

**RICHMOND CITY CORPORATION
ORDINANCE 2024-05**

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 12-2003-3 “PRELIMINARY PLAT PROCESS”, 12-
2003-41 “FINAL PLAT PROCESS” AND 12-2003-4 “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.

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| 12-2003-3 | PRELIMINARY PLAT PROCESS |
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- 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~~ will either advance to the final plat process- **or be submitted to the Planning Commission for approval or denial.**
- 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~~ submit the preliminary plat **to the Planning Commission.** 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.

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| 12-2003-41 | FINAL PLAT PROCESS |
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- A. Within eighteen (18) months of the approval of the preliminary plat by the Administrative Land-Use Authority **or the Planning Commission**, 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.

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| 12-2003-4 | FINAL PLAT PREPARATION AND REQUIRED INFORMATION |
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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 ~~e~~City Planning Manager Administrator's certificate of approval, if required;
 - 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;
 - h. Planning Commission approval, if required;
 - i. City Council approval, if required;
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 21st day of March, 2024.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder