

**Perry City  
Development Checklist**

**PLEASE SUBMIT THE FOLLOWING: PRELIMINARY AND FINAL DRAWINGS**

**TWO (2) COPIES 24X36**

**TWO (2) COPIES 11X17**

**THE FOLLOWING REQUIREMENTS MUST BE ON THE DRAWINGS, IF APPLICABLE:**

| REQUIREMENT   | CHECK<br>DEVELOPER | CHECK<br>CITY |
|---|--------------------|---------------|
| Name of Project, Phase, North Arrow, Scale, Date Vicinity Map   |                    |               |
| Location of all existing and proposed utilities on the site   |                    |               |
| Location, dimensions, width of existing or proposed streets, easements, parks, open spaces, lots, drainage features |                    |               |
| Location of existing buildings, structures, land features, wetlands, etc,   |                    |               |
| Location of existing and proposed curb, gutter and sidewalk*  |                    |               |
| Scaled dimensions of each lot and its address*  |                    |               |
| Location of existing and proposed asphalt paving*   |                    |               |
| Location of fire hydrants and street lighting*  |                    |               |
| Drawing and location of proposed signing*   |                    |               |
| Drawing of streets, water, sewer and storm drainage systems signed and stamped by licensed engineer*                |                    |               |
| Secondary water system design*  |                    |               |

**The following documents are required, if applicable: Indicate N/A or check**

|   |  |  |
|---|--|--|
| Construction Cost Estimate*   |  |  |
| Signed Perry City Certification Form  |  |  |
| Secondary Water approval from Pineview Irrigation Co.*  |  |  |
| UDOT approval or permit (Highway 89 access)*  |  |  |
| Irrigation Co. approval if waterways are involved*  |  |  |
| Names and Addresses of property owner within 300 feet   |  |  |
| Escrow or appropriate surety for improvement costs*<br>(Amount of Construction Cost Estimates plus 15% retainage) |  |  |
| Current Title Report*   |  |  |
| Other signed deeds and agreements*  |  |  |
| Utility Notification Form*  |  |  |
| Bear River Health Department approval (for well or septic tank)   |  |  |

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**The Planning Commission will require the following, if applicable:**

|  |  |  |
|--|--|--|
| <b>Signed Application Form and Fee Paid for hearing (Concept)</b>  |  |  |
| <b>Public Hearing</b> <b>Date</b>  |  |  |
| <b>Compliance with General Plan and/or Zoning (lot size &amp; setbacks and/or flag lot specifications)</b> |  |  |
| <b>Streets complaints with master road plan</b>  |  |  |
| <b>Zone Change</b>   |  |  |
| <b>Landscaping Plan*</b>   |  |  |
| <b>Fencing*</b>  |  |  |
| <b>Compliance with Parking Ordinance</b>   |  |  |
| <b>Compliance with Sign Ordinance</b>  |  |  |
| <b>Rural Road Agreement*</b>   |  |  |
| <b>Developer's Agreement*</b>  |  |  |
| <b>Compliance with Foothill Ordinance</b>  |  |  |
| <b>Compliance with PUD/Cluster Housing Ordinance</b>   |  |  |
| <b>Hold Harmless Agreement*</b>  |  |  |
| <b>Flood Control Board Approval*</b>   |  |  |
| <b>Corps of Engineers Approval- Wetlands Delineation*</b>  |  |  |

**\*Not required preliminary approval but will speed up the process with as much information as possible submitted at the preliminary request.**

### PROCEDURE

1. Submit application, concept plan and certification form along with \$20.00 fee for Planning Commission concept approval.
2. The developer or his representative shall be in attendance at the Planning Commission/City Council meetings to present the proposal and answer questions or no action will be taken on the application.
3. Submit Preliminary drawings to be approved by Planning Commission and City Council.
4. City Engineer and Planning Consultants will review drawings and give recommendations. These recommendations will be answered by the developer or his engineer.
5. Submit Final drawings to be approved by the Planning Commission and City Council.
6. City staff will review Final drawings and make recommendations. Answer to these recommendations shall be provided by the developer or his engineer and changes made to the drawings.
7. Submit final mylar plat for recording with the following signature blocks: City Engineer, Mayor and City Recorder, Planning Commission Chairman, City Attorney, property owners and County Recorder.

**PLEASE NOTE: The City Attorney requires a current TITLE REPORT, ESCROW OR SURETY AGREEMENT, and any other applicable deeds or agreements to be submitted with the plat for his signature. The County Recorder's office requires the UTILITY NOTIFICATION FORM to be submitted with the plat for recording. \*\*\*\*\* All fees for professional reviews, submissions, hearing notifications, and recording, etc. will be billed to and paid for by the developer\*\*\*\*\***

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