

February 20, 2014

To: Uintah Basin Surveyors
 Uintah Basin Title Companies

From: Mike Hyde, Community Development Director
 Carolyn Madsen, County Recorder

RE: Subdivision Plats

Duchesne County has recently established the following policies regarding the preparation and recording of subdivision plats:

- Consistent with Utah law, all divisions of land (regardless of the number of new lots created) are considered to be a “subdivision.” Consequently, all subdivision plats, regardless of whether they are a standard subdivision or a minor subdivision and regardless of the number of lots created, shall describe each lot by lot number and subdivision name. No longer will it be necessary to prepare metes and bounds descriptions for lots in a subdivision, even if that subdivision contains only two lots.
- All new subdivisions, regardless of type or size, will need to have a unique subdivision name. The Community Development Director will coordinate with the surveyor to ensure that such names are acceptable before the plat is recorded.
- When a subdivision approval letter is issued by the Community Development Director, a copy will be mailed to the surveyor with a reminder that a digital copy of the plat is to be emailed to the County Recorder’s office in dwg format. Surveyors should do this promptly upon receipt of the letter so as to not delay the placement of the new lots on the county plat maps and tax rolls.
- When a subdivided lot is proposed to be divided again in the future, it will be necessary for the surveyor to prepare a plat amending the initial subdivision lot rather than designating this latter division as a subsequent phase.

If there are any questions regarding these policies, please contact the Community Development Department at 738-1152 or the Recorder’s Office at 738-1161.