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**Fee: \$650.00 + \$2 p/ mailing notice**

# LOT SPLIT

*For Office Use Only:*  
File No. \_\_\_\_\_  
Receipt No. \_\_\_\_\_

## APPLICATION & SUBMITTAL CHECKLIST

**Owner(s) Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Agent (If applicable)** \_\_\_\_\_ **Agent's Phone:** \_\_\_\_\_

**Address of Subject Property:** \_\_\_\_\_

**Tax ID of Subject Property:** \_\_\_\_\_ **Zone District** \_\_\_\_\_

**Proposed Use:** (Describe, use extra sheet if necessary) \_\_\_\_\_

**This application shall be accompanied by the following:**

- \_\_\_\_\_ 1. One paper copy of plat drawn to scale (typically one-inch equals 50 feet or larger) on an 8 1/2 x 11-inch sheet. Larger if needed to show reasonable detail. One digital copy of plat emailed to [planning@hildalecity.com](mailto:planning@hildalecity.com)
- \_\_\_\_\_ 2. The plat to show the following detail:
  - \_\_\_\_\_ Scale, north point
  - \_\_\_\_\_ Streets and the right of way width
  - \_\_\_\_\_ Dimensions of proposed lots
  - \_\_\_\_\_ Location of all buildings and distances from resulting lot lines
  - \_\_\_\_\_ The location of any significant natural features (creeks, washes, cliffs, etc.)
  - \_\_\_\_\_ The name, address and phone number of the person or firm who prepared the plat
- \_\_\_\_\_ 3. Legal description of each of the resulting parcels.
- \_\_\_\_\_ 4. A completed form from the Washington County Treasurer's office for property located within the lot split verifying that all taxes or special assessments payable on all property within the limits of the lot split are paid in full

**NOTE: It is important that all applicable information noted above is submitted with the application.**

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(Office Use Only)

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date application deemed to be complete: \_\_\_\_\_ Completion determination made by: \_\_\_\_\_

# LOT SPLITS

## **PURPOSE:**

A lot split is a subdivision of land creating no more than 1 new lot. This type of division may, after a public hearing, be approved by City Staff, without the necessity of preparing and filing a preliminary or final plat.

## **PROCESS:**

- A. After submittal of a lot split application, City Staff will review the application to determine whether the proposed lot:
- 1.) is not transverse by the mapped lines of a proposed street as shown in the general plan and does not require the dedication of any land for street or other public purposes.
  - 2.) does not impact an existing easement or right of way or, if it does have an impact, evidence that the impact will not impair the use of any such easement or right of way.
  - 3.) has been approved by the culinary water authority and sanitary sewer authority;
  - 4.) is in a zoned area and the lots will meet all the requirements of the zone and conforms to all applicable land use ordinances or has properly received a variance from the requirements of an otherwise conflicting and applicable land use ordinance.
- B. A lot or a parcel resulting from a division of agricultural land is exempt from the plat requirements of this Chapter if the lot or parcel:
- 1) meets the minimum size requirement of applicable zoning; and
  - 2) is not used and will not be used for any nonagricultural purpose.
- C. The creation of a lot under subsection A above shall not be approved until a plan for providing utilities and other required improvements to the proposed lot has been reviewed and signed by all members of the Joint Utility Committee.
- In lieu of an approved utility plan the Joint Utility Committee may approve a deed restriction stating no utilities are currently stubbed to this lot. This deed shall be recorded with the new lot.
- No building permit will be issued for a lot until the approved improvements are constructed and accepted by the City department heads.
- D. The boundaries of each lot or parcel created under subsection A or B above shall be geographically illustrated on a record of survey map submitted with the application for approval by City staff. A deed describing both parcels of ground with any necessary easements shall be prepared to be recorded at the office of the Washington County Recorder.

- F. The City Staff person will decide to either: approve the application, approve the application with conditions, or deny the application.
- G. If the lot split is approved, the property descriptions of each parcel prepared in a deed form can be recorded at the County Recorder Office.
- H. When in the opinion of City Staff, there are significant issues related to the lot split, the Staff may forward the application to the Planning Commission for the hearing and decision.
- I. The decision of the City Staff may be appealed to the Planning Commission.

**IMPROVEMENT REQUIREMENTS:**

Section 10-39-4 of the Land Use Ordinance identifies the improvements required within a subdivision. Even though a lot split is exempt from typical plat submittal requirements, it must still comply with the standards of section 10-39-4, since it is a subdivision. Typically, improvements will include the provision for sewer, water and drainage, along with the construction of curb, gutter, and sidewalk and paving as necessary to match existing paving (or entirely new paving when the street is unimproved.) Such improvements are required on all street frontages of the proposed parcels.