



## SUBDIVISION APPROVAL REQUIREMENTS

Step 1= Development Review Committee meeting (developer may proceed after approval by DRT)

Step 2= Preliminary Plan (developer basic proposal)

Step 3= Final Plan (developer has completed all submission items)

Recording: completed Mylar all signatures and substantial fees in place



WASHINGTON TERRACE CITY,  
5249 SOUTH 400 EAST, UT. 84405

Subdivision Development Plat Checklist

NOTE: Incomplete applications will not be accepted. All the following required items shall be submitted.

**STEP 1. Development Review**

\_\_\_ Development Review Committee meeting (Development review is by staff, prior to approval for Planning Commission)

Submission Requirements:

A plan should be submitted and received or introduced at the DRT to review the design and development standards for the City,

- Statement of Ownership(affidavit form owner)
- Name of Subdivision
- Location/and current Parcel Number(s), show Neighboring properties
- A 11X17 copy of the proposed development and lot sizes,
- Proposed roads, and street layouts,
- Storm Drainage system
- Utilities if applicable (for DRT if applicable),
- Utilities Easement(s)
- Topography
- Sensitive lands, (Boundaries and relationship to developable area)

Whereas, if the Developer meets with the Development Review Team to discuss the Plan and Subdivision requirements,

(The Development Review Team after review will determine what will be the next step either bring the project back for further review)

**\*\*\*A favorable recommendation from the DRT and the developer may proceed to STEP 2), Preliminary Plan approval and review by the Planning Commission.\*\*\***

**STEP 2. \_\_\_\_\_ Preliminary Plan:**

\_\_\_ Completed Application Form

\_\_\_ Application & Fee Noticing Fee (filled out and paid)

\_\_\_ Mailing labels from the county recorder’s office of all property owners within 400’. Labels must be original label sheets obtained from the Recorder Office as applicable. Do not include envelopes or postage. Note: The recorder’s office will not give labels unless applicant has application & checklist. Labels from a title company will not be accepted.

\_\_\_ Present zoning and zoning being requested

\_\_\_ Plat showing North arrow at the top of the sheet

\_\_\_ dimensions shown in feet and decimals

\_\_\_ Approved Subdivision Name

\_\_\_ legal description to define the Location and Boundaries of the proposed subdivision

\_\_\_ Copies of the original label sheets.

\_\_\_ 3 copies of a Soils Report. ● Prepared, stamped, & signed by a qualified engineer – no photocopies.

\_\_\_ Preliminary Title Report

\_\_\_ 3 sets of the Geological Hazards Study.

- Must be consistent with the requirements of the Municipal Code Geologic Hazards Ordinance.
- Prepared, stamped, & signed by a qualified geologist &/or engineer as set forth
- Slope Stability & Landslide Report as set forth Minimum Standards for Slope Stability Analysis.
- Liquefaction Report
- Debris Flow Report
- All other minimum report requirements:

\_\_\_ CD containing an electronic copy of the Geological Hazards Study.

\_\_\_ One (1) 11”X17” set and four (3) sets of full-size plans of the preliminary plat submitted and consist of the following:

- Cover Sheet
  - Name of subdivision, \_\_\_\_\_.
- Vicinity Map
  - Drawn at a scale no smaller than 1”=100’.
  - North arrow & name of subdivision.
  - All existing and proposed roadways in the vicinity of the proposed development.
  - The nearest section corner tie.
- Preliminary Plat

- Drawn at a scale no smaller than 1"=100'.
- North arrow & name of subdivision.
- Layout with the names & widths of existing & future road rights-of-way.
- A tie to a permanent survey monument at a section corner.
- Boundary lines of the subdivision with bearings and distances.
- Layout & dimensions of proposed lots with lot areas in square feet.
- Location, dimensions, & labeling of other spaces including open spaces, parks, trails, & public spaces.
- Location of manmade features including bridges, railroad tracks, & buildings.
- Topographic contours at no greater interval than two 2'.
- Location & ownership of all adjoining tracts of land.

● **Storm Water Prevention Plan:**

- o SWPPP plans submitted,
- o pre-construction review performed,
- o List of controls,
- o NOI permit in place and submitted.

● **No construction shall be started unless SWPPP and NOI have been submitted.**

- Grading & Drainage Plan
- Drawn to a scale no smaller than 1"=100'.
- North arrow & name of subdivision.
- Road & lot layout.
- Topographic contours at no greater interval than 2'.
- Areas of substantial earth moving with erosion control plan.
- A storm drainage plan showing water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, orifice plates, outlets to offsite facilities, & off site drainage facilities planned to accommodate project drainage. Drainage plans are to facilitate the 10 year storm event. An offsite discharge rate of one-tenth (0.1) cubic feet per second is permitted.
- Location of existing water courses, canals, ditches, springs, wells, culverts, & storm drains.
- Any existing wetlands.

● Utility Plan

- Drawn to scale no smaller than 1"=100'.
- North arrow & name of subdivision.
- Road & lot layout.
- All existing & proposed utilities including: sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, & street lights.
- Location & dimensions of all utility easements.

\_\_\_ A traffic report when required by the planning commission or city engineer.

\_\_\_ Service agreements from all utility companies.

\_\_\_ Any necessary agreements with adjacent property owners regarding storm drainage or other matters pertinent to subdivision approval.

\_\_\_ Maintenance/HOA agreements for sub-surface drains, detention and/or retention serving the subdivision, landscaping.

\_\_\_ CD containing electronic copies of development plans, provided by the Sub divider,

\_\_\_ 2 copies of hydraulic & hydrologic storm drainage calculations.

**Sensitive lands:**

\_\_\_ When the subdivision is located within the Sensitive Lands Overlay District, additional reports are required including:

- Comprehensive Soils Investigation Report
- Vegetation Report
- Geotechnical & Geological Report
- Comprehensive Grading & Drainage Report

\_\_\_ The sub divider shall comply with all applicable federal, state, and local laws & regulations, & shall provide evidence of such compliance if requested by the City.

\_\_\_ Floodplain elevations for a 100 year flood event shall be shown by topographic delineation.

\_\_\_ All streams & drainage courses located on or within 100' of the subject property.

\_\_\_ All floodplains for drainage areas over 10 acres as shown on FEMA flood insurance rate maps or more current sources of information.

\_\_\_ Existing slopes greater than 15%.

\_\_\_ Sensitive soils as identified on any soil survey prepared for a government body.

\_\_\_ All wetlands as defined by the Utah Department of Natural Resources & the federal Clean Water Act.

\_\_\_ Shrub & tree stands indicated by recent aerial photos.

**STEP 3 \_\_\_\_\_ Final Plan, (Final Plat Checklist Incomplete applications will not be accepted or held.)**

\_\_\_\_\_ All required items shall be submitted.

Submission Requirements:

\_\_\_\_\_ Application & Fee

\_\_\_\_\_ Completed Application Form

\_\_\_\_\_ CD containing electronic copies of development plans, provided by the Sub divider, 3 sets of full-size plans: o Paper copy of final plat prepared in accordance, good quality, true dimension, Clear and readable.

\_\_\_\_\_ Accurate Boundaries,

\_\_\_\_\_ Streets named or numbered correctly and approved,

\_\_\_\_\_ Construction Design standards submitted 3 sets of full-size plans provided by the sub divider, and Electronic copy.

\_\_\_\_\_ Final Plat, consist of Certification of survey

❖ \_\_\_\_\_ The final plat shall consist of a Mylar with the outside or trim line dimensions of twenty four inches by thirty six inches (24" x 36").

❖ \_\_\_\_\_ The borderline of the plat shall be drawn in heavy lines leaving a space of at least one and one-half inches (1 1/2") on the left side and at least one-half inch (1/2") margin on the other sides.

❖ \_\_\_\_\_ The plat shall be so drawn that the top of the drawing faces either north or west, whichever accommodates the drawing best.

❖ \_\_\_\_\_ All lines, dimensions, and markings shall be made on a Mylar with approved waterproof black ink.

\_\_\_\_\_ a. The plat shall be made to a scale large enough to clearly show all details, and in any case not smaller than one hundred feet (100') to the inch, and workmanship on the finished drawing shall be neat, clean cut and readable.

\_\_\_\_\_ b. The final plat shall show the subdivision name that is distinct from any other recorded subdivision name and the general location of the subdivision in bold letters at the top of the sheet.

\_\_\_\_\_ c. The plat shall contain a north arrow and scale of the drawing and the date.

\_\_\_\_\_ d. An accurate and complete survey, which conforms to Utah state law.

\_\_\_\_\_ e. Plats will show accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision, properly tied to at least two (2) public survey monuments. These lines should be slightly heavier than street and lot lines.

\_\_\_\_\_ f. The final plat shall show:

- all survey, mathematical information and data necessary to locate,
- all monuments and to locate and retrace all interior and exterior boundary lines appearing thereon,
- including bearing and distance of straight lines, and central angle, radius and arc length of curves,
- and such information as may be necessary to determine the location of beginning and ending points of curves.
- All property corners and monuments within the subdivision shall be tied to an acceptable monument, as determined by the County surveyor.
- Lot and boundary closure shall be calculated to the nearest 0.02 of a foot.

\_\_\_\_\_ g.

- All lots, blocks, and parcels offered for dedication for any purpose should be delineated and designated with dimensions, boundaries and courses clearly shown and defined in every case.
- The square footage of each lot shall be shown.
- All parcels offered for dedication other than for streets or easements shall be clearly designated on the plat.
- Sufficient linear, angular and curved data shall be shown to determine readily the bearing and length of the boundary lines of every block, lot and parcel which is a part thereof.
- No ditto marks shall be used for lot dimensions.

\_\_\_\_\_ h.

- The plat shall show the right of way lines of each street,
- and the width of any portion being dedicated and widths of any existing dedications.
- The widths and locations of adjacent streets and other public properties within fifty feet (50') of the subdivision shall be shown with dashed lines.
- If any street in the subdivision is a continuation or an approximate continuation of an existing street, the conformity or the amount of nonconformity of such existing streets shall be accurately shown.

\_\_\_\_\_ i.

- All lots are to be numbered consecutively under a definite system approved by the county.
- Numbering shall continue consecutively throughout the subdivision with no omissions or duplications.

\_\_\_\_\_ j.

- All streets within the subdivision shall be numbered (named streets shall also be numbered) in accordance with and in conformity with the adopted street numbering system adopted by the county.
- Each lot shall show the street addresses assigned thereto, and shall be according to the standard addressing methods.
- In the case of corner lots, an address will be assigned for each part of the lot having street frontage.

\_\_\_\_\_ k.

- The side lines of all easements shall be shown by fine dashed lines.

- The width of all easements and sufficient ties thereto to definitely locate the same with respect to the subdivision shall be shown.
- All easements shall be clearly labeled and identified.

- \_\_\_ l.
- The plat shall fully and clearly show all stakes, monuments and other evidence indicating the boundaries of the subdivision as found on the site.
  - Any monument or bench mark that is disturbed or destroyed before acceptance of all improvements shall be replaced by the sub divider under the direction of the county surveyor.

- \_\_\_ The following required monuments shall be shown on the final plat:
- € 1. The location of all monuments placed in making the survey, including a statement as to what, if any, points were reset by ties;
  - € 2. All right of way monuments at angle points and intersections as approved by the county surveyor.

\_\_\_ m. The final plat shall contain the name, stamp and signature of a professional land surveyor, together with the date of the survey, the scale of the map and number of sheets. The following certificates, acknowledgements and descriptions shall appear on the title sheet of the final plat, and such certificates may be combined where appropriate:

- € 1. Professional land surveyor's "certificate of survey".
- € 2. Owner's dedication certificate in the following form: OWNERS DEDICATION Know all men by these presents that we, the undersigned owner(s) of the above described tract of land, having caused said tract to be subdivided into lots and streets to be hereafter known as Subdivision do hereby dedicate for perpetual use of the public all parcels of land, other utilities, or easements shown on this plat as intended for public use. In witness whereof, we have hereunto set out hands this day of \_\_\_\_, 20\_\_\_. (Add appropriate acknowledgments)
- € 3. Notary public's acknowledgement for each signature on the plat.
- € 4. A correct metes and bounds description of all property included within the subdivision.
- € 5. Plats shall contain proper signatures blocks planning commission, and City engineer, and blocks for signatures of the attorney and City Council (a signature line for the Mayor and an attestation by the city recorder).
- € 6. Such other affidavits, certificates, acknowledgements, endorsements and notarial seals as are required by law, by this title, the county attorney, or county surveyor.
- € 7. Prior to recordation of the plat, the sub divider shall submit an updated current title report to be reviewed by the City. A "current title report" is considered to be one which correctly discloses all recorded matters of title regarding the property and which is prepared and dated not more than thirty (30) days before the proposed recordation of the final plat.
- € 8. The owner's dedication certificate, registered land surveyor's certificate of survey, and any other certificates contained on the final plat shall be in the form prescribed by the City's standards.
- € 9. When a subdivision contains lands which are reserved in private ownership for community use, including common areas, the sub divider shall submit, with the final plat, the name, proposed articles of incorporation and bylaws of the owner, or organization empowered to own, maintain and pay taxes on such lands and common areas and any access easements which may be required by the county.

\_\_\_ n. On subdivisions which are contiguous to an adopted agricultural protection area, or which contain an agricultural open space preservation area within the plat, a note shall be placed on the plat, in conjunction with right to farm provisions, stating such, and that agricultural operations work hours begin early and run late and that these operations may contribute to noises and odors objectionable to some residents.

\_\_\_ o. A note on the plat which states the following: It is unlawful to occupy a building located within any development without first having obtained a certificate of occupancy issued by the City.

\_\_\_ p. Any additional requirements of the Preliminary Plat app that was added

**Recording of Subdivision:**

- ✓ \_\_\_ One Mylar accepted and completed with proper signage,
- ✓ \_\_\_ Security and Bonding in place,
- ✓ \_\_\_ All fees paid,
- ✓ \_\_\_ Record Subdivision

Completed project Date: \_\_\_\_\_