Preliminary Plan Submittal Checklist

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

The City cannot review until the application is complete

Preliminary 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 the staff time required.*

☐ Title report showing clear title for all properties in the proposed development

☐ Will-serve letters for any utility companies intended to provide services to the properties

☐ Complete geotechnical report prepared, stamped, dated & signed by a licensed geotechnical engineer, including mapping of geological features (including, but not limited to outcroppings, rock falls, slide areas, and alluvial fans.)

☐ 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.

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

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

☐ Building Elevations (Single-Family, Multi-Family, Mixed Use Developments only)

☐ Materials and Color Board (Single-Family, Multi-Family, Mixed Use Developments only)

☐ Traffic study, required for subdivisions development.

☐ UDOT, Railroad, Irrigation Company, and/or USPS review and approval, if necessary

☐ Preliminary Covenants, Conditions, and Restrictions (CC& R's), if necessary

☐ Any amenities, architectural details, design elements, and other requirements from any prior approval requirements (Overlay approvals, phasing plans, annexation agreements, development agreements, as applicable)

☐ Hazard Mitigation: Wetland Delineation, Flood Elevation Certificate, Wildland Urban Interface mitigation, as required by the City Engineer

☐ Soils Report / Geotechnical Report

- The soils report shall address hill stabilization, road design including CBR or existing soils, foundation design, groundwater impacts, and general soil stability.
- The report must be stamped and signed by a Civil Engineer licensed in the state of Utah.
- The report shall include a minimum groundwater height factor for a peak month in a wet year for the lowest buildable floor elevation. The lowest buildable floor elevation shall be a minimum of three (3) feet above the highest groundwater level in a wet year.
- Foundation drains shall be required depending on the recommendations based on the Geotech report.

Plan Requirements:

Cover sheet, which includes, but is not limited to, the following:

☐ Title block, including the following:

- Proposed name of plat (name will require clearance from the County Recorder's office)
- Name, address and telephone number of Property Owner(s) and Developer(s)
- Name, address, and telephone number of Engineer/Surveyor
- Location of the plat
- Original drawing date and each subsequent revision date

☐ Vicinity Map of development with its distinguishable location within the City

☐ The entire subdivision drawn to scale and delineating areas of the subdivision not associated with the phases(s) being presented for review.

☐ Proposed lot layout – showing the following:

- Lot or parcel numbers
- Street rights-of-way with proposed names
- North arrow and scale graphic bar
- Area of unbuildable slopes

☐ Density table with the following:

- Zoning classification
- Total number of lots
- Total acreage within the proposed development
- Total acreage in lots
- Total acreage to be dedicated for street right-of-way
- Total acreage in green or open spaces(s)
- Total acreage of unbuildable areas, if any
- Density in units per gross acre

☐ Table of contents which identifies, at a minimum, the final plat sheet and utility plan sheet and their contents.

Plat Sheet, which includes, but is not limited to, the following:

☐ Title block (as described on the cover sheet)

☐ Vicinity Map of development with its distinguishable location within the City

☐ Proposed subdivision drawings drawn to scale of 1" = 50'

☐ Proposed lot layout – showing the following

- Lot dimensions, property lines bearings, and frontage lengths
- Lot sizes in square feet
- Proposed lot addresses
- Existing addresses of neighboring properties
- Dimensioned building setbacks for all lots or typical lot setback drawings for corner & interior lots
- Buildable area for each lot in square feet
- Street rights-of-way with proposed names
- Street centerlines, including curve length and radius, intersections and center point of bulbs and turnarounds
- Public utility easements

☐ North arrow and scale graphic bar

☐ Written legal boundary description

☐ Section tie or block monumentation using County approved coordinates.

☐ Adjacent subdivisions or properties with owner names and addresses

☐ Signature Blocks for utilities and irrigation company

☐ Owner's dedication and acknowledgment and other acknowledgments as required by Millard County for recordation.

Utility Plan sheet, which includes, but is not limited to, the following:

☐ Title block (as described on the cover sheet)

☐ Proposed subdivision drawings drawn to scale of 1" = 50'

☐ Proposed lot layout – showing the following

- Lot or parcel numbers
- Lot property lines

☐ Symbol legend distinguishing between existing & proposed features.

☐ Existing improvements showing the location of all existing features, including

- Roads, structures and fences, historic roads, and access trails
- Existing water courses culverts and irrigation ditches
- Floodplain zones
- Existing utilities including water mains and valves, fire hydrants, sewer mains and manholes, irrigation lines, power lines, gas lines, stormwater system features, streetlights, and traffic regulatory signage in and adjacent to the proposed subdivision.
- Existing public utility easements, e.g. gas, water, sewer, irrigation, power, etc.
- Existing easements for other utilities, entities, or persons

☐ Proposed utilities including but not limited to:

- Location of all proposed utility service laterals
- Location and size of all water mains and valves
- Location of all connections to existing water and sewer mains
- Location and size of all sewer mains and manholes
- Location and size of pressurized irrigation lines
- Location of all fire hydrants
- Location and size of all streetlights
- Proposed changes to water courses, culverts, or irrigation ditches.
- Location of all survey monuments
- PI pipe slope direction
- PI AIRFs and drains
- Culinary water blow-offs

☐ Proposed right-of-way improvements including but not limited to:

- Streets with proposed names, centerlines, and widths
- Typical street cross sections, as per City Development Standards and Construction details
- Curb, gutter, sidewalks and trails

☐ Storm Drain/Grading Plan shall include, but not be limited to:

- Title Block (as described on the Cover sheet)
- Existing topography (2’ minimum contours, survey grade) shown as light or dashed lines
- Proposed grading shown as solid lines (2’ minimum contours, 5’ in hillside overlay zone, survey grade)
- Show retaining walls, if any, providing engineering calculations for all retaining walls 4’ or taller
- Proposed storm drain system including
    - Label on-site storm drainage retention areas
    - Label off-site storm drainage areas
    - Location of curb boxes, sumps, and/or other storm drainage systems
    - Label slopes at various locations and grade breaks
- Calculations for storm drainage systems, including percolation tests witnessed by a City
- representative (calculations shall be signed, stamped & dated by a professional engineer)
- North Arrow and Scale Bar