



Subdivision Review Process

Submit a completed land use application and pay the filing fee 21 days prior to the Planning Commission meeting. A development review committee (DRC) meeting will be set up with the City Engineer, City Planner, and other interested agencies.

SUBMITTAL REQUIREMENTS

- [] **Completed Land Use Application Form:** signed and notarized
- [] **Document verifying proof of ownership:** the current property owner must be the applicant, but may designate an authorized agent to act in his behalf. Please submit a proof of ownership, which should include a Warranty Deed, Trust Deed, or a Quit Claim Deed.
- [] **1 Site Plan:** Please submit one 8 ½” x 11” site plan and an electronic file (sent by email to planning@herriman.org)
- [] **Legal Description**

APPLICATION FEES

- [] **Subdivision application fees include:**

Subdivision application	\$1000.00 + \$30.00 per lot
Subdivision application (minor; less than 4 lots)	\$250.00 + \$30.00 per lot

PLANNING COMMISSION PUBLIC HEARING

The Planning Commission meets the first and third Thursday of the month. The Planning Commission public meeting begins at 7:00 p.m. at 13011 S. Pioneer Street, Herriman, Utah 84096. The property owner or your appointed representative must be present at the public meeting.

The subdivision request will be placed on the Planning Commission public meeting for a public hearing. The Planning Commission will approve the subdivision with conditions, continue the item for further review or deny the request.

If the Planning Commission continues the item for additional information, the City Planner will decide when the application will be placed back on the Planning Commission agenda. Work with staff until the plan is complete and concerns or issues are resolved.

ENGINEERING REVIEW

After receiving approval by the Planning Commission, submit engineered drawings and pay the review fee to the City for review by the City Engineer. The City Staff will review the submittal to determine if all conditions placed on the subdivision have been met. The engineering review may take up to 15 days for review and red lines; there may be several red lines during this process.

In regards to engineering, the applicant's engineer instead of the applicant or agent should communicate with the City Engineer during the planning development process. This idea saves time and expense for the City Engineer.

MYLAR PLAT

The City Engineer will approve the final plat and will submit the plat to all City representatives required to sign the plat. All City bonds and fees must be paid prior to the City Engineer's signature on the plat.

The mylar plat should reflect all the conditions required by the Planning Commission. The plat must be signed by all appropriate agencies and utility companies and submitted to the City.

APPEAL

The final decision of the Planning Commission may be appealed to the Appeals Authority within 10 days after the date of the notice from the Planning Commission. The decision of the Appeals Authority shall be final. Please state on the application the reason(s) for the appeal.

EXPIRATION

The subdivision approval will expire after two years of receiving Planning Commission approval if the plat is not recorded. The Planning Commission may grant a one or two year extension if the application and filing fee is received prior to the expiration date.