



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

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

Subdivision Amendment / Lot Combination Application Form

Procedures (11.06)

A Subdivision Amendment can only be applied for if the Town reviews and confirms the subject subdivision is a legally recorded subdivision with the County of Wasatch. A lot combination is defined as assemblage of two or more parcels for construction activity or possible sale.

Procedures for Amended or a Lot Combination Plan:

1. Submit application along with required fees and one (1) hard copy and an electronic copy 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. After such hearing the Hideout Legislative Body will vote to either approve the projects without conditions, approve the project with conditions or to not approve the project.

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

Amended Subdivision / Lot Combination	Application Fee: \$1,375 and
	+ Escrow Fee: \$5,000 (with a minimum required balance of \$2,500)
Meetings Covered w/Initial Fee: One (1) Planning Commission Meeting and One (1) Town Council Meeting	
<i>*Please consult the current Hideout Fee and Rate Schedule for verification of fees and meetings included</i>	



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 & Lot #, or Survey, Lot & Block #:

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

Prior Approvals: (application #) _____



2. Utah State Code

10-9a-608. Vacating, altering, or amending a subdivision plat.

(1) (a) A fee owner of land, as shown on the last county assessment roll, in a subdivision that has been laid out and platted as provided in this part may file a written petition with the land use authority to have some or all of the plat vacated, altered, or amended.

(b) If a petition is filed under Subsection (1)(a), the land use authority shall provide notice of the petition by mail, email, or other effective means to each affected entity that provides a service to an owner of record of the portion of the plat that is being vacated or amended at least 10 calendar days before the land use authority may approve the vacation or amendment of the plat.

(c) If a petition is filed under Subsection (1)(a), the land use authority shall hold a public hearing within 45 days after the day on which the petition is filed if:

(i) any owner within the plat notifies the municipality of the owner's objection in writing within 10 days of mailed notification; or

(ii) a public hearing is required because all of the owners in the subdivision have not signed the revised plat.

(2) Unless a local ordinance provides otherwise, the public hearing requirement of Subsection (1)(c) does not apply and a land use authority may consider at a public meeting an owner's petition to alter a subdivision plat if:

(a) the petition seeks to:

(i) join two or more of the petition fee owner's contiguous lots;

(ii) subdivide one or more of the petitioning fee owner's lots, if the subdivision will not result in a violation of a land use ordinance or a development condition;

(iii) adjust the lot lines of adjoining lots or parcels if the fee owners of each of the adjoining lots or parcels join in the petition, regardless of whether the lots or parcels are located in the same subdivision;

(iv) on a lot owned by the petitioning fee owner, adjust an internal lot restriction imposed by the local political subdivision; or

(v) alter the plat in a manner that does not change existing boundaries or other attributes of lots within the subdivision that are not:

(A) owned by the petitioner; or

(B) designated as a common area; and

(b) notice has been given to adjacent property owners in accordance with any applicable local ordinance.

(3) Each request to vacate or amend a plat that contains a request to vacate or amend a public street, right-of-way, or easement is also subject to Section 10-9a-609.5.

(4) Each petition to vacate or amend an entire plat or a portion of a plat shall include:

(a) the name and address of each owner of record of the land contained in the entire plat or on that portion of the plat described in the petition; and

(b) the signature of each owner described in Subsection (4)(a) who consents to the petition.



(5) (a) The owners of record of adjacent parcels that are described by either a metes and bounds description or by a recorded plat may exchange title to portions of those parcels if the exchange of title is approved by the land use authority in accordance with Subsection (5)(b).

(b) The land use authority shall approve an exchange of title under Subsection (5)(a) if the exchange of title will not result in a violation of any land use ordinance.

(c) If an exchange of title is approved under Subsection (5)(b):

(i) a notice of approval shall be recorded in the office of the county recorder which:

(A) is executed by each owner included in the exchange and by the land use authority;

(B) contains an acknowledgment for each party executing the notice in accordance with the provisions of Title 57, Chapter 2a, Recognition of Acknowledgments Act; and

(C) recites the descriptions of both the original parcels and the parcels created by the exchange of title; and

(ii) a document of conveyance shall be recorded in the office of the county recorder.

(d) A notice of approval recorded under this Subsection (5) does not act as a conveyance of title to real property and is not required in order to record a document conveying title to real property.

(6) (a) The name of a recorded subdivision may be changed by recording an amended plat making that change, as provided in this section and subject to Subsection (6)(c).

(b) The surveyor preparing the amended plat shall certify that the surveyor:

(i) holds a license in accordance with Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act;

(ii) has completed a survey of the property described on the plat in accordance with Section 17-23-17 and has verified all measurements; and

(iii) has placed monuments as represented on the plat.

(c) An owner of land may not submit for recording an amended plat that gives the subdivision described in the amended plat the same name as a subdivision in a plat already recorded in the county recorder's office.

(d) Except as provided in Subsection (6)(a), the recording of a declaration or other document that purports to change the name of a recorded plat is void.

Effective 5/13/2014



3. 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.



4. Checklist:

1. Submission Package:

- a. Submitted Application;
- b. Required Fees;
- c. One (1) hard copy of all required plans, reports and required documents;
- d. An electronic copy of all required plans, reports and required documents;

2. Final Plans and Reports:

The Final Plat consists of engineering drawing(s) prepared using spatial data that are drawn to a scale not smaller than one-inch equals one hundred feet (1" = 100') and that meet the minimum legal standards for survey as defined in Utah Code Annotated Section 17-23-20. The Final Plat must first evidence how the Final Plat conform to the Preliminary Plan and any conditions for preliminary approval. Using the criteria approved from the Preliminary Plan submittal, the Final Plat shall include the following additional information:

- a. Information as required from Preliminary Plan;
- b. Project name and address;
- c. North point, scale, date;
- d. Development phase number, if a phased project;
- e. Names, addresses, and telephone numbers of developer, engineer, and current and prospective owners;
- f. Nearest section corner tie, township(s) and range(s);
- g. Lot lines, dimensions and area; adjacent lots and phases;
- h. Existing and proposed easements, walkways, streets, and rights-of-way (public and private), and trails, including widths, names, and numbers; proposed dedications of public use areas; existing and proposed curb, gutter and sidewalk (public and private);
- i. Existing waterways (including irrigation and piping);
- j. Topography (contours at 2-foot intervals) and site drainage plan which illustrate existing and proposed conditions;
- k. Existing vegetation to remain on development and natural features of the land;



- l. Soils testing and analysis. A letter of purpose will be prepared and submitted by a licensed geotechnical engineer that shall consider the findings of the sensitive lands study along with the project engineering, that will determine they type frequency and nature of the geotechnical investigation and subsequent report. The purpose letter will also state what minimum requirements, with respect to geotechnical studies, will be imposed on the subdivided land prior to the issuing of building permits;
- m. UDOT approval for access off state roads if applicable; approval as required of other state and federal agencies;
- n. Final grading plans illustrating cut and fill limits and limits of disturbance;
- o. Temporary construction erosion control plan;
- p. Final drainage plans illustrating methods of controlling runoff, directing water flow, and detention / retention areas;
- q. Existing and proposed utilities including, fire hydrants, water and sewer lines, and storm sewer system; including plan and profile;
- r. Location and elevation drawings of existing and proposed buildings, signs, dumpster and utility enclosures, fences and other structures;
- s. Landscaping plan;
- t. Parking, access, and loading plan when applicable;
- u. Lighting plan, including dark sky initiative;
- v. Architectural concept plans;
- w. Tabulation of ERUs, as defined by the Plan
- x. For Condominiums, the Final Plat shall show the following additional information:
 - i. i. All buildings;
 - ii. Private drives and parking areas;

3. Required Documents:

The following official documents prepared in a manner that will fully present information:

- a. Articles of Incorporation and Bylaws of the Association;
- b. Declaration of covenants, conditions, restrictions, and management policies;



- c. An information brochure (prepared in accordance with applicable standards) for use in the sales program to inform all home buyers in simple terms about the Homeowners Association and the rights and obligations of lot owners;
- d. A final form of certification for each of the following (these are the certifications intended to be placed on the plat):
 - i. Owner' s dedications;
 - ii. Surveyors certificate of accuracy of survey;
 - iii. Surveyor' s approval;
 - iv. Hideout Legislative Body approval;
 - v. Notary Public's acknowledgement
- e. The Design Review Guidelines governing building design within the development;
- f. Geotechnical Studies required prior to the issuing of a building permit within the development

The Final Plan shall incorporate the criteria and requirements of the following appendices of Title 11 of the Town Code:

1. Appendix 1 – Road Design Planning Submittal Criteria
2. Appendix 2 – Storm Drainage and Erosion Control Planning Submittal Requirements
3. Appendix 3 – Sewer and Water Design Criteria
4. Appendix 4 – Modification to WPA
5. Appendix 5 – Adoption of Codes
6. Appendix 6 – ERU/Equivalent Residential Units
7. Manual of Standard Plans – current edition APWA
8. Manuel of Standard Specifications – current editions APWA



5. 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 these 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 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: _____



6. 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.