



Type II Subdivision Submission Requirements

3 Pages

A subdivision is required for a land division of four (4) or more parcels in a calendar year. A Type II subdivision procedure is applicable when a street is extended, satisfactory street conditions exist and the resulting parcels/lots comply with the standards of the zoning district and Chapter 17.100. All of the following materials must be submitted with your application. All plans should be drawn to an engineering scale (1" = 10' or 1" = 20' preferred). Prior to submitting application materials, a pre-application conference with City staff is required to discuss procedures for approval, applicable state and local requirements, and the availability of services.

A. One (1) copy of:

1. Land Use Application Form

B. Two (2) copies *(additional copies may be requested once the application is deemed complete)*

Two (2) copies of the tentative plan for the subdivision and project narrative documenting compliance with applicable code criteria. The tentative plan shall be a minimum of 8-1/2" X 11" in size and shall include the following information:

1. The date, north point, engineering scale, and legal description;
2. Location of the subdivision by section, township and range, and a legal description sufficient to define the location and boundaries of the proposed tract;
3. A vicinity map, showing adjacent property boundaries and how proposed streets may be extended to connect to existing streets;
4. Names, addresses, and telephone numbers of the owner(s) of the property, the engineer or surveyor and the date of the survey;
5. Streets: location, names, paved widths, alleys, and rights-of-way (existing and proposed) on and within 400 feet of the boundaries of the subdivision tract;
6. Easements: location, widths, purpose of all easements (existing and proposed) on or serving the tract;
7. Utilities: location of storm drainage, sanitary sewers and water lines (existing and proposed) on and abutting the tract. If utilities are not on or abutting the tract, indicate the direction and distance to the nearest locations;
8. Ground elevations shown by contour lines at two-foot vertical intervals for ground slopes of less than 10 percent and at ten-foot vertical intervals for ground slopes exceeding ten percent. Ground elevation shall be related to an established benchmark or other datum approved by the Development Services Director;
9. Natural features such as marshes, rock outcroppings, watercourses on and abutting the property, and location of wooded areas;
10. Approximate location of areas subject to periodic inundation or storm sewer overflow, location of any floodplain or flood hazard district;
11. Location, width, and direction of flow of all water courses;
12. Identification of the top of bank and boundary of mandatory setback for any stream or water course;
13. Identification of any associated wetland and boundary of mandatory setback;
14. Identification of any wetland and boundary of mandatory setback;
15. Location of at least one temporary bench mark within the tract boundaries;
16. Existing uses of the property, including location and present use of all existing structures to remain on the property after platting;
17. Lots and Blocks; approximate dimensions of all lots, minimum lot sizes and proposed lot and block numbers;
18. Existing zoning and proposed land use;
19. Designation of land intended to be dedicated or reserved for public use, with the purpose, conditions, or limitations of such reservations clearly indicated;
20. Proposed development phases, if applicable, and;
21. Any other information determined necessary by the Development Services Director at the pre-application conference, such as a soil report or other engineering study, traffic analysis, floodplain or wetland delineation, etc.



C. List of affected property owners

Within 300 feet of the boundaries of the subject site and mailing labels for property owners within 300 feet of the site, excluding rights-of-way.

D. Digital copy in PDF and/or Word format

Please submit a digital copy of your narrative and of all plans.

E. Filing Fee per Fees and Charges Resolution

F. Required plan submittals:

1. Vicinity Map;
2. Preliminary Site Plan;
3. Tentative Plat;
4. Existing Features Plan;
5. Utility Plan;
6. Grading Plan;
7. Tree Plan (Per Chapter 17.102); and
8. Residential Parking Analysis.

G. Other submissions that may be required:

1. Arborist's Report;
2. Flood, Slope and Hazard Analysis (FSH);
3. FSH Reports (Hydrology and Soils, Native Vegetation);
4. Composite Site Plan and FSH Overlay Analysis;
5. Traffic Impact Letter of Report;
6. Geotechnical Report; and
7. Future Street Plan showing connectivity within 400 feet of the boundaries of the site.

H. Satisfactory street conditions

1. Existing streets are stubbed to the property boundaries and are linked by the land division;
2. An existing street or a new proposed street need not continue beyond the land division in order to complete and appropriate street system or to provide access to an adjacent property; and
3. The proposed street layout is consistent with a street pattern adopted as part of the Comprehensive Plan or an officially adopted City street plan.



I. Approval Criteria:

The Development Services Director shall review the tentative plan for a minor partition, subdivision, or minor replat based on the following approval criteria:

1. The proposed subdivision is consistent with the density, setback and dimensional standards of the base zoning district;
2. The proposed subdivision is consistent with the applicable design standards;
3. The proposed street pattern is connected and consistent with the Transportation System Plan;
4. Adequate public facilities are available or can be provided to serve the proposed subdivision;
5. All proposed improvements meet City standards; and
6. The plan preserves the potential for future redivision of the parcels (if applicable).

J. Street Design Standards:

The applicant must also be in conformance with street design standards included in the City of Sandy Transportation System Plan and standards and construction specifications for public improvements as set forth in adopted Public Facilities Plans and the Sandy Municipal Code.