



TOWN OF MANILA, UTAH
145 E HWY 43/PO BOX 189
Office: 435-784-3143
Fax: 435-784-3356

Applicable Fees Paid: _____

Town of Manila

Application to Amend an Existing Subdivision Plat

Applicant Checklist

Purpose of this checklist:

This checklist is provided to help applicants make sure they have **all required information and supporting documents needed when submitting an Application to Amend an Existing Subdivision Plat to the Town of Manila**. Applicants should review the checklist before submitting their application to help ensure that the application package is complete and to reduce delays caused by missing information or documentation.

1. Applicant Information

- ☐ Applicant/requester's name is provided.
- ☐ Applicant's mailing address is provided.
- ☐ Applicant's telephone number is provided.
- ☐ Applicant's email address is provided.
- ☐ Applicant has provided any other contact information requested on the application.

2. Property and Existing Subdivision Information

- ☐ Name of the existing subdivision is provided.
- ☐ Location of the subdivision/property is provided.
- ☐ Property/parcel information is provided as requested on the application.
- ☐ The existing recorded subdivision plat has been identified.
- ☐ Applicant has identified the portion of the existing subdivision plat proposed to be amended.

3. Proposed Amendment

- ☐ The proposed amendment is clearly described.
- ☐ The applicant has clearly identified what is being changed from the existing recorded subdivision plat.
- ☐ The reason for requesting the amendment is provided, if requested on the application.



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- ☐ Any proposed changes to lots, boundaries, easements, streets, rights-of-way, or other plat information are clearly identified.
- ☐ The proposed amendment is accurately reflected on the submitted amended plat.

4. Amended Subdivision Plat

- ☐ A copy of the **proposed amended subdivision plat** is included with the application.
- ☐ The amended plat clearly identifies the subdivision being amended.
- ☐ The amended plat identifies the portion of the original plat being amended.
- ☐ The amended plat is clearly distinguished from the original recorded plat.
- ☐ The proposed changes are clearly shown on the amended plat.
- ☐ The amended plat contains the information, certifications, signatures, and other items required for recording, as applicable.
- ☐ The applicant has confirmed that the plat is prepared in a form acceptable to the Town and applicable recording requirements.

5. Supporting Documents

Before submitting the application, confirm that all documents applicable to the proposed amendment are included.

- ☐ Copy of the existing/recorded subdivision plat.
- ☐ Proposed amended subdivision plat.
- ☐ Legal description or other property documentation, if required.
- ☐ Documentation identifying the property owner(s), if required.
- ☐ Written authorization from the property owner, if the applicant is acting on behalf of the owner.
- ☐ Any additional supporting documentation specifically requested by the Town.

6. Signatures and Certifications

- ☐ All required applicant signatures have been provided.
- ☐ All required property-owner signatures have been provided.
- ☐ Any required authorization or certification has been completed.
- ☐ All signatures are dated where required.
- ☐ Applicant has verified that the names on the application and plat are consistent with the applicable ownership/property records.



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7. Application Fee

- ☐ Applicable application fee has been confirmed with the Town.
- ☐ Required fee has been included with the application, if applicable.
- ☐ Applicant has confirmed whether any additional recording or other fees may apply.

The Town maintains a current consolidated fee schedule and advises applicants to confirm current requirements with the Town before beginning the process.

8. Applicant's Final Review Before Submission

- ☐ Application is complete.
- ☐ All required applicant and property information has been provided.
- ☐ Existing subdivision information has been verified.
- ☐ Proposed amendment is clearly described.
- ☐ Proposed amended subdivision plat is attached.
- ☐ Existing recorded plat is included, if required.
- ☐ Required supporting documents are attached.
- ☐ All required signatures have been obtained.
- ☐ Required fee has been confirmed and included.
- ☐ Applicant has retained a complete copy of the application, amended plat, and supporting documents for their records.

9. Town Review — For Office Use

- ☐ Application received.
- ☐ Application reviewed for completeness.
- ☐ Required fee received.
- ☐ Existing subdivision plat reviewed.
- ☐ Proposed amended plat reviewed.
- ☐ Additional information or documentation requested, if necessary.
- ☐ Application referred to the appropriate Town official/Planning and Zoning body, as applicable.
- ☐ Approval/decision documented.
- ☐ Applicant notified of the decision.
- ☐ Final amended plat/recording requirements communicated to applicant, as applicable.



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Statutory & Code References

Town of Manila Code & Ordinances

- **Zoning Ordinance § 505:** Site Plan and Plat Submission Standards (mandates precise surveys, utility locations, boundary dimensions, access points, and scale representations).
- **Subdivision Code & Plat Amendments:** Governs municipal procedures for lot line adjustments, boundary realignments, and subdivision plat amendments within the Town jurisdiction.
- **Subdivision Standards:** Requires review by Planning & Zoning and final approval by the Town Council prior to recording any modified plat with Daggett County.

Utah Code Annotated (UCA)

- **UCA § 10-9a-608:** Land Use, Development, and Management Act (LUDMA) — Process for amending, vacating, or altering a recorded subdivision plat.
- **UCA § 10-9a-609:** Legal effect of recorded land use approvals and subdivision plat amendments.
- **UCA § 10-9a-604.5:** Boundary line adjustments and lot line agreements within a subdivision.
- **UCA Title 58, Chapter 22:** Utah Professional Engineers and Professional Land Surveyors Licensing Act (mandates certified survey preparations by state-licensed professionals).
- **UCA § 17-21-21:** Requirements for recording plats and maps with the County Recorder (Daggett County).

Important Reminder

Submitting an Application to Amend an Existing Subdivision Plat does not constitute approval of the proposed amendment. The applicant should not assume that the amendment has been approved until the Town has completed its review and the required approval process has been completed.

Applicants are responsible for providing **complete and accurate information and all required supporting documents** with the application. The Town may request additional information or documentation during its review.



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Applicants should contact the **Town of Manila** before submitting to confirm that they are using the current application form, fee schedule, and applicable subdivision regulations.

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