



# Subdivision Amendment

Ogden City Development Services  
2549 Washington Blvd. Suite 240  
Ogden, Utah 84401  
(801) 629-8930

Please print legibly and complete all areas:

|   |
|---|
| <b>Subdivision name:</b>  |
| Address: Owner/Applicant  |
| Name:   |
| Address: _____ City: _____ State: _____ Zip: _____  |
| E-mail: _____ Phone: _____  |
| Subdivider, if different from the owner:  |
| Address: _____ City: _____ State: _____ Zip: _____  |
| Email: _____ Phone: _____   |
| <b>Engineering and/or Surveying Contact:</b>  |
| Address: _____ City: _____ State: _____ Zip: _____  |
| Phone: _____ E-mail: _____  |
| <b>What type of amendment is proposed? (Check one)</b>  |
| <input type="checkbox"/> Adjusting a boundary line between two or more subdivisions   |
| <input type="checkbox"/> Creating one or more lots in a platted subdivision.  |
| <input type="checkbox"/> Adjusting public utility lines in a platted subdivision  |
| <input type="checkbox"/> Dedication of any land for street or other public purposes in a platted subdivision.   |
| <b>Preliminary Checklist</b>  |
| <input type="checkbox"/> One current copy of the <b>Weber County ownership plat(s)</b> showing the proposed subdivision and all contiguous property. These plats are available on the 3rd floor at 2380 Washington Blvd, or on this website: <a href="http://www3.co.weber.ut.us/psearch/summary.php">http://www3.co.weber.ut.us/psearch/summary.php</a>                      |
| <input type="checkbox"/> <b>Preliminary title report</b> which identifies ownership, easements, liens, or other encumbrances and verifies payment of taxes and assessments.   |
| <input type="checkbox"/> <b>Preliminary plat amendment to include:</b>  |
| • Name of the subdivision   |
| • Include all land within 100 feet from the subject property  |
| • The boundaries, course, and dimensions of the property to be amended  |
| • The location, widths and other dimensions of all existing or platted streets and other important features of the subject property which may affect development, including, but not limited to, easements of record, railroad lines, watercourses, floodplains, exceptional topography and buildings within the tract or within one hundred feet of the tract to be amended. |
| • The location and size of existing sanitary sewers, storm drains, water supply mains and culverts within the subject property or within one hundred feet thereof.  |
| • The location, lengths, widths and other dimensions of proposed blocks, streets, alleys, easements, lots, units and common areas.  |
| • Proposed special features, such as detention basins, shared access areas, parks.  |
| • The names of the subdivider and the engineer or surveyor of the subdivision amendment   |
| <i>(continued on back)</i>  |

- **An initial public improvement plan to include:** (if required)
  - The proposed location and size of all proposed sanitary sewers, water mains, storm sewers and storm detention basins, and their connection to existing facilities, including manholes, fire hydrants, and valves. Identify the water pressure in existing water mains.
  - Proposed grades and widths of streets
  - Sufficient information to show how proposed mains and lines will be fed by gravity
  - Any proposed variations from the standards for public improvements adopted under Chapter 3 of the Subdivision Ordinance
  - All private streets and any or all portions of water, sanitary sewer, or storm sewer facilities located within private streets, which the subdivider is requesting to be owned and maintained by the City
- **FEES: \$1,063 plus \$106 per new lot**  
\*Additional fees will be incurred if the project is within the Sensitive Area Overlay Zone

**Electronic Plan Requirements:**

- All digital documents shall be submitted on a DVD or USB Jump Drive as PDF's compatible with Adobe Acrobat.
- Security settings shall allow reviewers to markup digital documents, create notes, and to insert/remove sheets.
- One PDF with all pages to be indexed/bookmarked on every submission. The index should note the sheet number as well as the description of each sheet. (GI-00– Cover Sheet CI-11– Index Sheet)
- If the submission is incomplete, the review cycle will end. ***Partial submittals will not be accepted for review.***

**Hard Copy Requirements:** 2 complete final paper sets of plans and 1 DVD or USB Jump Drive will be required once final approval is granted.