



**Midway**  
C.A.R.E.S.

**Midway City**  
75 North 100 West  
Midway, UT 84049

**Community Development**  
435-654-3223 ext. 105  
[mhenke@midwaycityut.gov](mailto:mhenke@midwaycityut.gov)

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**Preliminary/ Final Application for Rural Preservation Subdivision**  
**Application Fee (Non-Refundable): \$300/lot**  
**+ Professional Review Deposit (\$1,000 minimum or \$400/lot, whichever is greater)**  
**+ \$1 per letter to each property owner within 600 feet**

**Owner(s) of Record:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant or Authorized representative:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Responsible billing representative:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

Current zoning: \_\_\_\_\_ Number of acres: \_\_\_\_\_ Estimated miles of new road: \_\_\_\_\_ Number of lots: \_\_\_\_\_

**Civil Engineer or Architect:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Our Vision for the City of Midway is to be a place where citizens, businesses, and civic leaders are partners in building a city that is family-oriented, aesthetically pleasing, safe, walkable, and visitor friendly. A community that proudly enhances our small-town Swiss character and natural environment, as well as remaining fiscally responsible.**

**Please give us a detailed statement on how your development will help implement our vision (i.e. architecture, landscaping, trails, etc.). Visit our website to view our General Plan.**

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**Please read and sign before application submittal**

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. As the applicant for this proposal, I understand that my application is not deemed complete until the Planning Office has reviewed the application. I further understand I will be notified when my application has been deemed complete. At that time, I expect that my application will be processed within a reasonable time, considering the workload of the Planning Office.

**I fully understand that I am responsible for the payment of any back taxes and declare that I am responsible for all fees incurred.**

Signature of Owner or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: Your application cannot be processed until determined complete by the Planning Staff. An application shall be considered complete when all applicable fees are paid (such as Midway Water Board, Midway Sanitation District, out-of-pocket expenses, etc.) and all items listed herewith are provided or considered not applicable by the Planning Office. All application fees are non-refundable.**

**FOR OFFICE USE ONLY**

|                      |                                |
|----------------------|--------------------------------|
| <b>STAFF:</b>        | <b>PLANNER:</b>                |
| Date Received: _____ | Complete / Incomplete          |
| Received By: _____   | Date: _____ Reviewed by: _____ |
| Fee Paid: _____      |                                |

## Preliminary/Final Application Requirements for Small Scale Subdivision

### 16.17.4 Preliminary/Final Plan

#### CHECKLIST:

☐ After review of the Concept Plan by the Planning Commission, the developer shall prepare a preliminary/final plan and shall submit three copies of the plan on 11" x 17" size paper to the Planning Commission for its review. The purpose of this plan is to demonstrate how the proposed development plan will be able to meet the standards required under the zoning ordinance and other applicable laws or regulations after considering the issues and recommendations found during the Concept Review phase. The Preliminary/Final Plan is expected to contain construction drawings, and it is also expected that it will demonstrate compliance with this code. The Preliminary/Final Plan shall contain the following information (if any of the following information is satisfied by the information submitted during the Concept Plan Review, that same information must be included again with the Preliminary/Final Plan.):

- ☐ A. Type of development.
- ☐ B. Name of development.
- ☐ C. Applicant entity name, primary contact name, civil engineer, with respective contact addresses, phone numbers, and email addresses for each.
- ☐ D. Legal description with section tie.
- ☐ E. Zone boundaries and designations.
- ☐ F. North point and a scale consistent with a scale that is on a standard engineering scale ruler.
- ☐ G. A statement that lists the issues discussed during the Concept Review and reconciles those issues with the Preliminary/Final Application being submitted at this time.
- ☐ H. A site plan showing location and dimensions of all lot lines, along with building feasibility for each lot.
- ☐ I. Dimensioned side, rear and front yards.
- ☐ J. Location and description of recreational facilities within the development.
- ☐ K. Topography shown by contours at no greater interval than two feet except that a greater interval may be permitted when the property is outside the survey boundary if specifically authorized by the Planning Commission.
- ☐ L. The outside boundary of the project.
- ☐ M. Tabulation of land use:
  - 1. Total area and building area.
  - 2. Drives and parking (all the above shown in acreage and percentage).
  - 3. Number of units and project density.
- ☐ N. Adjacent property owners.
- ☐ O. Public streets and sidewalks.
- ☐ P. Typical street or roadway cross sections.
- ☐ Q. A detailed statement and illustration of how the project will meet sensitive lands requirements.
- ☐ R. Existing and proposed easements, waterways, utility lines, canals and ditches.
- ☐ S. A plan for accommodating waterways, ditches and canals.
- ☐ T. Proposed and existing sewage disposal facilities.
- ☐ U. Existing and proposed storm drain system with the related run-off calculations for the development site including routing the run-off water that leaves the site to a City storm drain or natural drainage approved by the City to accept the water.
- ☐ V. Existing and proposed water system indicating size of water lines and fire hydrant locations. Indications as to the capacity of the water system as it relates to the project when required.
- ☐ W. More detailed (than concept) landscape plan indicating areas of landscaping and irrigation and the various types of landscape materials.
- ☐ X. Environmental Assessment Review Statement.
- ☐ Y. Any other information Staff or the Planning Commission may determine necessary relating to the site of the proposed project.

- ☐ Z. Evidence of sending an 11" x 17" copy of the preliminary/final plan to US West, Questar Gas, Heber Light & Power, Comcast (Cable Company), Midway Postmaster, Heber Valley Fire Protection Special Service District, Wasatch County Solid Waste Disposal District.
- ☐ AA. An updated preliminary title report as of the date of the Preliminary/Final application.
- ☐ BB. Final approval from the Midway City Water Advisory Board.
- ☐ CC. Final approval from the Midway Sanitation District.
- ☐ DD. Final approval from the Midway Trails Advisory Committee.
- ☐ EE. A completed Fiscal Analysis Checklist.