

**WEST HAVEN CITY**  
4150 S. 3900 W.  
West Haven, Utah 84401  
Phone: 801-731-4519/Fax 801-731-1002

**ONE-LOT  
SUBDIVISION PROCESS PACKET**

**THIS PACKET CONTAINS**

- 1. Costs To Developer for One Lot Subdivision**
- 2. Check List Form**
- 3. Application Process**
- 4. Building Permit Process**
- 5. Building Permit Costs and Sewer Costs**
- 6. General Meeting Schedule:** City Council; Planning Commission:

**DOCUMENTS INCLUDED**

- 1. Subdivision Application - submitted with Payment - per fee schedule**  
(Fee covers engineer and planning processing costs).
- 2. West Haven Special Service District Application for Service**  
(Serves as Formal application for a sewer connection and service to be provided to the one lot subdivision by the WHSSD System).

**INFORMATION CONTAINED WITHIN THIS PACKET IS SUBJECT TO CHANGE  
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CITY OFFICIALS or STAFF WILL NOT BE HELD RESPONSIBLE FOR OUTDATED MATERIAL  
(DOCUMENT ISSUE DATE: 7-30-03)**

# APPLICATION PROCESS

## ONE LOT SUBDIVISION

1. **SET MEETING** with **CITY PLANNER** to review your plan and set the process in motion. (Phone: 801-731-4519)
2. **SUBMIT** the **COMPLETED SUBDIVISION APPLICATION - WITH a CHECK** in the required amount made out to West Haven City. (Fee Schedule is attached to the application in this packet)
3. The **FOLLOWING ITEMS MUST BE RECEIVED** by the City Planner **BEFORE** your subdivision plan will be scheduled for **PRELIMINARY and FINAL APPROVAL** by the Planning Commission Board. **NO EXCEPTIONS:**
  - a. 3 full size and 13 half-size (11x17) Copies - Preliminary Engineered Subdivision Plat
  - b. Letters of acknowledgement/approval/conditions from:
    1. Secondary Water Company
    2. Culinary Water Company
    3. Canal Company if a canal runs across property
    4. Fire District
    5. Health Dept - (if septic tanks are involved)
    6. Gas Company
    7. Power Company
    8. Phone Company
    9. UDOT
    10. County Recorder
    11. U.S. Army Corps of Engineers
    12. All other items required by City Planner
4. City Planner will schedule **YOU TO MEET WITH WEST HAVEN PLANNING COMMISSION AND CITY COUNCIL FOR PRELIMINARY APPROVAL** when all items are received. **THE DEVELOPER OR REPRESENTATIVE MUST ATTEND EACH REQUIRED MEETING IN ORDER TO RECEIVE APPROVAL. NO EXCEPTIONS!**

AFTER PRELIMINARY APPROVAL HAS BEEN GIVEN:

5. **SUBMIT 3 full size and 13 half-size (11x17) COPIES OF FINAL SUBDIVISION PLAT , and 3 COPIES OF FINAL SUBDIVISION PLAN AND PROFILE DRAWINGS.** City Planner will schedule **YOU TO MEET WITH PLANNING COMMISSION AND CITY COUNCIL FOR FINAL APPROVAL.**
6. **AFTER PRELIMINARY and FINAL APPROVAL** has been received from all required boards, and **all conditions and requirements set forth by any or all boards, the city planner and/or the engineer have been met:**
7. City Planner will secure required city official signatures on the subdivision mylar. These signatures include: (1)Planning Commission Chairman; (2)Attorney; (3)Engineer; and (4)Mayor. **(This takes approx three days)**
8. **WHEN SIGNATURES ARE SECURED,** Planner will contact you and arrange time to meet you at the Weber County Recorder's Office for Recordation of the plat. **The developer will be required to pay the recording fee.**

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# CHECK LIST

## ONE LOT SUBDIVISION DEVELOPMENT

(Use this Check List to keep track of where you are in the Subdivision Process. A duplicate will be kept, by City Planner, in your subdivision file.)

**1. MEET with CITY PLANNER: to review plan and set the process in motion.**  
(Phone: 801-731-4519)

Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_ Place:

**2. SUBMIT:**

**1. COMPLETED SUBDIVISION APPLICATION**

**2. CHECK FOR ENGINEERING AND PLANNING SERVICES made out to West Haven City:**

Date Submitted: \_\_\_\_\_ Amount of Check:

**3. CHECK EACH OF THE FOLLOWING ITEMS AS THEY ARE RECEIVED:**

(Check with City Planner to see if he has received them)

\_\_\_ a. 13 Copies - Preliminary Engineered Subdivision Plat

\_\_\_ b. Letters of acknowledgement/approval/conditions from:

\_\_\_ 1. Secondary Water Company

\_\_\_ 2. Culinary Water Company

\_\_\_ 3. Canal Company if a canal runs across property

\_\_\_ 4. Fire District

\_\_\_ 5. Health Dept - (if septic tanks are involved)

\_\_\_ 6. Gas Company

\_\_\_ 7. Power Company

\_\_\_ 8. Phone Company

\_\_\_ 9. UDOT

\_\_\_ 10. County Recorder

\_\_\_ 11. U.S. Army Corps of Engineers

\_\_\_ 12. All other items required by City Planner

**4. MEET WITH WEST HAVEN PLANNING COMMISSION - FOR PRELIMINARY APPROVAL: (MUST ATTEND TO RECEIVE APPROVAL):**

Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_ Place:

Preliminary Approval Received: \_\_\_ Yes \_\_\_ No

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ONE-LOT SUBDIVISION  
CHECK LIST CONTIN:**

**5. MEET WITH CITY COUNCIL for PRELIMINARY APPROVAL.**

**Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_**

**Preliminary Approval Received:  Yes  No**

**6. 10 COPIES of FINAL SUBDIVISION PLAT SUBMITTED, along with,  
6 COPIES of FINAL SUBDIVISION DRAWINGS to City Planner:**

**Date Submitted:**

**7. MEET WITH PLANNING COMMISSION for FINAL APPROVAL:**

**Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_**

**Final Approval Received:  Yes  No**

**8.. MEET WITH CITY COUNCIL for FINAL APPROVAL:**

**Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_**

**Final Approval Received:  Yes  No**

**9. ALLOW APPROXIMATELY 3 DAYS FOR: City Planner will secure required city official signatures on the subdivision mylar.**

**10. MEET CITY PLANNER AT WEBER COUNTY RECORDERS OFFICE,  
2380 WASHINGTON BLVD, OGDEN, FOR PLAT RECORDATION:**

**Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_**

**11. RECORDATION COMPLETED:  YES  NO**

**USE SPACE BELOW FOR NOTES:**

# **BUILDING PERMIT PROCESS**

WHEN DEVELOPER or CONTRACTOR or PROPERTY OWNER  
IS READY TO BEGIN BUILDING A HOME ON A LOT  
A BUILDING PERMIT MUST BE ACQUIRED and COSTS PAID as follows:

## **THERE ARE NO SHORT CUTS!**

- 1. PICK UP** building permit application from City Office.
- 2. SUBMIT** to City Office:
  - a. Building Permit Application - completed and signed;
  - b. Two Sets of Engineered Plans;
  - c. Two Copies of the Site Plan;
- 3. THE APPLICATION and PLANS** will then be submitted to the Building Inspector for his review and approval, (Could take up to 7-10 working days);
- 4. WHEN PLANS ARE RECEIVED BACK FROM** building inspector with approval and recommendations, the final building permit costs will be calculated.
- 5. FEES MAY THEN BE PAID and THE PERMIT PICKED UP** at the City Office. One set of the Building Plans and a Site Plan will be issued back with the permit, and one complete set will be kept on file in the city office;  
(Permit Costs Are Included in Costs Summary Schedule - Included in this Packet)
- 6. BEFORE OCCUPANCY:**
  - 1. The Homeowner must submit a completed "WEST HAVEN SPECIAL DISTRICT APPLICATION FOR SEWER SERVICE"** to the City Office.  
( This **Application** is contained in the "**Building Permit Packet**" issued at the City Office, with each request for a Building Permit Application).

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**COST SUMMARY  
ONE-LOT SUBDIVISION  
COSTS TO BE INCURRED BY DEVELOPER**

**1. WITH SUBMISSION OF SUBDIVISION APPLICATION**

**A. SUBMIT CHECK MADE OUT TO WEST HAVEN CITY**

<b>Number Of Lots</b>	<b>Cost per Lot Preliminary</b>	<b>Final</b>	<b>Inspection</b>	<b>Total Per Lot</b>
<b>0-5</b>	<b>\$115</b>	<b>\$40</b>	<b>\$125</b>	<b>\$280</b>
<b>6-15</b>	<b>\$110</b>	<b>\$35</b>	<b>\$125</b>	<b>\$270</b>
<b>16-29</b>	<b>\$105</b>	<b>\$30</b>	<b>\$125</b>	<b>\$260</b>
<b>30-40</b>	<b>\$100</b>	<b>\$25</b>	<b>\$125</b>	<b>\$250</b>
<b>41 and above</b>	<b>\$95</b>	<b>\$20</b>	<b>\$125</b>	<b>\$240</b>

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## COSTS FOR BUILDING PERMIT

### 1. Building Permit Fee - To Include:

** Structure Fee - Based on Square Footage. This amount cannot be determined until plans are reviewed and received back from the City Building Inspector.	
** Set Inspection Fee	- \$ 200.00
** Set Electrical Fee	- \$ 30.00
** Set Plumbing Fee	- \$ 30.00
** Set Storm Drain Impact Fee	- \$ 400.00
** Set Road Impact Fee	- \$ 1,878.00
** Set Park Impact Fee	- \$ 705.00

**NOTE: Set fees total \$3,243.00.** The structure fee will vary with square footage, however, the **average total building permit costs usually range from \$4,500.00 to \$5,000.00** (Check Must be Made Out To West Haven City)

## HOMEOWNER COSTS FOR SEWER CONNECTION

### 1. Sewer Connection Impact Fee: \$2,159.00

Paid By Building Permit Applicant, when building permit is received:

(A **SEPARATE CHECK** Must Be Issued to West Haven Special Service District - in the amount of \$2,159.00 - **DO NOT** include this with check for building permit made to West Haven City)

### 2. Monthly Sewer Service Rate Fee: \$33.00

To Be Billed by Special District Each Month and Paid by Homeowner

**NOTE:** A Separate "**BUILDING PERMIT PACKET**" will be issued to the person picking up the building permit. That person will be responsible for getting the "**CUSTOMER APPLICATION FOR SEWER SERVICE**" (included in the packet) to the homeowner and informing them of the fees, or, having them contact the City Office.

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**GENERAL MEETING SCHEDULE  
FOR  
WEST HAVEN CITY BOARDS**

(As a one-lot developer, **you or a representative will be required to meet** with each of the following boards throughout the subdivision process. Please keep this schedule available. **If you or your representative is not present, no action will be taken** on the subdivision request at that meeting and your process will be held up until the next scheduled meeting). **THERE ARE NO EXCEPTIONS!**

**1. CITY COUNCIL:**

**DAY(S):** 1ST and 3RD WEDNESDAY EACH MONTH

**TIME:** 6:00 PM

**PLACE:** CITY COUNCIL CHAMBERS

WEST HAVEN CITY OFFICES

4150 S. 3900 W.

Contact for Agenda: Janet Carlin (801) 731-4519

**Required to Attend:** For Preliminary and Final Approval

**2. PLANNING COMMISSION:**

**DAY(S):** 2ND and 4TH WEDNESDAY EACH MONTH

**TIME:** 6:00 PM

**PLACE:** PLANNING COMMISSION CHAMBERS

WEST HAVEN CITY OFFICES

4150 S. 3900 W.

Contact for Agenda: Pat Mikesell (801) 731-4519

**Required to Attend:** For Preliminary and Final Approval

