

**Minor Subdivision Application (MSA)**

**APPLICATION**

Note: This application applies only to un-platted residential property.  
Note: A plat amendment is required if the property is within a residential subdivision.  
Note: This application may be used for commercial or industrial property.



FILE #: \_\_\_\_\_ FILING DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_  
FEE: \$ 250.00 FEES PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

**APPLICANT INFORMATION**

LEGAL OWNER(S) OF SUBJECT PROPERTIES: \_\_\_\_\_

MAILING ADDRESSES: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT : \_\_\_\_\_  
(If different than owner)

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON/REPRESENTATIVE: \_\_\_\_\_  
(If different than owner)

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

**PROPERTY INFORMATION**

STREET ADDRESS OF PROPERTIES: \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S): (Tax ID No.) \_\_\_\_\_

ZONING: \_\_\_\_\_ GENERAL PLAN: \_\_\_\_\_

LEGAL DESCRIPTION: (Attach separate sheet if necessary) \_\_\_\_\_  
Lot / Plat

EXISTING USE: \_\_\_\_\_  
Use of property and/or Buildings

PROPOSED USE: \_\_\_\_\_  
Use of property and/or Buildings



## PROCESS STEPS

Item	Requirement	Comments
1	Attend Planning Staff Review ( <b>PSR</b> ) meeting.	To see if the proposed lot split interferes with any existing or master plans or infrastructure.
2	Attend Joint Utility Committee ( <b>JUC</b> ) meeting.	To see if the proposed merger interferes with any existing or master plans or infrastructure.
3	<b>Easement abandonment</b> process.	<ol style="list-style-type: none"> <li>1) If the lot split is deemed feasible meet with Mr. Bill Swensen with the Development Services Department.</li> <li>2) A separate application form is required for easement abandonment by the Development Services Department.</li> <li>3) JUC approval required</li> <li>4) City Council must approve any easement abandonment.</li> </ol>
5	<b>Preliminary Title Report</b> (not older than 90 days) that lists all property owners of the subject parcels.	<p>After review and approval of the legal descriptions, provide the city with:</p> <ol style="list-style-type: none"> <li>1) new deed conveyance documents prepared by a Title Company (TC) for the newly created parcel,</li> <li>2) and the new easement conveyance document prepared by TC.</li> </ol>
6	<b>Exhibits</b>	Provide on 8 ½ x 11 sheets showing the <i>before</i> “existing” and <i>after</i> “proposed” lot split.
7	<b>“Deeds” and “Legal Descriptions”</b>	<ol style="list-style-type: none"> <li>1) Deeds shall be prepared by Title Company.</li> <li>2) Include Tax ID number (APN)</li> <li>3) Legals shall be provided on a minimum of 18 x 24 (ROS) plat map to be filed with county.</li> </ol>
8	<b>Vacation / abandonment</b> of existing easement(s) that are not needed through the proper procedure (This requires coordinating with the Development Services Department to have the City Council abandon the easement(s)).	<ol style="list-style-type: none"> <li>1) Provide a legal description for the easement being vacated. The conveyance document format will be prepared by the City Legal Department.</li> <li>2) A separate application form is required for easement abandonment by the Development Services Department.</li> <li>3) Easement vacations require JUC approval.</li> </ol>
9	<b>Submit application</b> for LS	A complete application shall be reviewed for completeness by staff.
10	<b>City Review</b>	All submitted documents shall be reviewed by the Development Services Department. Corrections shall be made as required.

11	The <b>Planning Commission</b> must review the request and recommend approval to the City Council.	Staff will schedule the PC date when the review process has been completed.
12	The <b>City Council</b> must review the request and approve it.	1) The Planning Department will <u>not</u> stamp the LS approved until after acceptance and release is provided by the Development Services Department. This final approval requires a filed / stamped ROS / Plat Map to be submitted to the Development Services Department 2) Upon approval of the LS the City Planner will execute an approval stamp on each document, and the appropriate deeds may be recorded in the County Recorder's office.

**APPLICANT AGREEMENT**

I (we) have read and understood the requirements of this application and all information is true and accurate to the best of my (our) abilities.

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Signature Date

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Signature Date

# CITY OF ST. GEORGE

(435) 634-5800 - 175 East 200 North - St. George, UT 84770

## CERTIFIED PROPERTY OWNERS LIST DECLARATION

The property owners list identifies the owners of properties within a certain distance or radius of the external boundaries of a project or property. It must be prepared by a TITLE COMPANY, signed by its representative, and certified by the legal owner of his/her legal agent. A complete property owners list shall consist of the following:

1. A completed and signed declaration.
2. A list identifying each property owner's name, mailing address, and Assessor's Parcel Number (APN).
3. A TYPED set of mailing labels for each property owner prepared on 8 1/2" x 11" sheets of pre-gummed labels in three column format, as shown on the attached sample. All type shall be in capital letters with no punctuation or APNs, and shall be prepared by the project applicant and representative or contact person.
4. A property owner radius map identifying all properties within the required radius. An example radius map is attached.

The property owners list and the required radius shall be based on the application type as described below:

- |   |  |
|---|--|
| <input type="checkbox"/> Zone Change                        | All parcels within 500 ft. of subject property                                   |
| <input type="checkbox"/> Conditional Use Permit or Variance | All parcels within 300 ft. of external boundaries of subject property or project |
| <input checked="" type="checkbox"/> Other <u>Lot Split</u>  | All parcels within <u>300</u> ft. of subject property                            |

### PREPARED BY:

\_\_\_\_\_  
(Title Company Representative)

\_\_\_\_\_  
Date

To the best of my knowledge, the attached list contains the names and addresses of all persons to whom all property is assessed, provided by the title company, as they appear on the most current County assessment roll. This list identifies all properties located within the required area measured from the exterior boundaries of the property legally described by Assessor's Parcel Number(s)

\_\_\_\_\_  
(Signature of Legal Owner/Legal Agent)

\_\_\_\_\_  
Date

**The list of property owners shall be submitted with the application.**

APPLICANT  
P O BOX 9990  
ST. GEORGE, UT 84770

EXAMPLE

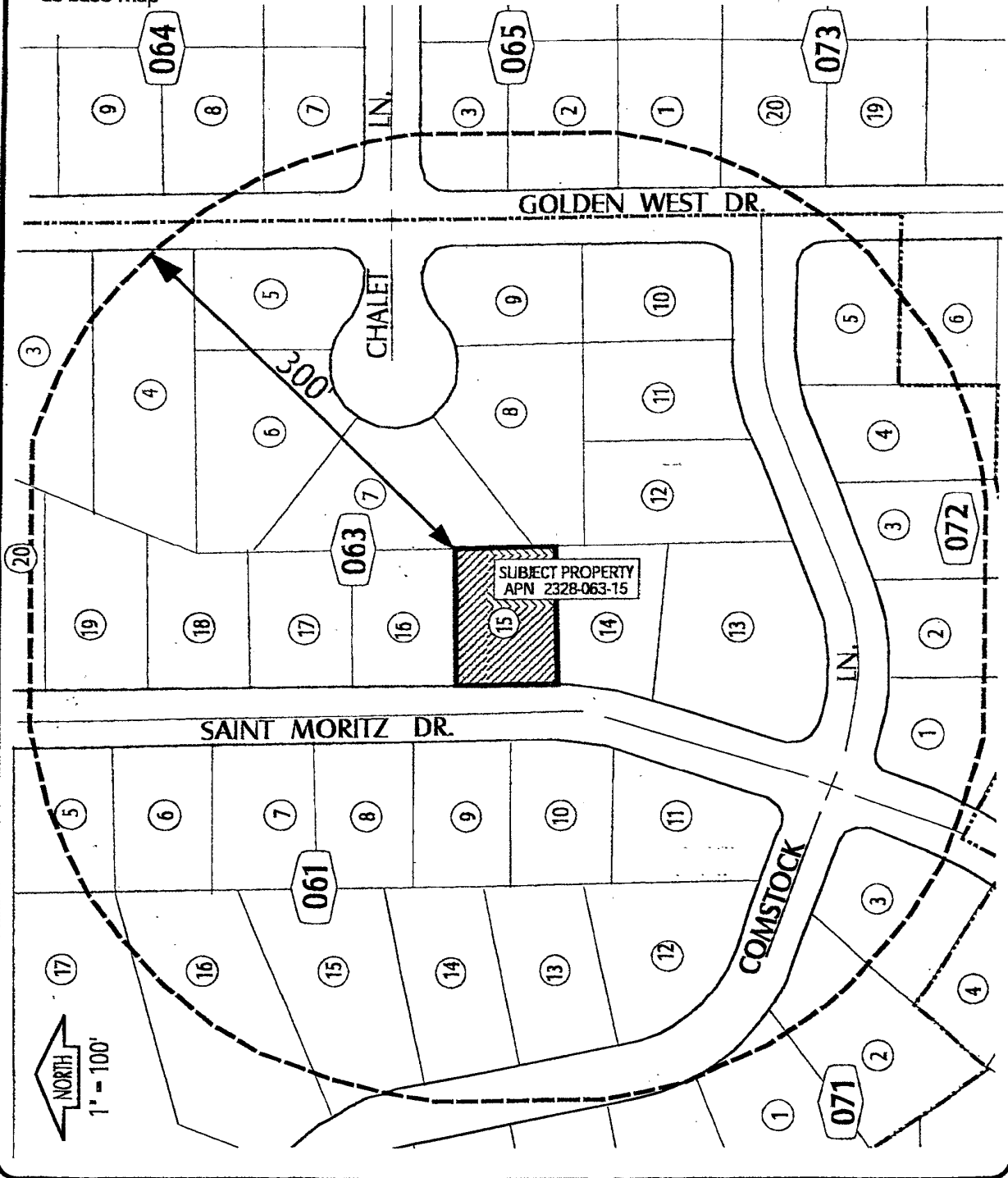
JANE DOE  
P O BOX 9999  
ST. GEORGE, UT 84770

CONTACT PERSON  
P O BOX 9991  
ST. GEORGE, UT 84770

**EXAMPLE MAILING LIST**  
PLEASE NOTE: APPLICANT MUST SUPPLY PROPERTY OWNERS' ADDRESSES  
IN THIS FORMAT ON SELF-ADHESIVE LABELS FOR CITY MAILING

NOTE:  
Assessor's Page  
may be used  
as base map

# EXAMPLE RADIUS MAP



When Recorded Return To:  
City of St. George  
City Attorney's Office  
175 East 200 North  
St. George, Utah 84770

**EXAMPLE  
UTILITY AND DRAINAGE  
EASEMENT**

Tax ID:

**PUBLIC UTILITIES AND DRAINAGE EASEMENT**

That in consideration of One Dollar and other good and valuable consideration paid to NAME, LLC, herein referred to as Grantor, by the City of St. George, a Utah municipal corporation, herein referred to as Grantee, the receipt of which is hereby acknowledged, the Grantor does hereby grant, bargain, sell, transfer and convey unto Grantee, its successors and assigns, a perpetual easement for ingress and egress, to use, install, operate, maintain, repair, remove, relocate and replace public utility and drainage facilities, in and along real property owned by Grantor in Washington County, State of Utah, and the easement being more fully described as follows:

INSERT LEGAL DESCRIPTION HERE  
or say See Exhibit A

TO HAVE AND TO HOLD such property to Grantee, the City of St. George, forever for the uses and purposes normally associated with public utilities and drainage.

Grantee shall maintain the perpetual easement in good repair. Grantee does agree to in no way encumber said easement or subject it to the imposition of liens of any type during the term of this easement. Grantor may not install, build, place or cause or allow anything to be installed, built, or placed in the easement. If any improvement is installed, built, or placed within the easement, Grantor bears the risk of loss or damage to those improvements resulting from the exercise of the easement rights and the City is not responsible to repair, replace, maintain, indemnify or reimburse Grantor for any damage or loss. To the extent the easement provides drainage, there is no representation on the part of Grantee that the easement shall have capacity to accommodate all drainage problems that arise.

The grant and other provisions of this easement shall constitute a covenant running with the land for the benefit of the Grantee its successors and assigns.

IN WITNESS WHEREOF, the Grantors has executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

GRANTOR: NAME, LLC

\_\_\_\_\_  
NAME, Title

