

Final Plat Recording Checklist

Step 1: **Prior to printing the Mylar**, please submit a PDF of the final plat to City Planning staff for City and County Recorder's office review. Submit CCR's for review by Planning and the City Attorney. Please see Utah County Recorder Subdivision Map Checklist for their requirements.

For subdivision plats: (<https://www.utahcounty.gov/Dept/Record/PoliciesandProcedures/SubdivisionChecklist.html>)

For condominium plats: (<https://www.utahcounty.gov/Dept/Record/PoliciesandProcedures/CondominiumChecklist.html>)

Department	Comments Received (y/n/no comment)	Date Comments Received		Okay to Print (y/n)	Date Verified Okay to Print
City Engineer					
Project Engineer					
Project Planner					
City Attorney					
Fire Chief					
GIS Specialist					

Step 2: Bond Agreement and documents.

- ☐ Request bond calculations from City Engineer
 - The bond calculation is a separate document from the bond reduction – the bond calculation is Exhibit A to the bond agreement.
- ☐ Request bond agreement form from City Engineer, advise type of bond - The City accepts Cash, Letter of Credit (LOC), or Escrow Deposit bonds.
 - The City Attorney will prepare the bond agreement and will email that document and instructions to the developer and/or representative.

NOTE: Drinking water rights and sources must be purchased from CUWCD or obtained by developer from other sources and dedicated to the City, subject to review and acceptance by the City Engineer, City Attorney, and Utah Division of Water Rights. Secondary water rights/shares may also be provided to the City in lieu of payment, subject to review and acceptance by the City Engineer, City Attorney, and Utah Division of Water Rights. After this is done, the Engineering Dept. can update the attached Water Recordation Fee document accordingly. NOTE: Approval by the Utah Division of Water Rights must take place prior to plat recordation and can take 6 months or longer. Please plan accordingly.

Step 3: After the electronic copy or paper copy of the final plat has been reviewed and Planning has given the go ahead for printing, please print the Mylar and submit it with the required outside signatures (Lehi Post Office, utilities etc.).

- ☐ Owner's dedication signed by all legal owners or Registered Principal(s) of each corporate/LLC/partnership owner(s) of the property shown on the plat, and all signatures notarized. Name of corporation/LLC/partnership must be full legal name.
- ☐ Signed and stamped by surveyor and notarized.
- ☐ Utilities and Post Office blocks signed.

Step 4: Submit the following items (TOGETHER if possible) to the City Recorder or Planning Administrative Assistant:

- ☐ Engineering inspection fees with copy of Bond Calc showing these fees on the bottom of the last page.
- ☐ Mylar plat pursuant to Step 3 – the City Recorder will circulate the Mylar for Mayor and City department signatures.
- ☐ Bond Agreement(s) fully completed including contact information and signed by developer and, if applicable, the bank, a copy of the Bond Calc, with cash (check) or a Letter of Credit or proof of Escrow (bank statement or letter) as applicable.
- ☐ Title report - current within 30 days of recording.
 - Report must include proof that all outstanding taxes, liens, encumbrances, and assessments have been paid
- ☐ Taxes: All property taxes must be PAID CURRENT. Provide proof (receipt or letter) from the Utah County Assessor showing no taxes owing on all property in the plat and payment of pro-rated taxes for the current year on property being dedicated to the City (not easements), e.g. roads, open space, etc. Provide proof that Greenbelt¹ rollback taxes have been paid in advance for all property in the plat, including parcels, lots, common areas, open spaces, trails, roads, etc.
- ☐ Signed consent to record by Beneficiary, required for a Deed of Trust shown on the Title report.
- ☐ Water Rights/Fees (including Storm Drain, South SID if applicable) – paid or verified if credits are on file – if dedicating drinking water, an agreement with CUWCD must be obtained. If dedicating secondary water, a water right credit and banking agreement must have been signed and submitted and a change application must be approved by the Utah Division of Water Rights at the time of recordation. Include a copy of the Water Calc showing the fees.
- ☐ Payment in lieu of open space paid, if applicable.
- ☐ CC&R's when applicable - required for all developments with an HOA.
- ☐ Plat and document County Recorder recording fee. (County will not accept plat without simultaneous payment.):
 - Option 1 – a blank check signed and made payable to Utah County Recorder – which will cover the recording fee(s) and will be filled in at the County Recorder's office.; or
 - Option 2 – Meet staff at County Recorder's Office to make payment.

Step 5: After all of the above items have been signed and verified the City Recorder will record the following items with the County:

- ☐ Final Plat Mylar
- ☐ CC&R's when applicable

The County Recorder will email the Recording Entry # and fee receipt (if applicable) upon recording.

¹ The Utah County Assessor must provide a letter estimating the rollback taxes in advance and include a date the estimate expires. Rollback taxes must be paid prior to the expiration date of the estimate or a new estimate and payment will be required.