

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

**MULTI-LOT
SUBDIVISION PROCESS PACKET**

THIS PACKET CONTAINS

- 1. Costs To Developer for Development**
- 2. Check List Form**
- 3. Application Process**
- 4. Escrow Reimbursement Process**
- 5. Building Permit Process**
- 6. Information from the Postal Dept. regarding mailbox construction**
- 7. Costs To Contractor or Property Owner for building**
- 8. General Meeting Schedule of City Council; Planning Commission and Special District Board:**

DOCUMENTS INCLUDED

- 1. Subdivision Application with Fee Schedule**
(Fee covers engineer and planning processing costs).
- 2. Subdivision Improvement Agreement**
(Agreement between Developer and West Haven City for on and off site improvements)
- 3. Subdivision Escrow Agreement**
(Financial Guarantee to West Haven City, in the amount of estimated development costs plus 10% contingency, as determined by developers engineer with approval of West Haven City Engineer, for completion of on and off site improvements)
- 4. West Haven Special Service District Extension Agreement**
(Serves as Developers Formal application for sewer connections and service to be provided to the subdivision by the WHSSD System. Includes developers acknowledgement that all "required improvements and costs" are understood and agreed upon).

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CITY OFFICIALS or STAFF WILL NOT BE HELD RESPONSIBLE FOR OUTDATED MATERIAL.
(DOCUMENT ISSUE DATE : 7/30/03)**

APPLICATION PROCESS

Multi-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 APPROVAL** by the Planning Commission Board. **NO EXCEPTIONS:**
 - a. 3 full size and 13 half-size (11x17) Copies - Preliminary Engineered Subdivision Plat - Must complete Preliminary Plat Checklist
 - 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 - FOR PRELIMINARY APPROVAL** when all items are received. **THE DEVELOPER OR REPRESENTATIVE MUST ATTEND EACH REQUIRED MEETING IN ORDER TO RECEIVE APPROVAL. NO EXCEPTIONS!**
5. City Planner will schedule **YOU TO MEET WITH CITY COUNCIL** for **PRELIMINARY APPROVAL**.
6. **AFTER PRELIMINARY APPROVAL** has been received and **all conditions and requirements set forth by any or all boards; the city planner and/or the engineer; have been met:**
7. **SUBMIT 3 full size and 13 half-size (11x17) COPIES of FINAL SUBDIVISION PLAT**, and **SUBMIT 3 COPIES of FINAL SUBDIVISION PLAN and PROFILE DRAWINGS** to City Planner
8. Planner will schedule **YOU TO MEET WITH PLANNING COMMISSION** for **FINAL APPROVAL:**
9. Planner will schedule **YOU TO MEET WITH CITY COUNCIL** for **FINAL APPROVAL:**
10. **SUBMIT -** to the City Planner - **COMPLETED SUBDIVISION IMPROVEMENT AGREEMENT** and **COMPLETED ESCROW CERTIFICATE** to guarantee all improvements.;
11. 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.
12. **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.**

THIS ENDS THE APPLICATION AND RECORDATION PHASE OF THE PROCESS. FOR CONSTRUCTION COST REIMBURSEMENT FROM ESCROW SEE PHASE II OUTLINE - "ESCROW REIMBURSEMENT PROCESS".

CHECK LIST
MULTI-LOT SUBDIVISION DEVELOPMENT

(Use this Check List to keep track of where you are in the Subdivision Process.)

- 1. MEET with CITY PLANNER: to review plan; receive packet; 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 & PLANNING SERVICES MADE OUT TO WEST HAVEN CITY.**

Date Submitted: _____ Check Amount:

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

- a. 13 Copies - Preliminary Engineered Subdivision Plat**
- b. Letters of acknowledgement/approval/conditions from:**
- 1. Secondary Water Company – City must have verification fees are paid**
 - 2. Culinary Water Company**
 - 3. Canal Company if a canal runs across property**
 - 4. Fire District – City must have verification fees paid before final approval**
 - 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**

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

Date of Meeting: _____ Time:

Preliminary Approval Received: Yes No

6. MEET WITH CITY COUNCIL for PRELIMINARY APPROVAL.

Date of Meeting: _____ Time:

Preliminary Approval Received: Yes No

7. SUBMIT: (To City Planner)

- 1. 13 COPIES of FINAL SUBDIVISION PLAT**
- 2. 6 COPIES of FINAL PLAN and PROFILE SUBDIVISION DRAWINGS**

Date Submitted:

- 3. Letter From Weber Co. Fire District stating that impact fees are paid**
- 4. Letter from Secondary Water Co. (Weber Basin Water) that fees are paid**

**PAGE TWO
CHECKLIST**

8. MEET WITH PLANNING COMMISSION for FINAL APPROVAL:

Date of Meeting: _____ Time:
Final Approval Received: ___ Yes ___ No

9. MEET WITH CITY COUNCIL for FINAL APPROVAL:

Date of Meeting: _____ Time:
Final Approval Received: ___ Yes ___ No

10. SUBMIT: (To City Planner)

- 1. COMPLETED SUBDIVISION IMPROVEMENT AGREEMENT**
- 2. COMPLETED ESCROW CERTIFICATE**

Date Submitted: _____ Escrow Amount:

11. ALLOW APPROXIMATELY 3 DAYS FOR: City Planner to secure required city official signatures on the subdivision mylar.

12. MEET CITY PLANNER AT WEBER COUNTY RECORDERS OFFICE, 2380 WASHINGTON BLVD, OGDEN.

Date of Meeting: _____ Time:

13. RECORDATION COMPLETED: ___ YES ___ NO

USE SPACE BELOW FOR NOTES:

ESCROW REIMBURSEMENT PROCESS MULTI-LOT SUBDIVISION

AFTER CONSTRUCTION BEGINS
AND RELEASE OF FUNDS HELD IN THE ESCROW ACCOUNT
IS NEEDED TO ALLOW DEVELOPER TO PAY CONSTRUCTION COSTS

- 1. DEVELOPER SUBMITS** each invoice to City Planner;
- 2. CITY PLANNER/ENGINEER** will schedule a time and will inspect the subdivision portion that invoice pertains to.
- 3.** When **WRITTEN APPROVAL** or **RECOMMENDATION** is received from City Planner/Engineer;
- 4.** City Planner will submit information to City Recorder who will formulate a **"RELEASE OF FUNDS"** letter. This letter will be completed, with required signatures of the City Planner and Mayor acquired, within 3 working days of the request being received from City Planner;
- 5.** The **DEVELOPER** may then pick up the letter from the City Office and submit it to his financial institution for fund reimbursement from his escrow account for the purpose of paying all required construction work invoices.

Once **written recommendation** is received from the engineer(s), city staff will do all they can to have the final "Release of Funds" letter ready for the developer within a total of -3- working days.

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;
 - d. Proof of Secondary Water Payment
 - e. Proof of Fire District Impact Fee paid
 - f. \$500.00 Bond (for protection of newly installed curb & gutter-see Ordinance 16-99)
- 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/or 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 Plans will be issued back with the permit, and one complete set will be kept on file in the city office.
- 6. BEFORE OCCUPANCY:**
 1. 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
MULTI-LOT SUBDIVISION
COSTS TO BE INCURRED BY DEVELOPER
TO WEST HAVEN CITY**

1. WITH SUBMISSION OF SUBDIVISION APPLICATION:

A. SUBMIT CHECK MADE OUT TO WEST HAVEN CITY:

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

2. WITH SUBMISSION OF SUBDIVISION IMPROVEMENT AGREEMENT:

A. SUBMIT AN ESCROW CERTIFICATE - which guarantees completion of all required on and off site improvements - by verifying that an escrow fund account has been established with a financial institution.

B. THE ESCROW FUND ACCOUNT MUST CONTAIN the **total amount of "Estimated Development Costs" plus 10% contingency**. Costs are to be determined by the developers engineer(s) with approval from West Haven City Engineer.

COSTS FOR BUILDING PERMIT

1. Building Permit Fee Includes:

- ** 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 \$4,300.00 to \$4,900.00** (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 multi-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 Approval

For 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 Approval

For Final Approval

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