



Established 650 A.D. Settled 1880 Incorporated 2018

Town of Bluff 190 N. 3rd E., Office #1, PO Box 324, Bluff, UT 84512 [www.townofbluff.org](http://www.townofbluff.org)

## Land Partition Application

All fields in this form are required. Incomplete applications will not be accepted. Applications can be submitted by mail, email ([planningzoning@townofbluff.org](mailto:planningzoning@townofbluff.org)), or in person to the Town of Bluff Administration Office. Applications must be received by Wednesday at 5pm MTN two (2) weeks prior to the regularly scheduled Planning and Zoning Commission meeting to be considered at that meeting.

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### SUBMITTAL REQUIREMENTS

**Please note: additional information may be required by the Planning & Zoning Commission prior to the application being deemed complete. Also, if you are an authorized Agent, please attach a letter of authorization signed by the Property Owner allowing you to act on their behalf during this process.**

- Completed Application. The application must be signed by the property owner.
- Title Report or similar identifying property as legal lot or parcel.
- Application Fee
- Tentative Plan – **2 Copies**
  - o On a sheet measuring at least 8-1/2”x 11” or 11”x17” for Town review
- A vicinity map locating the proposed partitioning in relation to adjacent subdivisions, roadways, infrastructure, properties and land use patterns.
  - o Proposed street access.
  - o A plan of the proposed partitioning showing tract boundaries and dimensions, the area of each tract or parcel, and the names, right-of-way widths and improvement standards of existing roads.
  - o Names and addresses of the landowner, the partitioner, the mortgagee if applicable, and the land surveyor employed (or to be employed) to make necessary surveys and prepare the final partitioning map.
  - o A statement regarding provisions for water supply, sewage disposal, solid waste disposal, fire protection, access, utilities, etc.
  - o North-point, scale and date of map, and the property identification by tax lot, map number, subdivision lot and block or other legal descriptions.
  - o Statement regarding past, present and proposed use of the parcel(s) to be created, or the use for which the parcel(s) is to be created.

**PROPERTY OWNER AND APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_  
Email \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_  
Email \_\_\_\_\_

**PROPERTY DESCRIPTION**

Property location (address, intersection of cross street, general area): \_\_\_\_\_  
\_\_\_\_\_

Map # Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Present Zoning \_\_\_\_\_ Total Land Area \_\_\_\_\_ (Square Ft.) \_\_\_\_\_ (acres)

Present Land Use \_\_\_\_\_

**PROJECT DESCRIPTION**

Describe Project:

**PROFESSIONAL SERVICES**

Engineer \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_  
Email \_\_\_\_\_

Builder \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Land Surveyor \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Attorney \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**By signing this application, the undersigned certifies that he/she/they have read and understand the submittal requirements of the City’s land use code. Please note: If the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision the Planning Commission may upon notice to the applicant and subject to an applicant’s right to a hearing declare the application void.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

**OFFICE USE ONLY**

<b>Planning &amp; Zoning Signature:</b>	
<b>Date Received:</b>	<b>Date Approved:</b>
<b>Attachments:</b>	
<b>Comments:</b>	

## **SUPPLEMENTAL INFORMATION**

### **What is a Partition?**

Partition Subject to Further Review means the division of land into not more than two (2) lots where the owner has not finalized a plan for future development as to all or part of the property and the division is subject to conditions recorded on the deed or other instruments specifying that all future development will be subject to additional Town land use review and the installation of required improvements.

### **How much does it cost?**

A licensed surveyor must be hired to create a final plat of the proposed partition. This cost is not part of the Town fees to process the application. To get current application fees please contact Town of Bluff

### **Review Procedures (see Town of Bluff Subdivision Ordinance 5.01.040 F)**

Where a property owner proposes to partition land into no more than two (2) lots prior to a plan for future development, the Town may approve a partition under this subsection. A property owner may submit, and the Town may approve, an application for partition subject to future review provided that:

- i) the total number of lots that will exist at the conclusion of the partition does not exceed two;
- ii) the property owner provides adequate evidence of title;
- iii) all lots will comply with zoning dimensional or other standards;
- iv) all lots have or will have adequate access to a public road;
- v) all lots are conveyed subject to a condition noted on the recorded deed or plat specifying that future development will require Town development review and approval, together with installation of all improvements required by law.

A partition subject to future review will be reviewed by the Planning & Zoning Commission as land use authority. The Planning & Zoning Commission may approve the application, table the application pending receipt of additional information, or deny the application. A partition subject to future review shall be confirmed in writing via recorded deed(s) or a recorded plat signed by the Town and all affected landowners.