

# Final Plat Submittal Checklist

\*All submitted subdivision proposals shall be reviewed in accordance with City Code\*

The City cannot review until the application is complete

Final Plat Submittal Requirements (additional requirements apply to final applications):

- Completed Preliminary Subdivision Application
- Application fee per City Fee Schedule, which covers a maximum of two reviews. *Additional reviews may require additional fees, based on staff time required.*
- Preliminary Title Report
- Tax history (will be verified by City staff) Note: All taxes must be current prior to recordation of a development
- Electronic PDF files formatted for both 24" x 36" and 11" x 17"
- All plans must be prepared by a licensed surveyor and/or engineer.
- All improvements and details shall comply with the City Development Standards and Construction Details.
- The following text shall be provided on all sheets except Plat and Detail sheets:

Note: The Developer and the General Contractor understand that it is his/her responsibility to ensure that all improvements installed within this development are constructed in full compliance with all State and City Codes, Ordinances and Standards. These plans are not all inclusive of all minimum codes, ordinances and standards. This fact does not relieve the Developer or General Contractor from full compliance with all minimum State and City Codes, Ordinances and Standards.

Note: All recommendations made in a pertinent geotechnical report/study shall be followed explicitly during construction of buildings and site improvements.

Specific Requirements (the following apply depending on location and type of project)

- Phasing plan, including construction of infrastructure, amenities, and landscaping

- Landscape and irrigation plans where required as part of a PUD, multi-family or condominium plat
- UDOT, Railroad, Irrigation Company, and/or USPS review and approval, if necessary
- Final Covenants, Conditions, and Restrictions (CC & R's), if necessary
- Documentation for any off-site easements. Any off-site easement necessary to facilitate the needs of the proposed lots shall be recorded prior to or in conjunction with the recording of the Final Plat.

Plat Requirements:

- A tie to a section corner and the state plane coordinates of each point. All horizontal data shall be based on the 1927 North American Datum (NAD27) or 1983 North American Datum (NAD83) State Plane Coordinate System. Horizontal datum shall be clearly written on the plat. This shall include all survey monuments and proposed hydrant locations.
- The boundary dimensions and legal description of the subdivision.
- The proposed subdivision name.
- A minimum scale of one-inch equals fifty (50) feet (1"=50').
- A north arrow facing the top right margin.
- A date on each sheet.
- A legend of symbols.
- Accurate dimensions for all lines, angles, and curves used to describe boundaries, streets, alleys, easements, areas to be reserved for public use, and other important features; the lines, angles, dimensions, state plane coordinates, bearings, areas and numbers of all lots, blocks and parts reserved for any reason within the subdivision. All dimensions shall be determined by an accurate field survey which shall balance and close as required by the county.
- All lots and blocks are to be numbered, addressed, and named in accordance with the street numbering and naming system assigned by the City Engineer. Streets indicating numbers and/or names and lots numbered consecutively.
- A statement that "All drinking water and pressurized irrigation lines up to and including the meter, all sanitary sewer mains, all electric meters, and all electric and SFCN communication service lines up to the mast on overhead installations and to the top of the meter base for underground installations are dedicated to Fillmore City".
- Plats and signatures shall be in waterproof ink on a 24x36 inch mylar sheet. There shall be an unencumbered margin of one and one-half (1 1/2) inches on the left-hand side of the sheet and not less than a half (1/2) inch margin around the outer three (3) sides of the sheets. The scale shall be a standard engineering scale of no more than 100 feet to the inch. Space for approved signatures shall include:
  - Owners' dedication and acknowledgment
  - City Engineer's approval
  - Public utilities acceptance
  - Public Health Department approval if it is determined the property is not served by the public sewer system

- Planning Commission acceptance
  - County Recorder's certificate
- The name of the engineer or surveyor with a stamp and signature of a surveyor licensed in the state of Utah.
- A statement that "All municipal utility easements platted hereon are in perpetuity for installation, maintenance, repair, and replacement of public utilities, public walls, fences, sidewalks, trails, and appurtenant parts thereof and the right to reasonable access to grantor's easement shall run with the real property and shall be binding upon the grantor and the grantor's successors, heirs and assigns".

Plan Requirements:

Cover sheet, drawn as required for preliminary submittal, including any and all corrections required as part of preliminary review.

Final Plat, drawn as required for preliminary submittal, including any and all corrections required as part of preliminary review.

Utility Plan Sheet, drawn as required for preliminary submittal and including any and all corrections required as part of preliminary review, and:

- Location of street signs, traffic regulatory signs, street lights, and cluster mail boxes
- Location of all gas, power, telephone, and cable television lines

Storm Drain/Grading Plan drawn as required for preliminary submittal, including any and all corrections required as part of preliminary review, and:

- Erosion and dust mitigation plan
- Engineered calculations for any retaining walls
- Vegetation re-establishment plans
- Show retaining walls, if any, providing engineering calculations for all retaining walls 4' or taller in height

Plan & Profile Sheets, which include, but are not limited to:

- Title block as described for preliminary submittal
- Designing engineer's stamp, signature & date on each sheet
- Plan and profile for each street, sewer, and/or storm drain alignment at a vertical scale of 1" to 1', 2', 3' or 1' to 4' including
  - Footings
  - Location and slopes of existing utilities and topography
  - Proposed Centerline road grades and vertical curves
  - Slope and location of proposed sewer and storm drain system features
  - Invert elevations for proposed sewer, water, and storm drain system features
  - Finished elevations of all sewer manholes and storm water inlets/manholes

Detail Sheets, which include but are not limited to:

- Title block as described for preliminary submittal
- Details for all proposed improvements and utilities
- Designing engineer's stamp, signature & date on each sheet
- All details drawn in compliance with the City Development Standards and Construction drawings

Submit *after* Approval

- Mylar Plat for recording, and check to Utah County Recorder's office for recording fees (due after final approval)
- Six (6) 24" x 36" final approved copies of all construction plans must be submitted after final approval and prior to construction.