

# MIDWAY CITY

- Planning Office -

75 North 100 West  
Midway, Utah 84049

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**Application for Plat Amendment**  
**Application Fee: \$250 + Professional Fees**  
**+ \$.50 per letter to each property owner within 600 feet.**

**Owner(s) of record:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Applicant or Authorized representative:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

Location of Proposed Amendment:

Street Address: \_\_\_\_\_

**Please read and sign before application submittal**

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. As the applicant for this proposal, I understand that my application is not deemed complete until the Planning Office has reviewed the application. I further understand I will be notified when my application has been deemed complete. At that time I expect that my application will be processed within a reasonable time, considering the work load of the Planning Office.

**I fully understand that I am responsible for the payment of any back taxes and declare that I am responsible for all fees incurred.**

Signature of Owner or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

<b>STAFF:</b> Date Received: _____ Received By: _____ Fee Paid: _____	Application Number _____ Zone: _____ Tax ID Number: _____
<b>PLANNER:</b> Complete / Incomplete Date: _____ Reviewed by: _____	



This checklist must be included with your submittal

**CHECKLIST:**

- ❑ Submit complete Application with all appropriate documentation;
- ❑ Make payment of application fees and costs;
- ❑ Provide a copy of the plat as it is now recorded with the Wasatch County Recorder;
- ❑ Provide a paper copy of the proposed amended plat to the Planning Department;
- ❑ Provide a list of names, current addresses and Tax I.D. numbers, as listed with the Wasatch County Tax Assessor, of each land owner within the plat, as well as all property owners within 600 feet of the proposed amendment plat;
- ❑ Provide a letter outlining the request with a non-sealed, stamped envelope, addressed to each property owner of current record on the above-mentioned list, and pay a 50¢ per letter charge. The Planning Department will include a letter with additional information, mail the letters, and provide a statement of mailing. Any responses from property owners will be forwarded to the City Council for consideration.
- ❑ After the hearing before the Midway City Council, a paper copy of the plat will need to be provided reflecting the proposed amendment (the changes to the original plat shall be clearly marked and numbered so as to allow all parties to acknowledge changes made to the original plat).
  - After the submittal is deemed complete and correct, the plat amendment shall be placed on a mylar reflecting the amendment along with the appropriate signature blocks.
  - Submit approved mylar with the owners dedication signed and notarized.
  - The Midway City Recorder will circulate the mylar for required signatures, then forward it to the County Recorders office for recordation.
  - The applicant will be responsible for all recording fees charged by the County Recorders office.

**In addition to State of Utah requirements, the following Midway City Municipal Code requirements apply:**

**Section 16.13.42 Plat Amendment Recording Requirements**

The duration of a plat amendment approval shall be for one year from the date of approval of the amendment by the City Council. Should the amended plat not be recorded by the County Recorder within the one-year period of time, the plat amendment's approval shall be voided, and approval must be re-obtained, unless, upon request by the applicant and on a showing of extenuating circumstances, the City Council extends the time limit for recording, with or without conditions. Such conditions may include, but are not limited to, provisions requiring that: (a) each extension will be for a one-year period only, after which time an annual review must be requested by the applicant and presented before the City Council; and/or (b) no more than three one-year extensions will be allowed. The granting or denying of any extension, with or without conditions, is within the sole discretion of the City Council, and an applicant has no right to receive such an extension.

(2011-06, Section Added, eff. 12/14/2011)

**Section 16.13.43 Plat Amendment Planning Commission Recommendation**

Proposed plat amendments which meet any of the following conditions shall be reviewed and will receive a recommendation from the Planning Commission before being considered by the City Council:

- A. Density is being increased.
- B. The street layout is being revised.
- C. Open space configuration is being changed.

(2012-06, Section Added, eff. 3/14/2012)