

# MINOR SUBDIVISION APPLICATION REQUIREMENTS

Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Tuesday. First round of comments anticipated complete within 10-12 business days.



SARATOGA  
SPRINGS  
PLANNING

## REVIEW FEES:

\$900

(Includes 3 reviews; additional reviews \$300 each)

GL: 103413103 DIST. CODE: 305

## Application Process

A Minor Subdivision may be applied for in accordance with [Chapter 19.12 of the Land Development Code](#). Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

**Disclaimer:** Please consult current ordinances, including State and City codes, and other legal precedents for applicable law. This application will be subject to any and all valid laws in place at the time a complete application meeting all city ordinances is submitted with all application fees paid. Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

### **STEP 1 – PREPARE APPLICATION**

- Review relevant code.
- Review application checklist(s).
- Prepare application materials & plans.
- Mark included items on the application checklist(s).
- Obtain signatures on Acknowledgement & Certification page and any other required documents.

### **STEP 2 – APPLY**

- Create an account or log in to your Cityworks Public Portal account at: [cityworks.saratogasprings-ut.gov/publicaccess](http://cityworks.saratogasprings-ut.gov/publicaccess)
- To review the Public Access Portal Guide, see [www.SaratogaSprings-UT.gov/portalguide](http://www.SaratogaSprings-UT.gov/portalguide).
- To submit your application
  - a. Click **Create Application**.
  - b. Choose the **Planning** category.
  - c. Choose the Application type and read the Application Help that displays. This has information to help you verify that you have chosen the correct Application type and may include additional instructions.
  - d. Click **Begin Application** – add requested information. Note that the person listed as the Applicant will receive emailed invoices, status updates, and approval packets. Additional Applicants can be added if desired.
  - e. Upload **and label** required and supporting documents.
    - i. This application form & included checklist(s) are a **required upload** – label as Application Checklist(s).
    - ii. The signed Acknowledgement & Certification is a **required upload** – label as Acknowledgement & Certification. Find it at [www.saratogasprings-](http://www.saratogasprings-)

[ut.gov/certification](http://ut.gov/certification). All owners must sign. You can upload multiple copies.

- iii. Upload and label any other supporting documents.

**f. Tips for completing your application:**

- i. You can type in an address, a street or intersection, or choose the exact location on the map
- ii. Red indicates a required field
- iii. When adding people, click “more ...” for additional required fields
- iv. After uploading documents, click “Label” and choose a label. Each required label must be used.

**STEP 3 – COMPLETENESS REVIEW**

- Relevant departments will review your application and materials for completeness.
- Comments on incomplete applications will be available via the portal.
- Upload additional/corrected documents via the portal as requested.
- Applications are not accepted until they are deemed complete and fees are paid.

**STEP 4 – PAY FEES**

- After the application is deemed complete, fees can be paid using the portal via credit/debit card (3% convenience fee may apply) or e-check.

Physical checks accompanied by an invoice may be delivered to:

City of Saratoga Springs  
Planning Department  
319 S Saratoga Rd  
Saratoga Springs, UT 84045

- After fees are paid, the application will enter formal review.

**STEP 5 – REVIEW**

- The complete application will be routed for review the first business day after fees are paid.
- The application is now under review. You can follow the review process via the portal.
- After being routed to City staff, most applications will receive a response via the portal within 10-12 business days.
- Reviews for large projects or those with complex circumstances may require additional time; in these instances, the City will notify the applicant of the extended review period.
- A Comment Review Meeting (CRM) may be requested after comments are sent to the applicant.

**STEP 6 – PREPARE RESUBMITTAL** (as needed)

- Update your plans and/or documents to incorporate staff comments/redlines.
- If any staff comments have not been addressed, the resubmittal will not be accepted.
- To resubmit for review, upload updated documents via the portal.

**STEP 7 - APPROVAL**

- When your application is approved, your approval letter will be uploaded to Cityworks.
- Planning Commission and/or City Council approval are required for some applications. Your Planner will assist you through that process. Applications that are not reviewed and ready for Commission/Council review will not be added to an agenda.

**Questions on the application process?** See the Cityworks Public Portal User Guide at [www.saratogasprings-ut.gov/portalguide](http://www.saratogasprings-ut.gov/portalguide) or contact us at 801.766.9793 x 155 or [Planning@SaratogaSprings-UT.gov](mailto:Planning@SaratogaSprings-UT.gov).

**Questions about comments after staff review?** Reach out to the planner – she or he is the project manager for your application. A comment review meeting (CRM) can be scheduled upon request.

## Planning Checklist Items

Applicant	City Use Only	<b>Check or initial the applicable boxes to indicate the items have been included. The application will not be accepted if the checklist is incomplete.</b>
		1. <b>Project Name:</b> _____
		2. This application with the applicant column initialed, uploaded under the label: <i>Application Checklist(s)</i> .
		3. Signatures of the applicant and all property owners on the <a href="#">Acknowledgement &amp; Certification</a> page. Upload this document under the label: <i>Acknowledgement and Certification</i> .
		4. Current title report. The Title Report shall be current within 30 days of recordation and must demonstrate that the proposed minor subdivision has not been involved in any prior subdivision.
		5. Minor Subdivision Plat at a scale no smaller than 1" = 100'. The plat shall conform to the City's standard plat layout. Minor Subdivision Plats should conform to all of the requirements for Final Subdivision Plats layouts as provided in section 19.12.03
		6. A shapefile of the proposed plat including lot line(s), lot number(s), and road centerline(s).