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## SPRING CITY

### CONDENSED SUMMARY OF ADOPTED ORDINANCE 2024-10

On October 30, 2024, a public hearing was held to seek public comment on the Subdivision Code amendments; now Ordinance 2024-10. The Ordinance, with minor adjustment, was adopted by the City Council on December 5, 2024.

Traditional Subdivision. Spring City Code 11-2

*Note: This process is intended to follow the updated Utah State Code, as found in Utah Code 10-9a-604, et al. Please see Spring City Code 11-2 for detailed timelines, submittal contents, exemptions, and appeals information.*

This is for a subdivision of five (5) or more lots or any smaller subdivision that cannot qualify as a simple lot subdivision—typically because the subdivision requires public improvements, such as a road or utility line extensions. This subdivision process requires a Preliminary Plat and Final Plat. The general procedural outline is as follows:

1.) Optional Pre-Application Meeting. Before submitting an application, a subdivider can meet with the Planning Commission to discuss the subdivision idea and get pointers on the process. If the applicant would like more direct engineering guidance, they can meet with the Spring City Development Review Committee (DRC). To assist the Planning Commission or DRC in providing informed and meaningful feedback, the Spring City Code outlines items the prospective applicant should address in a Concept Plan.

2.) Preliminary Plat and Subdivision Improvement Plan. Once the applicant has gathered all background information, the applicant submits a *complete* application. This process includes both a Preliminary Plat and a Subdivision Improvement Plan, which includes all engineering drawings for the project. During this phase, the City reviews the plat and all engineering, including public improvements, such as streets and utilities. The City has a time limit on review. Once the City has completed a review, the City provides a complete set of review comments back the applicant, who then resubmits. This process of submittal and review continues until the City determines the submittal is accurate. All in all, it cannot take more than four reviews. Once the City determines the application appropriately addresses all review comments, it is forwarded to the Planning Commission for a decision. If the Planning Commission grants approval, the applicant moves on to submit the Final Plat.

3.) Final Plat. The applicant needs to submit a complete Final Plat application within one (1) year of Preliminary Plat approval. The Final Plat is very straightforward, because nearly all decisions relating to the subdivision plat were resolved during the Preliminary Plat stage and all engineering plans have already been reviewed and approved. The City reviews the complete Final Plat application within a designated review period and provides corrections back to the applicant. The applicant addresses all comments and resubmits. This process of resubmittal and review continues until the applicant appropriately addresses all comments. It cannot exceed four (4) review cycles. Once the City's reviewers determine the plat is accurate, it is sent to an Administrative Land Use Authority for Final Plat approval. This authority is a staff member who makes sure the plat meets all recommendations by the engineer, reviewing attorney, and any other individuals or bodies conducting review.

4.) Public Infrastructure. During the Final Plat review process, the applicant determines how to address public infrastructure improvements. An applicant has two options:

**Bond.** If the applicant elects to post a Completion Assurance Bond, they shall provide the bond for review during the Final Plat review. The Final Plat, once approved, is not recorded until the bond is found to be accurate and is approved, submitted, and accepted. No public improvement construction, or project construction, can occur until after the plat is recorded.

**At Risk.** Instead of a bond, an applicant may elect to complete all public improvements "at risk." In this case, the applicant can begin construction of public infrastructure, such as streets and utilities, immediately after the Final Plat is approved by the land use authority. The City may not record the Final Plat at the County until the applicant has completed all required public improvements and the City has inspected and accepted the improvements. A building permit for project construction is not granted until after all public improvements are completed and the plat has been recorded.

**Simple Lot Subdivision.** Spring City Code 11-6

Generally speaking, a subdivision with up to four (4) lots can be accomplished through a Record of Survey. The code limits which subdivision proposals qualify for this process. Key limitations, among others, are that all proposed lots must be located along an existing street and be adjacent to existing utilities. This is a relatively straight forward process. The Planning Commission is in charge of granting approval. Once the applicant has received approval, the subdivision will be filed at the County and the City will record a certificate of subdivision approval. To determine whether this subdivision process is right for you, please see the detailed qualifications and process in Spring City Code 11-6.