



Date Received: _____

Drafter: _____

Date to Reviewer: _____

Approved by Reviewer: _____

Per Weber County Code § 45-4-1, all proposed subdivision, road dedication, and road vacation plats within the jurisdiction of the Weber County Surveyor's Office shall be reviewed for compliance with the survey-related requirements of state and county code.

The following review checklist has been prepared by the County Surveyor's Office to allow for a thorough and timely review. Items listed in a row with a light green background are requirements for preliminary approval and are also required for a final approval.

Weber County Recorder/Surveyor Subdivision Preliminary & Final Plat Requirements Review Checklist

Plat Dimensions, Signature Blocks, Etc.				
	Drafter		Reviewer	Comments
Scale of the map no smaller than 1" = 100' unless specified by the county surveyor. WCO 106-1-5(a); WCO 106-1-8(c)(1)	Yes	<input type="checkbox"/>	Approved	
	No	<input type="checkbox"/>	<input type="checkbox"/>	
	NA	<input type="checkbox"/>		
A three-inch by three-inch space in the lower right hand corner of the drawing for Recording Information. WCO 106-1-8(c)(1) i	Yes	<input type="checkbox"/>	Approved	
	No	<input type="checkbox"/>	<input type="checkbox"/>	
	NA	<input type="checkbox"/>		
A signature block for County Planning Commission, County Engineer, County Attorney, County Commissioner's, Weber-Morgan Health Department WCO 106-1-8(c)(1)h 5 thru 11	Yes	<input type="checkbox"/>	Approved	
	No	<input type="checkbox"/>	<input type="checkbox"/>	
	NA	<input type="checkbox"/>		
A signature block for <i>County Surveyor</i> conforming to state code and county ordinance. Weber County Surveyor: I hereby certify that the Weber County Surveyor's Office has reviewed this plat and all conditions for approval by this office have been satisfied. The approval of this plat by the Weber County Surveyor does not relieve the Licensed Land Surveyor who executed this plat from the responsibilities and/or liabilities associated therewith. Signed this _____ day of _____ . _____ Weber County Surveyor WCO 106-1-8(c)(1)h.10; WCO 45-4-2(c)	Yes	<input type="checkbox"/>	Approved	
	No	<input type="checkbox"/>	<input type="checkbox"/>	
	NA	<input type="checkbox"/>		

Subdivision Preliminary & Final Plat Requirements Review Checklist

<p>The individual or company names and addresses of the engineer and land surveyor of the subdivision, The individual or company names and addresses of applicant of the subdivision. WCO 106-1-5(a)(3); UCA 17-23-17(3)(j)</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	
<p>Subdivision Name approved by the county recorder. Subdivision name in bold letters at top of sheet. General location of subdivision in bold letters at top of the sheet. The township, range, and quarter section of the subdivision in bold letters at the top of the sheet. Date of the survey noted in the heading (Meaning the date, year and month the survey markers were placed). WCO 106-1-5(a)(1); WCO 106-1-8(c)(1)a; UCA 17-27a-603(1)(a)</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	
<p>A north point or arrow which shall make the top of the sheet either North or East however exceptions may be approved by the county surveyor. The scale of the drawing. A legend shall be included which clearly identifies the lines, symbols, and other markings used to create the survey map, or plat. WCO 106-1-5(a)(2); WCO 106-1-8(c)(1)c.; UCA 17-23-17(3)(c) WCO 45-3-3(d)</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	
Surveyor Certificate			
	Drafter	Reviewer	Comments
<p>Private licensed land surveyor's "Certificate of Survey". Certificate of Survey shall be signed and stamped by a licensed land surveyor licensed in the state. The surveyor making the plat shall certify that the surveyor "holds a license in accordance with Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act". The surveyor making the plat shall certify that the surveyor "has completed a survey of the property described on the plat in accordance with Section 17-23-17 and has verified all measurements" The surveyor making the plat shall certify that the surveyor "has placed monuments as represented on the plat" WCO 106-1-8(c)(1); WCO 106-1-8(c)(1)h.2 WCO 106-1-8(c)(1)h.2 UCA 17-27a-604(4)(b)(i) UCA 17-27a-603(4)(b)(ii)</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	

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Owner's Dedication			
	Drafter	Reviewer	Comments
Owner's dedication certificate WCO 106-1-8(c)(1) h.3 Notary public's acknowledgement. WCO 106-1-8(c)(1)h.4	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	
Owner's Dedication Certificate shall include the following: "We the undersigned owners of the herein described tract of land, do hereby set apart and subdivide the same into lots and streets (private streets, private rights-of-way) as shown hereon and name said tract, and do hereby dedicate, grant and convey to Weber County, Utah, or its designee, all those parts or portions of said tract of land designated as parks the same to be used as public open space: NAME OF SUBDIVISION "Dedicate to public use all those parts or portions of said tract of land designated as streets, the same to be used as public thoroughfares." "Dedicate and reserve unto themselves, their heirs, their grantees and assigns, a right-of-way to be used in common with all others within said subdivision (and those adjoining subdivisions that may be subdivided by the undersigned owners, their successors, or assigns) on, over and across all those portions or parts of said tract of land designated on said plat as private streets (private rights-of-way) as access to the individual lots, to be maintained by a lot (unit) owners' association whose membership consists of said owners, their grantees, successors, or assigns." "Grant and convey to the subdivision lot (unit) owners association, all those parts or portions of said tract of land designated as common areas to be used for recreational and open space purposes for the benefit of each lot (unit) owners association member in common with all others in the subdivision and grant and dedicate to the county a perpetual open space right and easement on and over the common areas to guarantee to Weber County that the common areas remain open and undeveloped except for approved recreational, parking and open space purposes." "Grant and dedicate a perpetual right and easement over, upon and under the lands designated hereof as public utility, storm water detention ponds, drainage easements and canal maintenance easement, the same to be used for the installation maintenance and operation of public utility service lines, storm drainage facilities, irrigation canals or for the perpetual preservation of water channels in their natural state whichever is applicable as may be authorized by the governing authority, with no buildings or structures being erected within such easements." "Grant and dedicate unto all owners of lots upon which private land drains are constructed or which are otherwise dependent upon such land drains, an easement over such land drains for the purpose of perpetual maintenance and operation." WCO 106-7-1	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	

Subdivision Preliminary & Final Plat Requirements Review Checklist

Subdivision Tie			
	Drafter	Reviewer	Comments
The plat shall have a detailed description of all monuments found and each one shall be referenced on the plat including the type, size, condition, and location in reference to the surface of the ground as well as a description or graphic depiction of the markings, date, agency, entity, or surveyor as inscribed on the monument. WCO 45-3-3(b)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	
Map Content			
	Drafter	Reviewer	Comments
The existing location, widths, and other dimensions of all existing or platted <i>streets or railroad lines</i> within and immediately adjacent (within 30') to the tract of land to be subdivided. The location, widths, and other dimensions of proposed <i>public streets, private streets, private access rights of way, or alleys</i> with proper labeling of spaces to be dedicated to public or designated as private. WCO 106-1-5(a)(7) WCO 106-1-5(a)(6)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	
The existing location, widths, and other dimensions of all existing or platted <i>land drains, culverts, watercourses, wetlands, streams corridor setbacks, flood plain</i> within and immediately adjacent (within 30') to the tract of land to be subdivided. The existing location, widths, and other dimensions of all existing or platted <i>fence lines or other lines of occupation</i> within or immediately adjacent to the tract to be subdivided. The existing location, widths, and other dimensions of all existing or platted <i>exceptional topography and other important features</i> within and immediately adjacent (within 30') to the tract of land to be subdivided. WCO 106-1-5(a)(6)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	
The existing location, widths, and other dimensions of all existing or platted <i>buildings and structures</i> within and immediately adjacent (within 30') to the tract of land to be subdivided. WCO 106-1-5(a)(6)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	

Subdivision Preliminary & Final Plat Requirements Review Checklist

<p>All easements observed, recorded in the Recorder's Office, or included in a preliminary title report unless legally vacated by all easement holders. WCO 106-1-8(c)(1)m</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	
<p>The existing location, widths, and other dimensions of all existing or platted <i>easements</i> within and immediately adjacent (within 30') to the tract of land to be subdivided. The location, widths, and other dimensions of proposed <i>utility easements</i> with proper labeling of spaces to be dedicated to public or designated as private. WCO 106-1-5(a) (6) WCO 106-1-5(a)(7)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	
<p>The location, widths, and other dimensions of proposed <i>pathways, parks, or other open spaces</i> with proper labeling of spaces to be dedicated to public or designated as private. WCO 106-1-5(a)(7)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	
<p>The location, widths, and other dimensions of proposed <i>lots</i> with proper labeling of spaces to be dedicated to public or designated as private. WCO 106-1-5(a)(7)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	
<p>All evidence of occupation such as fence lines, walls, curbs, etc. Shall be shown on the dedication plat, as directed by the county surveyor. Subdivisions that include lots that are partially or completely in the floodplain shall show the floodplain/ floodway boundaries. And base flood elevations in 1ft increments in the flood area OR in lieu of providing base flood elevations designate areas as "non-buildable for residential or commercial structures" WCO 106-1-8 (c)(6) WCO 106-1-8(c)(1)l</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	
<p>All proposed streets shall be numbered under a definite system approved by the county surveyor and conform as far as practicable to the adopted street naming and numbering system of the county. Unless there are street alignment situations where a street name may be better utilized as a primary identifier. WCO 106-1-8(c)(1)e; UCA 17-27a-603(1)(c)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	

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<p>All lots are to be numbered consecutively under a definite system approved by the county surveyor. WCO 106-1-5(a)(4)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	
<p>The lines, dimensions, bearings, areas, and numbers of all lots and blocks. The names, widths, lengths, bearings and curve data on centerlines of proposed easements. Every existing right-of-way and easement grant of record for underground facilities, as defined in UCA Section 54-8a-2, and for other utility facilities. UCA 17-27a-603(1)(d) The boundaries, bearings, and dimensions of all portions within the subdivision as intended to be dedicated to the use of the public. WCO 106-1-8(c)(1)e; UCA 17-27a-603(1)(c) UCA 17-27a-603(1)(d) WCO 106-1-8(c)(1)e; UCA 17-27a-603(1)(b)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	
<p>The lines, dimensions, bearings, areas, and numbers of all parts reserved for any reason within the subdivision. WCO 106-1-8(c)(1)e</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	
<p>Parcels of land to be dedicated as public park or to be permanently reserved for private common open space area shall be numbered and labeled in accordance with the policies of the county recorder. WCO 106-1-8(c)(1)g</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	
<p>Permanent street monuments shall be accurately set at points necessary to establish all lines of the street. Centerline monuments shall be noted on the final plat. WCO 106-4-2(g) & WCO 106-1-8(c)(1)j *When street monuments are required, send "<i>Subdivision Monumentation Letter</i>" to developer of Subdivision to notify of the MIA and its associated costs.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	
<p>When a division of property leaves a remaining area of 5.00 acres or greater, the remaining parcel boundary and area, using record or measured information, will be shown on the subdivision plat. WCO 106-1-8(c)(3). The remaining parcel will show a note: "Remaining Agricultural Parcel, Not Approved for Development." WCO 106-1-8(c)(3).</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	

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<p>For subdivisions that are located in unincorporated areas of the county which are zoned for agriculture (A-1, A-2, A-3, and V-3), the following statement shall be required on each page of the final plat: "Agriculture is the preferred use in the agriculture zones. Agricultural operations as specified in the Land Use Code for a particular zone are permitted at any time including the operation of farm machinery and no allowed agricultural use shall be subject to restrictions on the basis that it interferes with activities of future residents of this subdivision." WCO 106-1-8(c)(5).</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	
<p>Parcels that are split by a taxing district shall have the entire parcel annexed into that taxing district prior to the recording of the subdivision. Exceptions will be made for bond obligations by the taxing district. WCO 106-2-4(l)</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	
Subdivision Boundary Description			
	Drafter	Reviewer	Comments
<p>Description of land to be included in the subdivision. WCO 106-1-8(c)(1) h.1. A written boundary description of property surveyed. UCA 17-23-17(3)(f) Surveyed legal descriptions shall have a mathematical error in closure equal to or less than 2cm (0.0656 feet) plus 50 parts per million. WCO 45-3-3(a)</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	
Written Narrative			
	Drafter	Reviewer	Comments
<p>The Map shall contain a written narrative. WCO 106-1-8(c)(1)k.; UCA 17-23-17(4)(a) The narrative explains and identifies the purpose of the survey. UCA 17-23-17(4)(a)(i) The narrative explains and identifies the basis on which lines were established. UCA 17-23-17(4)(a)(ii) The narrative explains and identifies the found monuments or deed elements that controlled the established or reestablished lines. UCA 17-23-17(4)(a)(iii) The written narrative shall contain the documentary, parole, and tangible evidence used in establishing the location of the lines of the survey. WCO 45-3-4(a).</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved <input type="checkbox"/>	

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<p>The written narrative shall contain the legal principles of boundary establishment utilized in establishing the location of the lines of the survey. WCO 45-3-4(b).</p> <p>If the survey abuts or references a public or private right of way, subdivision, utility corridor, railroad, canal, river, etc. the survey narrative shall indicate what documentary, parole, and tangible evidence was used and which legal principles of boundary establishment were used to re-establish the location of said features. WCO 45-3-4(a).</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved</p> <p><input type="checkbox"/></p>	
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