

## DEDICATION PLAT CONSIDERATIONS

- I. Information to be included
  - A. The name of the subdivision, in bold heading, at the top of the drawing (include PRUD if applicable).
  - B. Section, Township and Range
  - C. City and County name
  - D. Signature blocks for the City Attorney, City Planning Commission, City Engineer, City Mayor, Recorder, and major utility companies, with easement shown on plat.
  - E. Signature blocks for owner dedication with proper attest blocks
  - F. Owner's dedication narrative
  - G. Boundary description narrative
    - 1. Shall include the point of beginning tied to a found Davis County section monument.
    - 2. Shall have a tie to a second found Davis County monument for the establishment of the basis of bearing.
  - H. Boundary description, as a drawing, matching the narrative.
  - I. Dedication plat restrictions i.e. Utility restrictions, setback restrictions, access restrictions, or others are required as part of development.
  - J. Types and locations of all existing and proposed easements
  - K. Public utility and drainage easements are required in all subdivisions. The minimum width of easements shall be:
    - 1. On rear lot lines; ten feet on each side
    - 2. On front lot lines; seven feet
    - 3. On side lot lines; a total of ten feet with not less than three feet on one side of the lot line and seven on the other.
  - L. Front, side, and rear easements are required on all lots. In circumstances where a City utility traverses a lot or parcel to be developed, the easement width shall be provided as required by the City Engineer.
  - M. Slope easements shall be shown where required.
  - N. Buildable area must be shown on plat.
- II. Description closure requirements
  - A. The boundary shall close to within 0.015 feet.
    - 1. The boundary description shall be traversed in a clockwise direction around the subdivision boundary.
    - 2. The street centerline shall close to the boundary within 0.015 feet. The centerline is placed using the boundary information.
    - 3. Individual lot boundaries shall close to within 0.015 feet to the street boundary and to the subdivision boundary.
    - 4. The boundary shall match adjacent parcels.
- III. Centerline information
  - A. Distances from monument to monument.
  - B. Distance from PC to PT.

- A. Distance from centerline to right-of-way (Street ½ width)
  - D. Curve data to include
    - 1. Delta
    - 2. Radius
    - 3. Chord bearing and distance, and arc length.
      - a. Curves not tangent to the approach and departure segments shall also show the bearing to the center of the curve or the bearing for a tangent approach line.
    - 4. Prepare a table for numerous curves
- IV. Property and lot information
- A. The lot number shall use the phase number as the first digit.
    - 1. If the lot is #1 in phase 2, the lot number will be 201; or 2001.
  - B. The square footage of the lot shall be shown.
- V. Title report information
- A. The title report is used to determine the proper owner's signature blocks; the location of existing easements; and to determine that the dedication plat and the property owned are the same parcel.
    - 1. The title report and the dedication plat shall match exactly or include the entire subdivision and additional property. The report cannot be smaller than the subdivision.
    - 2. All easements shown on the title report shall be shown on the dedication plat AND the easement owner shall sign the dedication plat
    - 3. The City Attorney will review the title report and may direct the owner to remove specific easements or other encumbrances.
    - 4. All taxes shall be paid current prior to recording at County.
- VI. Davis County Recorder Standards
- A. The plat shall have a border size of 19" X 30"
  - B. The notary seal or lettering shall be clear and legible.
  - C. The subdivision title or heading shall be consistent throughout all narratives.
  - D. The owner(s)' signatures shall be exactly as found on the title report.
  - E. The scale shall be clearly shown and shall conform to the accepted standard, i.e. 1"= 20', 30', 40', 50', 60' or 100'.
  - F. All names shall be consistent on all narratives.
- VII. Vacating Recorded Easements
- A. A petition to vacate an easement must be filed with the Community Development Department for all recorded easements to be vacated
  - B. The developer must submit the legal description for the easement to be vacated.
  - C. All easements to be vacated must be approved by the City Council.
  - D. Easements must be vacated prior to the recording of the dedication plat.
- VIII. Quit Claiming Property
- A. The developer must submit the legal description for the property to be quit claimed from the City.

- B. All property to be quit claimed must be approved by the City Council by ordinance.
- C. Quit Claims must be recorded prior to the recording of the dedication plat.

## LOT LINE ADJUSTMENT

To adjust a lot line between two private properties, legal descriptions of the existing lots and the new lots must be submitted for review and approval. The legal descriptions for the lots will need to include the establishment of new public utility easements (dedication to the City) adjacent to the new lot lines (typically 5 feet each side of the new lot line.) The legal descriptions will need to be submitted on a deed form with proper signatures. The Mayor will sign the documents as acceptance of the new PUE for the City. Once the document is approved, the deeds, along with the engineering staff report, will be filed with the County, which includes the exchange of title, an acknowledgement by each party, and the nod and new descriptions. A copy of the recorded document will need to be submitted to the City for our records. Recorded copies of the documents will need to be received prior to any development affecting the lot line adjustment.

If the lot line adjustment is in a subdivision with existing public utility easements (PUE's) the existing PUE's will need to be abandoned by submitting letters from the power, gas, phone, and any other applicable utility companies acknowledging they have no utility infrastructure in the existing easement and no interest in maintaining the easement. The City will abandon the existing PUE's by ordinance at a City Council Meeting. If the lot line is moved a minimal distance, the PUE's may not have to be abandoned and re-established.

## WARRANTY

The start of the one-year warranty period for the culinary water system, sanitary sewer system, land drain system, storm drain system, lighting system, and street improvements will begin once the public works inspector notifies the Community Development Department all the construction has been completed including the 'punch list' items. The Community Development Director will issue a letter to the Developer with the warranty start date. At this time the escrow will be reduced to the 10 percent guarantee amount. Invoices are required for all releases from the escrow account and all items on the invoice must be included in the cost estimate used to establish the bonding amount.

The developer is responsible for ALL maintenance of the warranty items throughout the warranty period, even though the systems may be in use and operating. Development warranty periods will not begin during the months of November, December, January, or February.

At the end of the one year warranty period a final inspection will be completed and once all items on the final inspection punch list are completed a letter of FINAL SUBDIVISION ACCEPTANCE is issued by the Community Development Director to the Developer. This is typically the same time that the escrow is released and the City collects the funds for the slurry seal.

The developer's subdivision contract allows for a maximum of 18 months to complete all work. The contract will begin the day the preconstruction meeting is held. Following the 18 month period (or sooner if the work is completed earlier) and if the work is completed and is in satisfactory condition, the one-year warranty period will begin. If the work is not complete, the subdivision will be "red-tagged", no building permits will be issued, and no escrow funds will be released. The developer will be given notice to complete the project or apply for a time extension.

The City Engineer will determine if an extension is allowable. Extensions maybe allowed due to weather or previously unknown site conditions. If no extension is given, the developer will be required to complete the work or the City will complete the work and use the funds in the escrow account to cover all financial encumbrances.

The developer will be responsible for the placement of all sidewalk within the development. The placement of the sidewalk may be delayed until the actual construction of a house OR prior to the end of the 18 month contract period whichever occurs first.

AS-Constructed drawings - The developer is required to submit as-constructed drawings to the engineering department prior to the issuance of any building permits. The drawings shall show the location and size of all water service lines and meters, sanitary service lines, land drain lines, irrigation service lines and meters at each building lot or landscape area maintained by the HOA. The location shall be referenced to a property line. As-builts shall typically consist of 1-2 sheets and show plan view (no profiles) of the constructed improvements, with rim, grate, and/or top of box elevations, and flow elevations of all gravity fed utilities.

## UTILITY-SYSTEM ACCEPTANCE

**Sanitary Sewer System** - The bonding held in escrow for the construction of the sanitary sewer system may be released once the following items have been completed: the lines have passed the required air test; the lines have been video recorded and the recording has been reviewed and found acceptable; the lines have been adequately backfilled, with required compaction tests; all laterals have been installed. The manholes are not placed to final grade, nor is the system acceptable for use at this time. The initial acceptance of the sanitary sewer system and the beginning of the one-year warranty will begin after the entire subdivision has been completed and the warranty punch list items corrected. The final acceptance of the sanitary sewer system will occur at the end of the one-year warranty and all items from the final inspection punch list have been corrected.

**Storm Drain System** - The bonding held in escrow for the construction of the storm drain system may be released once the following items have been completed; the lines have been reviewed for alignment and found acceptable; the lines have been video recorded and the recording has been reviewed and found acceptable; the lines have been adequately backfilled, with required compaction tests. The cleanout and/or inlet boxes have not been placed to final grade at this time. The initial acceptance of the storm drain system and the beginning of the one-year warranty will begin after the entire subdivision has been completed and the warranty punch list items corrected. The final acceptance of the storm drain system will occur at the end of the one-year warranty and all items from the final inspection punch list have been corrected.

**Land Drain System** - The bonding held in escrow for the construction of the land drain system may be released once the following items have been completed; the lines have been reviewed for alignment and found acceptable; the lines have been video recorded and the recording has been reviewed and found acceptable; the lines have been adequately backfilled, with required compaction tests; all laterals have been installed. The manholes are not placed to final grade, nor is the system acceptable for use at this time. The initial acceptance of the land drain system and the beginning of the one-year warranty will begin after the entire subdivision has been completed and the warranty punch list items corrected. The final acceptance of the land drain system will occur at the end of the one-year warranty and all items from the final inspection punch list have been corrected.

**Culinary Water System** - The bonding held in escrow for the construction of the culinary water system may be released once the following items have been completed; the lines have been reviewed for alignment and found acceptable; the lines have passed the required static pressure test and the lines have passed the required microbiologic test. The water valve boxes have not been placed to final grade. The fire hydrants are installed but no acceptance test has been preformed. The water service lines have been installed but are not acceptable until the final placement of the meter boxes and the curb and gutter is complete. The initial acceptance of the culinary water system and the beginning of the one-year warranty will begin after the entire subdivision has been completed and the warranty punch list items corrected. The final acceptance of the culinary water system will occur at the end of the one-year warranty and all items from the final inspection punch list have been corrected.

**Curb and Gutter Placement** - The bonding held in escrow for the construction of the curb and gutter may be released once the following items have been completed; the curb and gutter, including the inlet box covers and grates and cleanout box covers and decks and all handicap ramps. The curb and gutter has been tested for proper flow and the “low spots” and “bellies” will be removed and replaced. The initial acceptance of the concrete and the beginning of the one-year warranty will begin after the entire subdivision has been completed and the warranty punch list items corrected. The developer will be cautioned that any damaged concrete between this time and the time of the final inspection must be removed and replaced. The final acceptance of the curb and gutter will occur at the end of the one-year warranty and all items from the final inspection punch list have been corrected.

**Water Service Meter Box Construction** - The bonding held in escrow for the construction of the water service meter box may be released once the following items have been completed; the water service lines and the meter boxes have been reviewed for alignment and grade; the proper angle stops, yoke, fittings, backflow device, box, cover and frame have been reviewed and are acceptable. The initial acceptance of the lines/meter boxes and the beginning of the one-year warranty will begin after the entire subdivision has been completed and the warranty punch list items corrected. The developer will be cautioned that the placement and the condition of the water meter structure will remain the developer’s or property owner’s responsibility until the meter is set.

**Sub-grade and Roadbase Placement** - The bonding held in escrow for the placement of the sub-grade and roadbase may be released once the following items have been completed; the sub-grade and roadbase have been placed to the proper grade and depth. The asphalt surface may be placed within five days of the roadbase approval or the developer will be required to obtain an additional inspection for the roadbase surface approval. All manhole covers and water valve covers within the roadway area are not to the final grade and the subdivision is NOT ready for occupancy. The initial acceptance of the subgrade and roadbase and the beginning of the one-year warranty will begin after the entire subdivision has been completed and the warranty punch list items corrected. The final acceptance of the sub-grade and roadbase placement will occur at the end of the one-year warranty and all items from the final inspection punch list have been corrected.

**Sidewalk Placement** - The bonding held in escrow for the construction of the sidewalk may be released once the sidewalks have been installed at specific lots or locations. The escrow for those locations will be released. The initial acceptance of the concrete and the beginning of the one-year warranty will begin after the entire subdivision has been completed and the warranty punch list items corrected. The developer will be cautioned that any damaged concrete between this time and the time of the final inspection must be removed and replaced. The final acceptance of the sidewalk will occur at the end of the one-year warranty and all items from the final inspection punch list have been corrected.

**Approval for Permits Prior to the Asphalt Placement** - Approval for the issuance of building permits prior to the asphalt placement will be allowed if the roadbase is at final grade; the curb & gutter has been installed; the culinary water system has been approved; the fire hydrants are

operational; the sanitary sewer lines have been approved and the manholes are accessible; the land drain lines have been approved and the manhole are accessible; the storm drain lines have been approved and the boxes/manholes are accessible. Certificate of occupancy will not be issued until the asphalt is completed.

**Asphalt Placement** - The bonding held in escrow for the asphalt placement may be released once the asphalt surface has been placed and the subdivision is approved for occupancy; the manhole covers and valve box covers must be placed to final grade; the fire hydrants are operational. An initial punch list will be prepared in the near future and the one-year warranty will begin after the entire subdivision has been completed and the warranty punch list items corrected. The final acceptance of the asphalt will occur at the end of the one-year warranty and all items from the final inspection punch list have been corrected.