

SUBDIVISION MAP CHECK LIST

Revised 11/2025

1. ☐ A subdivision name that is distinct. [10-20-803\(2\)\(a\)](#); [17-79-703\(2\)\(a\)](#) UCA
2. ☐ Tax clearance and Greenbelt clearance for land must be proven. [10-20-803\(4\)](#); [17-79-703\(4\)](#) UCA
3. ☐ Required signatures on plat:
 - a. ☐ Licensed land surveyor. [10-20-803\(6\)\(b\)\(i\)](#); [17-79-703\(6\)\(b\)\(i\)](#) UCA
 - b. ☐ Owner of record. [10-20-803\(6\)\(a\)\(ii\)\(iii\)](#); [17-79-703\(6\)\(a\)\(ii\)\(iii\)](#) UCA
 - c. ☐ Names must be printed on plat. [17-71-403](#) UCA
 - d. ☐ Notary. [10-20-803\(6\)\(a\)\(iii\)](#); [46-1-16](#); [17-79-703\(6\)\(a\)\(iii\)](#) UCA
 - e. ☐ Legislative body. [10-20-803\(6\)\(a\)\(i\)](#); [17-79-703\(6\)\(a\)\(i\)](#) UCA
 - f. ☐ Clerk. [10-20-803\(3\)](#); [10-20-804\(1\)\(c\)](#); [17-79-703\(3\)](#) UCA
 - g. ☐ City Engineer. (Optional - if required by local ordinance) [10-20-803\(3\)](#); [10-20-804\(1\)\(c\)](#); [17-79-703\(3\)](#) UCA
4. ☐ Seals required:
 - a. ☐ Surveyor. [10-20-803\(6\)\(b\)](#); [17-79-703\(6\)\(b\)](#) UCA
 - b. ☐ Notary. (Exemption: not necessary if notary signs in permanent ink, printed notary's full name, commission number, and the words, "A notary public commissioned in Utah," and the expiration date of the notary's commission). [46-1-16\(7\)](#) UCA
 - c. ☐ Clerk. [10-20-803\(3\)](#); [10-20-804\(1\)\(b\)\(i\)\(ii\)](#) & [\(c\)](#); [17-79-703\(3\)](#) UCA
 - d. ☐ City Engineer. (Optional - if required by local ordinance). [10-20-803\(3\)](#); [10-20-804\(1\)\(b\)](#) & [\(c\)](#); [17-79-703\(3\)](#) UCA
5. ☐ Dates:
 - a. ☐ Owner's dedication. [10-20-803\(6\)\(a\)\(ii\)](#); [17-79-703\(6\)\(a\)\(ii\)](#) UCA
 - b. ☐ Notary. [10-20-803\(6\)\(a\)\(iii\)](#); [46-1-16](#); [17-79-703\(6\)\(a\)\(iii\)](#) UCA
 - c. ☐ Legislative approval. [10-20-803\(6\)\(a\)\(i\)](#); [17-79-703\(6\)\(a\)\(i\)](#) UCA
6. ☐ If the plat contains any mention of an HOA, it must be conveyed to the HOA. [10-20-804\(1\)\(d\)](#); [57-8a-102\(5\)](#); [17-79-704\(1\)\(d\)](#) UCA
 - a. ☐ Must appear in Owner's dedication block the words, "Common area is hereby conveyed to" (*name of the HOA*).
 - b. ☐ Address where tax notice is sent.
7. ☐ Lot, unit, block, building references, also addresses for each lot or unit. [10-20-803\(2\)\(c\)](#); [17-79-703\(2\)\(c\)](#) UCA
8. ☐ Compare graphic representation against surveyor's boundary description for accuracy. [10-20-803\(2\)\(b\)](#); [17-79-703\(2\)\(b\)](#) UCA
9. ☐ Is the person signing the owner's dedication also the owner of record? [10-20-803\(6\)\(a\)\(ii\)](#); [17-71-403](#) UCA
10. ☐ Compare with surrounding parcels to see if any of them conflict with the subdivision.
11. ☐ There must be boundaries, course and dimensions of the parcels of ground. [10-20-803\(2\)\(b\)](#); [17-79-703\(2\)\(b\)](#) UCA **0.05 closure**
12. ☐ Streets or other Public areas must be clearly defined. [10-20-803\(2\)\(b\)](#); [17-79-703\(2\)\(b\)](#) UCA