



HIGHLAND CITY

5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

PLAT AMENDMENT APPLICATION

STAFF USE ONLY

Application Date: ___ / ___ / ___ Application Number: _____ Fee Owed: \$550.00
Amount Paid: \$ _____ Received by: _____ Receipt #: _____ Cash/Card/Check
City Council Review Date: _____ Application: Approved/Denied
Comments: _____

PROJECT INFORMATION

Name: _____
Address: _____
Acreage/Property Size: _____

APPLICANT INFORMATION

Name: _____
Mailing Address: _____
Phone #: _____ Fax #: _____
Email Address: _____

Owner Information

Owner Name: _____
Owner Address: _____
Owner Phone #: _____ Owner Email Address: _____
Owner's Signature: _____



PROPERTY OWNERS AFFIDAVIT

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon personal knowledge.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, owner(s) of the real property located at _____, in Highland City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the able described real property.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



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PLAT AMENDMENT REQUIREMENTS

Chapter 5-10-103 of the Development Code specifically addresses vacating or changing a subdivision plat. Please read Chapter 5-10-103 of the Highland City Development Code prior to submitting the items on this checklist.

The following information and items are required for processing. An application will not be accepted without the following.

TO BE COMPLETED BY STAFF		DELIVERABLES
YES	NO	
		1. Completed and Signed Planning Application.
		2. Applicant's and owner's original signatures on Planning Application.
		3. Review Fee: \$550.00.
		4. Typed project narrative explaining the purpose of the plat amendment request (1 copy).
		5. A copy of the Preliminary Title Report.
		6. Property ownership map and list within 500 feet (see page 4).
		7. Addressed, stamped envelopes with no return address for all property owners within 500 feet of the property.
		8. Completed Utility Notification Form (see page 5).
		9. Amended Plat. 24'x36" (1 copy), 11'x17' (1 copy) (see pg 6 for template)
		10. Submit plat as a PDF on a jump drive or via email to planning@highlandcity.org .

*The applicant should be aware there may be requests to provide additional materials for review. *

Signature: _____

Printed Name: _____

Date: _____

Phone Number: _____

If you have any questions regarding items on this checklist or the process, please contact the Community Development Department at 801-772-4515.

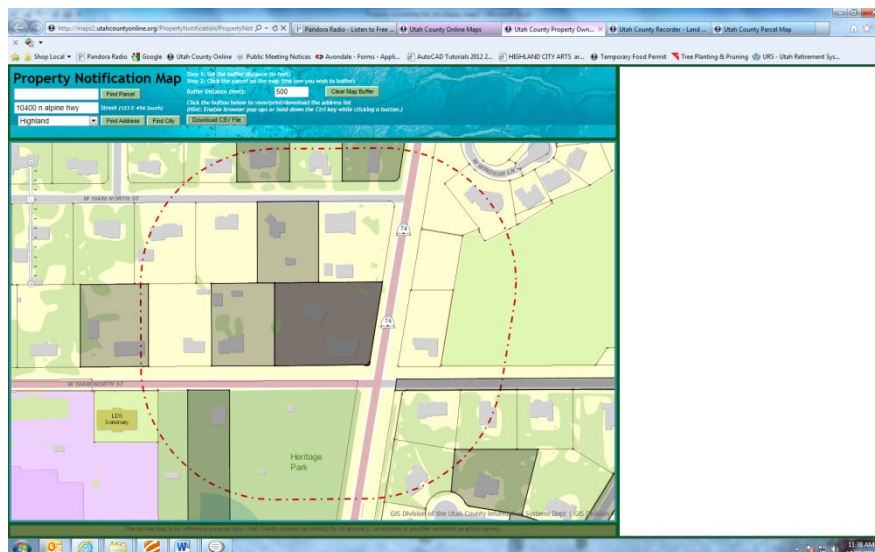


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INSTRUCTIONS FOR PROPERTY OWNERSHIP NOTIFICATION MAP, LIST, AND ENVELOPES

1. Obtain names and addresses of property owners within 500 feet of the property by using the Utah County Property Notification Map feature. Go to the following web address:
<https://maps.utahcounty.gov/PropertyNotification/PropertyNotification.htm>
If this link does not work, try searching for 'Utah County Property Notification Map' as the county will often change their web address.
2. Enter the street address of the property and the city. Click the Find Address button.
3. Enter a buffer distance of 500 feet and click anywhere on the map. This will create a red radius line around the property indicating properties within 500 feet.
4. Print the map that is generated showing the 500 foot radius. To print the screen, press the Print Screen key on the keyboard. It may be labeled [PrtScn]. Open a program such as Microsoft Word. Right click in the document and choose Paste to paste the copied map into the document (see example at the bottom of the page). Submit the printed map to staff when submitting the application.
5. Next, click the Download CSV File button (you may need to press the Ctrl button while clicking the CSV button). This will generate a list of surrounding property owners in an Excel spreadsheet. If this step does not work, a pop-up blocker may need to be disabled.
6. Print and submit the generated list of surrounding property owners to staff when submitting the application.
7. Prepare and submit to staff a set of addressed, stamped envelopes with no return address for all property owners from the generated list.





HIGHLAND CITY

UTILITY NOTIFICATION FORM

Development Name: _____ Commercial / Residential * Circle One*

Development Address: _____

Development Name: _____ Developer contact: _____

Developer Business Address: _____

Developer Tel / Office# - _____ Cellular#- _____ Fax#- _____

The utility companies listed need to receive plans and necessary information including the vacation and modifying of easements for the above stated development to begin/modify the process for providing their services to this project. Plans will not be approved by the city until this document is completed and returned.

DOMINION ENERGY (GAS)

Please attach the vacation of easement letter from Dominion Energy to the back of this form.

Suggested Contact: **Pauline Caraveo 801-324-3437 pauline.caraveo@dominionenergy.com**
1640 Mountain Spring Road Springville, UT

COMCAST/XFINITY CABLE TELEVISION

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Elysia Valdez 801-401-3017 JointTrench_Utah@comcast.com**
1350 Miller Ave (3130 South) SLC, UT

CENTURY LINK

Please attach the vacation of easement letter from Century Link to the back of this form.

Suggested Contact: **Angela Barber 801-388-8242 nre.easement@centurylink.com**
75 East 100 North Provo, UT

ROCKY MOUNTAIN POWER

Please attach the vacation of easement letter from Rocky Mountain Power to the back of this form.

Suggested Contact: **Brad Kidd 801-756-1233 brad.kidd@rockymountainpower.net**
70 N 200 E American Fork, UT

UDOT / Utah Department of Transportation

Signature is only required if the easement vacation involves a UDOT road (Timpanogos Hwy, Alpine Hwy, or North County Blvd)

Name: _____ Title/Position: _____ Tel# _____

(Please Print)

Signature: _____ Date: _____

Suggested Contact: **Brandon Hyatt 801-533-2540 bhyatt@utah.gov**
