

**RICHMOND CITY CORPORATION
ORDINANCE 2024-01**

WHEREAS, the City Council of Richmond has the responsibility for the general welfare of the City; and

WHEREAS, such responsibility includes but is not limited to, establishment of best management practices;
and

WHEREAS, management practices may evolve over the passage of time:

NOW THEREFORE, the City Council of Richmond City, County of Cache, State of Utah, hereby adopts,
passes and publishes the following:

**AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 12-000
“LAND USE, DEVELOPMENT AND MANAGEMENT (LUDMO)”, CHAPTER 12-2000
“SUBDIVISION REGULATIONS”, PARTS 12-2002-3 “AUTHORITY”, 12-2003-1
“APPLICABILITY”, 12-2003-2 “PRE-APPLICATION MEETING”, 12-2003-3 “PRELIMINARY
PLAT PROCESS”, 12-2003-4 “FINAL PLAT PROCESS”, 12-2003-5 “COMBINED
PRELIMINARY AND FINAL PLAT PROCESS” AND ADDING IN ITS ENTIRETY PARTS 12-
2003-10 “ADMINISTRATIVE LAND-USE AUTHORITY” AND 12-2003-41 “FINAL PLAT
PROCESS”.**

BE IT ORDAINED BY THE CITY COUNCIL OF RICHMOND CITY, CACHE COUNTY, UTAH AS
FOLLOWS:

1. Sections shall be amended such that the highlighted areas below shall be added and the ~~strikeout~~ areas shall be deleted.

12-2002-3	AUTHORITY
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Chapter 12-1200 is established through the authority of Utah Code Annotated Title 10, Chapter 9a, Section 601.

- A. All subdivision plat(s) must comply with the provisions of this Chapter before:
 1. ~~It/They~~ **The Final Plat** shall be submitted to the public land records of Cache County, ~~or~~ **and** recorded by the Cache County Recorder’s Office, ~~or~~
 2. Any lots to be sold.
 - a. All **single-family, two-family, and townhome** subdivision plat(s) must receive final approval by the ~~City Council upon recommendation of the Planning & Zoning Commission.~~ **Administrative Land-Use Authority.**
 - b. **All Commercial, Industrial, Manufacturing, Mixed-Use and Multi-Family subdivision plat(s) must receive approval by the City Council upon recommendation of the Planning & Zoning Commission.**

12-2003-1	APPLICABILITY
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~~C. Under the provisions of Utah Code Annotated Title 10, Chapter 9a, Section 605 (1) a subdivision of 4 lots or less will not require a plat to be provided:~~

- ~~1. the proposed subdivision is not traversed by the mapped lines of a proposed street recommended in the General Plan for Richmond City and does not require the dedication of any land for street or other public purposes;~~
- ~~2. has been approved by the Culinary Water Authority and the Sanitary Sewer Authority;~~

- 3. is located in a zoned area; and
- 4. conforms to all applicable land use ordinances or has properly received a variance from the requirements of an otherwise conflicting and applicable land use ordinance.

D. C. If a property is subject to subdivision regulation, the applicant must adhere to the following three-part public approval process:

- 1. Phase 1 - Pre-application Meeting.
- 2. Phase 2 - Preliminary Plat.
- 3. Phase 3 - Final Plan Plat.

12-2003-2 PRE-APPLICATION MEETING

The pre-application conference precedes the actual preparation of preliminary plans by the applicant to the Planning & Zoning Commission.

- A. At the meeting the applicant shares his/her development plans and is advised of zoning, utilities, General Plan recommendations, platting procedures and applicable requirements by the City Manager and/or City Engineer.
- B. The applicant should present a general outline of the proposed subdivision/development including sketch plans and ideas regarding land use, street arrangements, lot arrangement, and tentative lot sizes.
 - 1. The City Manager and/or City Engineer and applicant should discuss site development information including, but not limited to, water supply and distribution, floodplains, sewage disposal, surface drainage, street improvements and other relevant information concerning the proposed subdivision/development.

12-2003-2 PRELIMINARY PLAT REQUIRED INFORMATION

- A. **Contents:** The preliminary plat shall contain the following information:
 - 1. The preliminary plat shall be drawn to scale not smaller than one hundred feet (100') to the inch, and shall show a north arrow;
 - 2. The proposed name of the subdivision;
 - 3. The location of the subdivision including the address and the section, township and range;
 - 4. The names and addresses of the owner, subdivider if other than the owner, and the engineer or licensed surveyor of the subdivision;
 - 5. Date of preparation, scale (at least 100 feet to the inch), and north point;
- B. **Existing Conditions:** The plat shall show the following:
 - 1. The location of the nearest legal monument;
 - 2. The boundary of the proposed subdivision and the acreage included;
 - 3. All property under the control of the subdivider, even though only a portion is being subdivided. Where the plat submitted covers only a part of the subdivider's tract, a sketch of the proposed street system on the unplatted parts of the subdivider's land shall be considered in the light of existing major street plans or other planning commission studies;
 - 4. The location, width and names of all existing streets within two hundred feet (200') of the subdivision and of all prior platted streets or other public ways, railroad and utility rights of way, parks, and other public open spaces, permanent buildings and structures, and houses or permanent easements;
 - 5. Section and corporation lines, within and adjacent to the tract;

6. Location of all wells, proposed, active and abandoned, and of all reservoirs within the tract and to a distance of at least one hundred feet (100') beyond the tract boundaries;
 7. Existing sewers, water mains, irrigation lines, culverts or other underground facilities within the tract and to a distance of at least one hundred feet (100') beyond the tract boundaries, indicating pipe sizes, grades, manholes and exact location;
 8. Existing ditches, canals, natural drainage channels and open waterways and proposed realignments; including water conveyance facility right-of-way and easements and any water conveyance facility located in the plat.
 9. Boundary lines of adjacent tracts of unsubdivided land, showing ownership where possible;
 10. Contour at vertical intervals of not more than two feet (2') excepting in mountainous or otherwise steep areas where a more practical interval would be warranted;
 11. Where applicable, location of the 100-year floodplain as determined by the federal emergency management agency (FEMA).
- C. **Proposed Plan:** The preliminary plat shall show:
1. The layout of streets (designated by actual or proposed names and numbers), showing location, widths and other dimensions of proposed streets, alleys and easements which shall be in conformance to the adopted street master plan;
 2. The layout, numbers and typical dimensions of lots;
 3. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision;
 4. Building setback line, including showing dimensions;
 5. Dedications for water, sewers, drainage, utility lines and other purposes;
 6. Typical street cross sections and street grades where required by the Administrative Land-Use Authority;
 7. A plan or method by which the subdivider proposes to handle stormwater drainage for the subdivision. Any disposal of stormwater in an open waterway shall require approval of those responsible for the open waterway;
 8. A plan for culinary water improvements and waste disposal improvements for all lots proposed within the subdivision;
 9. An adequate traffic report prepared by a qualified traffic engineer when required by the City Engineer.
- D. **Property Owner Agreements:** Where necessary, copies of any agreements with adjacent property owners relevant to the proposed subdivision shall be presented to the planning commission.

12-2003-3	PRELIMINARY PLAT PROCESS
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The preliminary plat stage of land subdivision includes detailed subdivision planning, submission, review and approval of the preliminary plat.

- A. ~~The following Preliminary Plat requirements shall be submitted to the City Administrator at least fourteen (14) days prior to the Planning & Zoning Commission meeting. (NOTE: Scheduling of the case shall be dependent upon adequacy of data provided to the City.)~~
1. ~~The Preliminary Plat will not be processed until all of the required items have been submitted.~~
 - a. ~~At the discretion of the City Administrator or City Engineer, appropriate supplementary information may also be required to sufficiently detail the proposed development.~~
 2. ~~Subdivision design should comply with the standards set forth in the City's Manual of Design and Construction Standards available from the City.~~
 3. ~~Preliminary plat application with required attachments as noted on the application.~~
 4. ~~Application fees as set forth by the City.~~

~~5. An electronic copy, in NAD 83 horizontal coordinate system and NAVD 88 vertical datum, of the Preliminary Plat Drawing which includes the following:~~

~~a. Size of plat sheets shall be twenty-four inches by thirty-six inches (24" x 36") with at least one and one-half inch (1.5") border on the left side and one-half inch (0.5") on all other sides.~~

~~b. Plat sheets shall be prepared at a scale of one inch equals one hundred feet (1"=100') or larger for subdivisions where the majority of lots are less than five (5) acres in size.~~

~~(1) The scale may be reduced to one inch equals two hundred feet (1"=200') for subdivisions in which the minimum lot size is five (5) acres or more.~~

~~c. The title (subdivision name) of the plat shall appear on the drawing along with Section, Township and Range information, and shall not duplicate or too closely resemble the name of any subdivision previously filed in the County.~~

~~d. The date of preparation, scale and north arrow are to be shown on the plat sheet.~~

~~(1) The top of each sheet shall represent north wherever possible.~~

~~e. Provide signature blocks for County Surveyor, County Recorder, City Planning and Zoning Commission, Mayor as authorized and acting in behalf of the City Council, City Attorney, and City Engineer along the bottom or right hand side of the plat sheet.~~

~~f. Include the names, addresses and phone numbers of the developer or sub-divider, and the individual or firm responsible for the preparation of the plat.~~

~~g. Include written legal description of subdivision with a Surveyors Certification, so that the plat conforms to Utah Code Annotated Title 10, Chapter 9a, Section 603 (4) ff for plat preparation.~~

~~h. Include a dedication of easements, parks, streets, or any other parcel intended for public uses, with a signature block and an acknowledgment signature block.~~

~~i. The boundary of the platted land shall be shown with bearings and distances, and the basis of the Point of Beginning shall be shown and tied to section or quarter section lines.~~

~~(1) Include descriptions of found monuments which indicate the basis of bearing, all in keeping with the provisions of Utah Code Annotated Title 10, Chapter 9a, Section 603 (4) (a) through (e).~~

~~j. Show the lot layout with lot numbers and addresses (by table or directly indicated on the specific lot), lot dimensions and lot area in square feet and graphically depict the minimum setbacks and public utility easements.~~

~~k. Address numbers will be determined by using the "Plat of Zion" system as outlined in 12-2004 4(A)(4) and must be coordinated with Richmond City.~~

~~(1) The Cache County numbering system IS NOT to be used to prevent confusion on the part of emergency services personnel.~~

- ~~l. Show Tax Identification numbers and owners names of all adjacent parcels.~~
- ~~m. Show existing contours at a maximum interval of two feet (2') for slopes greater than two percent (2%).~~
 - ~~(1) For slopes of two percent (2%) or less, contour intervals shall be one foot (1') unless waived by the City Engineer.~~
- ~~n. Identify location and extent of any significant natural features such as slopes, streams, floodplain, faults, significant wildlife corridors or drainage ways.~~
- ~~o. Identify existing easements, structures and utilities.~~
- ~~p. Show proposed streets, right of ways, and centerlines with standard street numbers utilizing the "Plot of Zion" numbering system from the intersection of Main and State Streets, Richmond, Utah and proposed names in accordance with the Richmond City Manual of Design and Construction Standards, most recent edition.~~
 - ~~(1) Street numbers are to be determine in keeping with 11) and 11)a) above.~~
- ~~q. Show proposed culinary water, sanitary sewer, storm drain, and other utility systems.~~
- ~~6. An electronic version of construction drawings for the required improvements set forth in 12-509 and in accordance with the Richmond City Manual of Design and Construction Standards, prepared by a registered professional engineer in the State of Utah.~~
 - ~~a. The plans shall provide for all improvements shown on the drainage plan including right-of-way easement cross sections showing construction and placement of streets, walks, curbs, gutters, medians, swales, ditches, utilities, planting strips and property lines; details of hydrants, valves, manholes, pipe junctions, pumps, thrust blocking, catch basins, etc.; street profiles showing natural and finish grades, centerline and both curbs or edges of asphalt, storm sewer line and manhole profiles, storm drainage system profiles and other details as necessary to adequately convey the design intent.~~
 - ~~b. Provide a vicinity map showing the location of the proposed subdivision in the City and its relationship to surrounding development at a scale of one inch equals one thousand feet (1"=1000') or one inch equals two thousand feet (1"=2000').~~
 - ~~c. Identify all property under control of the sub-divider, even though only a portion is being subdivided.~~
- ~~7. An electronic version of a drainage report prepared by a licensed engineer which examines the pre-development and post-development design storm flows and high water marks of any natural drainage that could affect the site, as well as outlines the design procedure of all drainage facilities on site in accordance with the Richmond City Manual of Design and Construction Standards.~~
- ~~8. An electronic version of storm drainage plans prepared by a licensed engineer which shows proposed rights of way, easements, walkways, parks, common areas, roadways, waterlines, reservoirs, sewer lines, manholes, treatment facilities, swales, curb and gutter, culverts, drains, storm water devices, spot top of curb elevations, high and low street points, drainage arrows, street plans, all drainage areas and acreage, design flood flows adjacent to and/or flowing onto the development, the storm water "pick up" and "take off" points designed to handle the design flow on the surface, cross sections and high water elevations for all design flows.~~

- a. ~~Spot elevations shall be given for all inverts low points and flow entry and exit points.~~
- 9. ~~An electronic versions of Soil Suitability Report with a boring log.~~
- 10. ~~An electronic version of an Erosion Control Plan.~~
- 11. ~~An electronic version of the development layout plan if development is to be constructed in phases.~~
- 12. ~~An electronic version of Associated studies (geological or other hazard studies).~~
- B. ~~Decision relative to the preliminary plat process shall comply with the following:~~
 - 1. ~~The recommendation of the Richmond Planning and Zoning Commission shall be transmitted to the Richmond City Council.~~
- C. ~~The decision of the Richmond City Council relative to the preliminary plat shall be made based upon the recommendation of the Richmond City Planning and Zoning Commission and such other testimony and information obtained by the Richmond City Council within an agenda meeting.~~
 - 1. ~~Decisions may be appealed per 12-409.~~
 - A. A preliminary plat shall be submitted to the planning department, with a complete application and fee payment determined by the current prevailing fee schedule. The preliminary plat will be reviewed by the Administrative Land-Use Authority. Upon receiving approval from the Administrative Land-Use Authority, the preliminary plat may then advance to the final plat process.
 - B. The process of review will be considered a review cycle. A total of four (4) review cycles can occur before approval or denial by the Administrative Land-Use Authority. Failure to submit a completed application, preliminary plat and paying the appropriate fees will result in the review process being restarted.
 - C. Following the review of the proposed subdivision, the Administrative Land-Use Authority shall either approve, propose conditions, or reject the preliminary plat. Once approval has been given, the preliminary plat will be reviewed by the City Attorney and a full set of construction documents shall be provided to the City Engineer.
 - D. The review cycle restrictions and requirements of this section do not apply to the review of subdivision applications affecting property within identified geological hazard areas.
 - E. All applications and fees will start over after the four (4) cycles.
 - F. A total of four (4) review cycles are provided by the city. Each review for a preliminary plat shall be completed within fifteen (15) business days after complete application submission.
 - G. Granting of a preliminary plat approval by the Administrative Land-Use Authority shall not constitute a final acceptance of the subdivision. Nor shall approval of the preliminary plat relieve the subdivider of the responsibility to comply with all required conditions and ordinances, and to provide the improvements and easements necessary to meet all city standards and requirements.

12-2003-5 COMBINED PRELIMINARY AND FINAL PLAT PROCESS

- A. ~~Applicability.~~
 - 1. ~~A subdivision application may be simultaneously processed as both a preliminary and final plat if all of the following exist:~~
 - a. ~~The proposed subdivision does not exceed ten (10) lots.~~

~~b. No new street dedication, excluding widening of an existing street, is required; and~~

~~c. All required information for both preliminary and final plat is complete and in an acceptable form.~~

~~B. Requirements.~~

~~1. All combined preliminary and final plat applications shall be considered in a meeting before the Richmond Planning and Zoning Commission.~~

~~2. The Richmond Planning and Zoning Commission shall make a recommendation to the Richmond City Council approving with conditions or denying the proposed subdivision.~~

~~C. The Planning and Zoning Commission shall forward their recommendation to the Richmond City Council either approving with or without conditions or denying the proposed subdivision.~~

~~D. The Richmond City Council shall consider the recommendation of the Richmond Planning and Zoning Commission in a regular agenda meeting.~~

~~E. The decision of the Richmond City Council relative to the joint preliminary/final plat shall be made based upon the recommendation of the Richmond City Planning and Zoning Commission and information obtained by the Richmond City Council within an agenda meeting.~~

~~1. Decisions may be appealed per 12-409.~~

12-2003-4 FINAL PLAT PROCESS

~~A. After the approval or conditional approval of the preliminary plat, the applicant may cause the total parcel, or any part thereof, to be surveyed and a final plat prepared in accordance with the approved preliminary plat.~~

~~B. The following Final Plat Requirements shall be submitted to the City Administrator.~~

~~1. The Final Plat will not be processed until all of the required items have been submitted.~~

~~2. Final plat application with required attachments as noted on the application.~~

~~3. Application fees as set forth by the City and in compliance with the provisions of Utah Code Annotated Title 10, Chapter 9a, Section 510.~~

~~4. An electronic version of the Final Plat Drawing which shall include and be in compliance with all items required under Utah Code Annotated Title 10, Chapter 9a, Section 603 ff as well as all of the items required for the Preliminary Plat Drawing with the following requirements:~~

~~a. Contours, existing and proposed utilities and natural features not associated with subdivision boundary be removed.~~

~~5. A statement of conformance with the approved preliminary plat and meeting all requirements or conditions thereof;~~

~~6. An electronic version of construction drawings which meet preliminary plat requirements and changes from preliminary plat approval if any.~~

7. ~~Electronic files of final and approved preliminary plats in accordance with the Richmond City Manual of Design and Construction Standards.~~
8. ~~If the plat must be reviewed by the U.S. Army Corps of Engineers because of wetlands, streams or other criteria, a letter from the Corps of Engineers indicating approval must be provided.~~
9. ~~Proof of current ownership of the real property included in the proposed final plat and consent of recorded owners of the plat.~~
 - a. ~~In conjunction with the proof of ownership, proof that all taxes, interest, and penalties owing on the land have been paid in accordance with Utah Code Annotated Title 10, Chapter 9a, Section 603.(3).~~
10. ~~Title Opinion to include evidence satisfactory to the City must be submitted showing title or control of the property to be subdivided and showing the property to be subdivided as free and clear of any liens.~~
 - a. ~~An attorney's title opinion or ownership and encumbrance report from a land title company shall be considered satisfactory evidence.~~
 - b. ~~Such an opinion or report shall also note any reservation for mineral rights and the existence of any mineral or oil and gas leases.~~
11. ~~A documented statement of conformance with all requirements and provisions of this Title.~~
12. ~~A documented statement of conformance with acceptable engineering, architectural and surveying practices and local standards.~~
13. ~~A documented statement indicating the timing of the construction and completion for all improvements and any required amenities associated with the plat.~~
14. ~~A cost breakdown of public infrastructure improvements.~~
15. ~~Financial Guarantee:~~
 - a. ~~No site grading or construction of lots or of the public improvements required in this title shall be started unless and until the sub divider shall have furnished to the City a contractor's performance bond, an irrevocable letter of credit or funds in escrow an amount equal to at least one and one quarter (1.25) times the reasonable value of the required public improvements, as determined by the Richmond City Engineer, to guarantee the complete and timely development of any facilities or improvements which are the sub divider's responsibility.~~
16. ~~Alternate Approval Procedure:~~
 - a. ~~As an alternate procedure and at the request of the sub divider, the Richmond City Council may approve a final plat and instruct the City Planner or other designated individual working for or elected to a position within the government of Richmond City to withhold the approved final plat from recording for a period of time to allow the sub divider to install all of the required public improvements according to the plans and specifications approved by the City Engineer.~~

b. ~~An executed standard contract as approved by the Richmond City Attorney regarding installation of improvements shall be submitted with the final plat.~~

e. ~~The contract shall require that all improvements be completed no later than twelve (12) months from the date the final plat was approved by the Richmond City Council.~~

(1) ~~When the completed improvements are inspected and approved by the Richmond City Engineer, the plat shall be recorded by the City Recorder as well as the Recorder for the County of Cache, State of Utah, and the sale of lots may proceed according to the approved and recorded plat.~~

17. ~~Release of Financial Guarantee:~~

a. ~~As improvements are completed, inspected and approved by the City, and accurate as built drawings are submitted, the subdivider may apply to the City for a release of a proportionate part of any collateral deposited with the City.~~

b. ~~The City shall retain ten percent (10%) of the collateral or receive a bond for the same amount for a period of one year from the time of completion and acceptance of the subdivision to ensure correction of latent defects which may occur within that period.~~

(1) ~~The City may extend the improvement assurance warranty to two (2) years from date of completion if the conditions found in Utah Code Annotated Title 10, Chapter 9a, Section 604.5 apply.~~

e. ~~The guarantee hereby stipulated shall extend to and include, but shall not be limited to, the entire street base and all pipes, joints, valves, backfill and compaction, as well as the working surface, curbs, gutters, sidewalks, and other accessories that are or may be affected by the construction operations; and whenever, in the judgment of the City Engineer, said work shall be in need of repairs, maintenance, or rebuilding, he shall cause a written notice to be served upon the developer and or permittee or both, and there upon the responsible party(ies) shall undertake and complete such repairs, maintenance, or rebuilding.~~

(1) ~~If the responsible party(ies) fails to do so within thirty (30) days from the date of the service of such notice, the City Engineer shall have such repairs made, and the cost of such repairs shall be paid by the responsible party(ies), together with twenty five percent (25%) in addition thereto, as and for stipulated damages for such failure on the part of the responsible party(ies) to make the repairs.~~

d. ~~The City Engineer may withhold future permits from the affected contractor or subcontractor for failure to comply with City requirements.~~

e. ~~A final close out inspection shall occur prior to the completion of the twelve month warranty period to verify compliance with the above stipulated conditions.~~

18. ~~Other information or documents as necessary.~~

C. ~~City Manager review:~~

1. ~~Acceptance.~~

~~a. Upon receipt of the final plat, and compliance with all other requirements as provided for herein, the City Manager shall certify the application as complete and shall affix the date of acceptance.~~

~~2. Substantial compliance.~~

~~a. The City Manager or designee shall review the final plat for substantial compliance with the approved or conditionally approved preliminary plat.~~

~~(1) The final plat shall be determined in substantial compliance with the preliminary plat, notwithstanding the following changes:~~

~~(A) The number of buildable lots is the same or fewer;~~

~~(B) The amount of common open space is increased;~~

~~(C) The number of open space lots has been increased;~~

~~3. If the number of buildable lots has increased or there has been an overall reduction in the amount of open space or relocation of the open space, the final plat shall be determined not to be in substantial compliance with the preliminary plat.~~

~~a. If the City Manager determines that there is substantial difference in the final plat than that which was approved as a preliminary plat or conditions that have not been met, the City Manager may require that a new preliminary plat be submitted to the Planning and Zoning Commission.~~

~~D. Decision on the final plat.~~

~~1. The Richmond City Council shall make a decision on every final plat in accordance with this Chapter and the conditions of approval placed on the preliminary plat.~~

~~2. Each final plat approval shall indicate the timing of the construction and completion for all improvements and any required amenities associated with the plat.~~

~~E. Submission of final plat for recording.~~

~~1. After approval by Richmond City Council, the applicant/developer shall submit one (1) copy of Final Plat on Mylar with signatures of all owners of record with appropriate notary acknowledgment, for an individual, corporation or partnership along with stamp and signature of surveyor.~~

~~F. Recording of the final plat. Upon approval or approval with conditions by the Richmond City Council and signature of the City Engineer, the City will submit the final plat to the Cache County Recorder for recording.~~

~~1. The final plat shall contain signature blocks for County Surveyor, County Recorder, City Planning and Zoning Commission, Mayor as authorized and acting in behalf of the City Council, City Attorney, City Engineer and Health Department along the bottom or right hand side of the plat sheet as well as any additional requirements as listed in Utah Code Annotated Title 10, Chapter 9a, Section 603.~~

12-2003-41 FINAL PLAT PROCESS

- A. Within eighteen (18) months of the approval of the preliminary plat by the Administrative Land-Use Authority, the subdivider shall prepare a final plat in accordance with the provisions of Chapter 12-2003-4 "Final Plat Preparation and Required Information". One (1) electronic version shall be submitted to the planning department.

The "Administrative Land-Use Authority" shall, upon receiving the final plat, review, approve, or deny, based on the Richmond City Municipal Code. The process of final review will be considered a review cycle. A total of four (4) review cycles can occur before approval or denial by the Administrative Land-Use Authority. Failure to submit a completed application, final plat and paying the appropriate fees will result in the review process being restarted. Following the final determination by the "Administrative Land-Use Authority," and after compiling all requisite signatures, the subdivider shall then submit the final plat to the Cache County Recorder.

12-2003-4 FINAL PLAT PREPARATION AND REQUIRED INFORMATION

- A. The purpose of the final plat is to require formal approval by the Administrative Land-Use Authority before a subdivision plat is recorded in the office of the Cache County Recorder. The final plat and all information and procedures relating thereto shall in all respects be in compliance with the provisions of this title. The final plat and construction plans submitted shall conform in all respects to those regulations and requirements specified during the preliminary plat process. Final plats may be submitted in phases, provided each phase can exist as a separate project capable of independently meeting all of the requirements of this chapter. The separate development of said phases shall not be detrimental to the Subdivision nor to the adjacent properties in the event the remainder of the project is not completed.

- B. Application for final plat approval shall be made by submitting one (1) hard copy and an electronic version of the proposed final plat and one (1) set of construction plans, to the planning department within eighteen (18) months after approval or conditional approval of the preliminary plat by the Administrative Land-Use Authority. This time period may be extended for up to six (6) months for good cause if the subdivider petitions the Administrative Land-Use Authority for an extension prior to the expiration date; however only one (1) extension may be granted. At the time of application, the appropriate fee shall be paid in accordance with the current prevailing fee schedule.

C. Preparation and Required Information

1. **Preparation:** The final plat must be prepared by a licensed land surveyor on a sheet of approved mylar with waterproof black ink. The top of the plat shall be either north or east, whichever best accommodates the drawing. The final plat shall be made to a scale large enough to clearly show all details, and in any case not smaller than one hundred feet (100') to the inch, and workmanship on the finished drawing shall be neat, clean cut and readable.
2. **Description And Delineation:** The final plat shall show:
 - a. The name of the subdivision, as approved by the Administrative Land-Use Authority.
 - b. Accurate angular and linear dimensions for all lines, angles and curves used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features. A boundary description of the subdivision shall also be provided;
 - c. An identification system for all lots and blocks and names and numbers of streets. Lot lines shall show dimensions in feet and hundredths;
 - d. True angles and distances to the nearest established street lines of official monuments, which shall be accurately described in the plat and shown by appropriate symbol;
 - e. Radii, internal angles, points and curvatures, tangent bearings and the length of all arcs;
 - f. The location of all monuments to be installed and accurately located by the appropriate symbol. All United States, state, county or other official benchmarks, monuments or triangulation stations in or adjacent to the property, shall be preserved in precise position;

- g. The dedication to the city of all streets and highways included in the proposed subdivision;
 - h. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for common uses of all property owners;
 - i. Where it is proposed that streets be constructed on property controlled by a public agency or utility company, approval for the location, improvement and maintenance of such streets shall be obtained from the public agency or utility company and entered on the final plat in a form approved by the city attorney;
 - j. The final plat shall be prepared on twenty-four inch by thirty-six inch (24" x 36") approved mylar and shall have a one and one-half inch (1½") border on the left and a one-half inch (½") border on the three (3) remaining sides;
 - k. The street address for each lot shall be shown on the final plat. Street address shall be assigned by the city;
 - l. All streets within the subdivision shall be numbered (named streets shall also be numbered) in accordance with and in conformity with the adopted street numbering system adopted by the city;
 - m. All boundary, lot and other geometrics (bearings, distances, curve data, etc.) on the final plat shall be close to an accuracy of not less than one part in five thousand (1/5,000);
 - n. A legend and general notes or statements as required by the city or other interested parties and a north arrow and the scale of the drawing;
 - o. Utility easement across all lot frontages that are adjacent to public streets and other required easements for water, sewers, drainage, utility lines and other purposes; The Utility easement must conform with the most current version of the Richmond City Manual of Design and Construction Standards
 - p. The area of each lot in square feet or acres;
 - q. A basis of bearing shall be indicated on the plat.
3. **Standard Forms For The Final Plat:** The final plat shall include:
 - a. A registered land surveyor's certificate of survey in the form required by state law;
 - b. The owner's certificate of dedication;
 - c. A notary public's acknowledgment;
 - d. The city Planning Manager;
 - e. The City Engineer's certificate of approval;
 - f. The City Attorney's certificate of approval;
 - g. A space in the lower left-hand corner of the drawing for the Cache County Recorder's use;
 4. **Submittal:** The final plat shall be submitted for approval with a title opinion by a licensed abstract company showing the names of the owner or owners of the subdivision.
 5. **Utility Easement Approval:** The final plat shall show all utility easements required for the installation and maintenance of utilities needed to serve the subdivision. The final plat shall not be approved by the City Engineer until the subdivider obtains the signature of an officer of every utility company providing utility services in the city, which signature shall indicate that the utility easement is in a form acceptable to the utility company's plans for providing services in the subdivision.
 6. The locations for the placement of cluster mailboxes. A letter from the postmaster approving the location (s) shall be included with the final plat.
 7. The city must approve all proposed dumpster locations.

12-2003-10	ADMINISTRATIVE LAND-USE AUTHORITY
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The City Council has appointed the following individuals as the "Administrative Land-Use Authority" for approval of preliminary and final subdivision plats. This committee will consist of the City Engineer, Public Works Representative, Fire Department Representative, and Chief Administrative Officer.

The specific preliminary review and approval by the “Administrative Land-Use Authority”, applies only to single-family, two-family and townhome subdivisions. Commercial, Industrial, Manufacturing, Condominium, Mixed-Use and Multi-Family developments do not apply.

All Commercial, Industrial, Manufacturing Mixed-Use and Multi-Family subdivisions must be reviewed by the Administrative Land-Use Authority, prior to being presented to the Planning Commission.

2. Should any section, clause, or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, in whole or in part, the same shall not affect the validity of the Ordinance as whole, or any other part thereof.
3. All ordinances, and the chapter, clauses, sections, or parts thereof in conflict with provisions of this ordinance are hereby repealed, but only insofar as is specifically provided for herein.
4. This ordinance shall become effective after the required public hearing and upon its posting as required by law.

THIS ORDINANCE shall be attached as an amendment to the Richmond City Municipal Code above referred to.

ADOPTED AND PASSED by the Richmond City Council on this 18th day of January, 2024.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder