

SALT LAKE COUNTY PLAT REVIEW PROCEDURES

PURPOSE

It is the intent to minimize the amount of time the plat review process demands, and to avoid duplicating efforts through multiple reviews of the same plat. This helps ensure faster parcel number generation for all recorded projects in the county.

*Plats are reviewed in accordance with Utah State Statutes, including but not limited to:
10-9a-603(1),(4); 10-9a-604; 17-21-21; 17-23-17(3); 17-27a-603(1),(4) and 57-8-13(1);57-2a; 46-1-16UCA*

A QUICK OVERVIEW OF WHAT WE LOOK FOR

1. Is the name unique?
2. Does the boundary description close?
3. Does the boundary description match the graphic representation?
4. Is the basis of bearing present and accurate?
5. Is the acreage shown for each lot/parcel/unit/common area/open space?
6. Surveyor Seal and City/Township approval boxes present?
7. Is the title block correct?
8. Are all parcels identified? I.e. private ownership, dedicated to public, HOA, common area, limited common area, etc.
9. If a Condo: Declaration, building ties to perimeter, elevation, and dimensions provided?
10. If there are HOA parcels: Is the HOA name and mailing address included?
11. Are there split ownership issues?
12. Are addresses for each lot/parcel/unit/common area/open space present?

(A) STEPS FOR RECORDING

1. The plat will be submitted to the Plat Department for review. At this time, the plat should have had at least 1 preliminary review completed by the municipality. The plat should be ready to be printed to Mylar and ready for the signature collection process. The county plat review process may take up to *five business days*.
2. A technician will create a PLAT REVIEW sheet highlighting any concerns found. Plat Review sheets will be returned to the requesting party(s). Re-Reviews should be avoided and will be handled in the same manner as above until all issues are resolved. When all issues are resolved, a PLAT REVIEW sheet will be forwarded to the requesting party(s). It will state the plat is “*Ready for Signatures*”.
3. We request that the municipalities and/or developer contact our office at least 1 business day in advance to schedule an appointment for recording. At this time, a signed copy of the corrected/final plat can be forwarded to us for a quick final review.
4. Upon completion of a final review, a PLAT REVIEW sheet will be forwarded to the requesting party(s). It will state the plat is “*Ready to Record*”. This form should be brought in when the plat is recorded to help ensure any issues have been addressed.
5. No plats will be recorded after 4:30 pm. Plats submitted after 4:30 PM will be recorded on or after the next business day.

(B) ITEMS LOOKED FOR ON FINAL REVIEW

1. Signature and acknowledgement issues: All owners involved must sign and be acknowledged properly. This applies to plats, declarations, and all accompanying documents. All signatures, acknowledgements, and documents *must be originals* or, in rare cases, a certified copy.
2. If the city has been deeded property prior to the recording of the plat they will need to sign as an owner. Approvals on the plat do not substitute for this signature.
3. Blurry Notary Stamps/Missing Notary information: It is good practice to clearly label the notary's name, commission number and expiration date. A stamp alone is only passable if all of the information is legible. This information can be handwritten next to the notary stamp.

Price requests: Pricing will only be done on a final version of a plat that has all signatures and stamps. Prices include all pages/sheets of the plat. Also, be aware that on **May 14, 2019, the Recorder's Office fee schedule changed to reflect legislation of HB247. All plats now have a \$50/sheet charge along with a fee of \$2 per lot/unit/common area/etc. Documents submitted for recording (excluding plats) will now be charged a \$40 fee with an additional \$2 fee for each description exceeding ten. <https://recorder.slco.org/SLCR/Home.aspx>

(C) COMMON ISSUES FOUND DURING REVIEW AND AT TIME OF RECORDING

1. Municipalities need to approve/provide addresses. If there is confusion in this area, the County Addressing Department needs to be advised. Plats reviewed by the Recorder's Office must have complete addressing.
2. *Split ownership*: If any lot/parcel/unit/open space includes existing parcels owned by separate owners, the plat does not join ownership. The plat will create unintended parcels based on the underlying ownership lines. Split ownership leads to confusion and is advised to be avoided whenever possible.
3. The only properties conveyed by a plat (with proper conveyance language) are areas dedicated to a city, a non-taxable entity for PUBLIC use, or an HOA. These are typically for roads, open spaces, parks, canals, or common areas. In the case of an HOA, the full name of the association and an assessment address should be identified in the Owner's Dedication area or in a note on the plat. The verbiage "TO BE" *does not convey ownership*. A separate document will need to be recorded to transfer ownership if "TO BE" is used.
4. Ownership issues need to be resolved prior to bringing in a plat to record. This may require the involvement of a title company.
5. Basis of Bearing: Monuments must either be known section corner monuments or known monuments from within an existing/recorded subdivision. The name of the subdivision should be noted if street monuments are used. Also, double ties should be provided wherever possible.
6. Surveys: Variations between survey descriptions and record descriptions need to be identified and called out. I.e. Beg W 1323 ft. (1320 ft. by deed).
7. Declarations: References between declarations and plats should be consistent and accurate.

(C) COMMON ISSUES FOUND DURING REVIEW AND AT TIME OF RECORDING (CONT.)

- 8. HOA parcels: The name of the HOA stated on the plat should match the entity created by the declaration and filed with the state. Contact information should be provided for the HOA. (Address, in care of, etc.)
- 9. Handwritten additions to the plat: The review process is designed to eliminate the need for additions at the time of recordation.

(D) POST RECORDATION

Interior dimensions are often incorrect. This leads to confusion and additional time spent searching for another solution.

- a. Curve tables and line tables need quality control checks.
- b. All polygons must close and all boundary line segments must be annotated correctly.

****If problems arise caused by missing or incorrect interior dimensions, the requesting party(s) will be notified. The plat will not be processed, and *no new parcel numbers will be issued* until documents are recorded correcting the item(s) in question.**

***** The creation of parcel numbers is not automatic and takes approximately 2 to 3 weeks. This timing should be considered when issuing permits, etc.**

Thank you for your time and attention to these matters.

Amended _____(date)_____ (signature)

Amended _____(date)_____ (signature)

Amended _____(date)_____ (signature)

Amended _____(date)_____ (signature)