
Received By	
Reviewed By	
Date Completed	

Preliminary Subdivision Application Form

Preliminary Procedures (11.06.22)

1. Submit the application along with required fees and copies (electronic and hard copies) of all required plans, reports and required documents.
2. Public Notice as required by the Town of Hideout Standards.
3. Hearing before the Planning Commission: The Public Hearing before the Planning Commission will be held, and comments requested from the public at that time. If, after such hearing and at such time that the Planning Commission determines that a complete application has been provided it will forward the application along with its recommendations to the Hideout Legislative Body.
4. The matter will be placed on the next available Hideout Legislative Body agenda.
5. Public Notice of the Hideout Legislative Body hearing shall be given as required by the Hideout Standards for Public Notice.
6. Hearing before the Hideout Legislative Body: The hearing before the Hideout Legislative Body will be held, and comments requested from the public at that time. If, after such hearing the Hideout Legislative Body approves the project, the project may then proceed to apply for Final Approval, provided however if any conditions are set forth by the Hideout Legislative Body, all such conditions must be met prior to application for Final Approval unless otherwise required by the Hideout Legislative Body.
- 7.

Town of Hideout Fee and Rate Resolution # 2024-R-01 (January 2024)

Preliminary Minor Subdivision (Residential – 5 lots or fewer)	Application Fee: \$4,125 + \$110/acre and + Escrow Fee: \$12,500 (with a minimum required balance of \$5,000)
<i>*Preliminary Review not required if Applicant wishes to proceed directly to Final Review</i>	
Preliminary Major Subdivision (Residential – 6 lots or greater)	Application Fee: \$6,050 + \$110/acre and + Escrow Fee: \$17,500 (with a minimum required balance of \$7,500)
Preliminary Plat (Commercial/Other):	Application Fee: \$3,025 + \$825/acre and + Escrow Fee: \$12,500 (with a minimum required balance of \$5,000)
Meetings Covered w/Initial Fee: Two (2) Planning Commission Meetings and Two (2) Town Council Meetings	



1. Project Information

Project Name: _____

Project Location: _____

Legal Description: _____

Tax ID: _____

Owner(s) of Record:

Full Name: _____

Address: _____

Phone: _____ Email Address: _____

Architect / Engineer / Landscape Architect / Surveyor:

Full Name: _____

Address: _____

Phone: _____ Email Address: _____

Subdivision and Lot #, or Survey, Lot and Block #:

Project description (Include number of lots, ERU's):

Prior Approvals (application #): _____



2. Applicant or Authorized Representative to Whom all Correspondence Is to Be Sent

Applicant is not the owner listed above.

Full Name: _____

Address: _____

Phone #: _____

Email Address: _____

The checklist below must be included with your application with all items checked off to designate that they have been submitted or your application will not be processed.



3. Checklist:

1. Preliminary Plans:

The Preliminary Plans shall be drawn to a scale not smaller than one-inch equals one hundred feet (1" = 100'), and shall show the following:

- a. Project name and address
- b. North point, scale, and date
- c. A copy of the Record of Survey of the proposed boundary of the overall development and/or phase. In the event that the development has multiple phases, the proposed plat shall show the recorded file number of the Record of Survey and/or paper copy of the survey
- d. A copy of the closure sheet which shall show the following:
 - i. The courses and distance of the proposed development/subdivision boundary and the error of closure
 - ii. The area of each lot in square feet and acres
- e. All trails, open spaces, public spaces and roadways
- f. Names, addresses, and telephone numbers of developer, engineer, and current and prospective owners
- g. Nearest section corner tie, township(s) and range(s);
- h. Acreage, property dimensions, project perimeter
- i. All proposed phases of the development, numbered and defined, with approximate timetable for development
- j. Location of entire development in relation to surrounding neighborhoods and developments (include names of adjacent subdivisions and developments, adjacent property owners' names and addresses, and adjacent land uses and buildings)
- k. Existing topography with a contour interval of two (2) feet
- l. Landscaping Concept plans illustrating cut and fill limits and limits of disturbance and landscaping plans including topographic lines, and evidencing conformance with the Hideout Water Quality Plan
- m. Existing and proposed lot lines, easements, walkways, streets and rights-of-way (public and private); including widths, names, and numbers, on



subject and surrounding areas; proposed dedications of public use areas; existing and proposed curb, gutter, and sidewalk (sidewalks may not be required in all residential areas, but should be noted on the plans if proposed by the developer or if required by the Town of Hideout after initial review)

- n. Existing waterways (including irrigation), significant vegetation, and natural features of the land
- o. Sensitive lands in the proposed development shall be identified on a plan prepared and stamped by a licensed geotechnical engineer or licensed geologist
- p. Soils testing, and geotechnical analysis as required by the Town of Hideout
- q. Existing and proposed infrastructure including all fire hydrants, water and sewer lines, storm sewer system, and all utilities, including but not limited to electricity, natural gas, telephone, cable television
- r. Proposed layout of all public and private streets, if any, including profiles (same scale as site plan), widths and cross-sections (same as Town standards, at an interval of one hundred (100) feet (or as determined by the Hideout Planner))
- s. Location and conceptual elevation drawings of existing and proposed buildings, signs, dumpster and utility enclosures, fences and other structures
- t. Drainage plan illustrating that the development as planned does not impose adverse impacts to the drainage system or increase the sediment contribution to receiving waters. The Drainage Plan will illustrate methods of controlling runoff, directing flow and detaining or retaining water. Methods in preparing the necessary items to be contained in the Drainage Plan are described in the Hideout Water Quality Plan. The Drainage Plan shall include the following:
 - i. Site Description
 - ii. Development Plan
 - iii. Drainage Assessment
 - iv. Storm Water Pollution Prevention Plan
 - v. Unit configuration footprints and typical architectural elevations



- vi. Tabulation of projected ERUs, as described in the Plan
- vii. Any additional information which the Hideout Legislative Body may reasonably require in a specific instance. Where a developer owns or controls more land than he or she wishes to develop immediately, the Town of Hideout may require that a preliminary plan of the whole area be submitted, in which case the developer shall indicate the portion to be developed immediately and the portion to be held for future development
- u. Tabulation of projected ERUs, as established in accordance with the Town Standards
- v. The Preliminary Plan shall incorporate the criteria and requirements of the following: (Available as appendices of Title 11 of the Town Code)
 - i. Road Design Planning Submittal Criteria (Appendix 1)
 - ii. Storm Drainage and Erosion Control Planning Submittal Criteria (Appendix 2)
 - iii. Sewer and Water Design Criteria (Appendix 3)
 - iv. Modification to WPA (Appendix 4)
 - v. Adoption of Codes (Appendix 5)
 - vi. ERU/Equivalent Residential Units (Appendix 6)
 - vii. Manual of Standard Plans 2007 editions APWA
 - viii. Manual of Standard Specifications 2007 editions APWA;
- w. For multi-unit structures, the Preliminary Plan shall show the following additional information:
 1. Firewall construction, as required by the International Fire Code (the adopted Building Code)
 2. Additional parking, if required
 3. Additional Open Space, if required
 4. Location of individual utility lines and meters, if required
 5. Additional exits

2. Required Documents:

The following documents shall be required (draft form is acceptable):



- a. Articles of Incorporation and Bylaws of the Property Owners Association
- b. Declaration of covenants, conditions, restrictions and management policies
- c. A copy of any executed MDAs related to the project
- d. A will-serve letter from any Special Service District and/or other appropriate agency (if not applicable, a letter stating why is required):
 - i. Indicating the availability of water
 - ii. Water service
 - iii. Sewer service
 - iv. Extended fire
 - v. Extended police
 - vi. Schools
 - vii. Garbage collection and disposal
 - viii. Roads maintenance;
 - ix. Trails maintenance
 - x. Open space management;
 - xi. Storm water detention
 - xii. Telephone service
 - xiii. Electric service
 - xiv. Natural gas
 - xv. Other municipal type services (please specify);
- e. A form of certification for each of the following (these are proposed certifications of what is intended to be placed on the plat, a sample of which may be obtained from the Planning office):
 - i. Owner's dedications
 - ii. Surveyor's certificate of accuracy of survey
 - iii. Surveyor's approval
 - iv. Hideout Legislative Body approval



4. Acknowledgement of Responsibility

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

I have read and understood the instructions supplied 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 the Town Administrator or designee has reviewed the application and notified me in writing that it has been deemed complete. **I understand that any application I submit will be governed by the terms of the Town Code of the Town of Hideout** and that I am responsible to understand those provisions and ensure that the application complies with the same.

I will keep myself informed of the deadlines for submission of material and the progress of this Preliminary Subdivision application. I understand that I will be informed of the dates set for any public hearing or public meetings. This report will be on file and available in the Town of Hideout office shown above.

I further understand that additional fees may be charged for the Town's review of the application. Any additional analysis required would be processed through the town's consultants with a written estimate of time/expense/scope. This estimate will be provided to the applicant for authorization prior to any work being performed.

Signature of the Applicant:

Name of Applicant (Print): _____

Mailing Address: _____

Phone: _____

Email Address: _____



5. 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.

Name of Applicant (Print): _____

Mailing Address: _____

Street Address/Legal Description of Subject Property:

Signature: _____ Date: _____

1. If you are not the fee owner, attach another copy of this form that has been completed by the fee owner, or a copy of your authorization to pursue this action.
2. If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this 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.

Please note: 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.