

# Subdivision - Preliminary Plat Application

t.801/423-2300 | f.801/423-1443 | email [staff@elkridgecity.org](mailto:staff@elkridgecity.org) | web [www.elkridgecity.org](http://www.elkridgecity.org)

**Pre-submittal meeting or concept plan are recommended prior to application. The Applicant is required to sign and submit the certification found in the back of the Subdivision Concept Plan Information Packet as part of the Preliminary Plat Application. This application and the Preliminary Plat Check List will be returned to the applicant if either are submitted incomplete.**

## PROJECT DESCRIPTION / ENGINEERING INFORMATION

### PROJECT DESCRIPTION

Project Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Proposal: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

### ENGINEERING FIRM INFORMATION

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Engineer Name: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ email: \_\_\_\_\_

## APPLICANT / AUTHORIZED AGENT INFORMATION / SIGNATURES

### OWNER INFORMATION

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Fax: \_\_\_\_\_  
email: \_\_\_\_\_

### APPLICANT OR AUTHORIZED AGENT INFORMATION

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Fax: \_\_\_\_\_  
email: \_\_\_\_\_

### SIGNATURES

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

### SUBMITTAL INFORMATION (filled in by staff)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Fee amount paid: \_\_\_\_\_ Date: \_\_\_\_\_  
Complete application and check list verified by: \_\_\_\_\_ Date: \_\_\_\_\_



# Subdivision - Preliminary Plat Checklist

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Use this as a check list to make sure all required items are submitted

**This form and application will be returned to the applicant if submitted incomplete.**

## A. PRESUBMITTAL AND CONCEPT PLAN (RECOMMENDED)

A pre-submittal meeting with staff is recommended prior to submittal of any pre-preliminary or preliminary plan. A concept plan submitted to the planning commission is suggested. Concept plans with the information below are required for PUD developments. Information recommended to be included:

- Sketch or drawing of proposed subdivision
- Highlighting of any problem or concern areas
- Cursory Sensitive Area and Slope Analysis Plan (HR-1 zone)
- Results of a neighborhood meeting
- Overall master plan

## B. PRE-PRELIMINARY PLANS HILLSIDE RESIDENTIAL-1 ZONE

These plans are required prior to submitting C. Preliminary Plans & Required Plans (next page).

**Do not complete this section (section B.) if development is not located within the HR-1 zone.**

Applicant checks black box (or writes NA) to acknowledge item is complete

Staff checks red box to acknowledge item is complete

### 1. SUBMISSION REQUIREMENTS

- Completed Subdivision Preliminary Plat Application form
- Signed certification from the Elk Ridge City Subdivision Concept Plan Information Packet
- List of surrounding properties/addresses within 300 feet.
- 3 copies 24"×36" of all necessary plans (1/8" in height or larger lettering)
- PDF of all submittals on CD/DVD
- CAD digital files (AutoCAD or DFX format) on CD/DVD
- Preliminary application fee (see city fee schedule)
- All plans drawn by a licensed surveyor and/or engineer

### 2. ALL PLAN SHEETS BASE DATA

All plan sheets shall include:

- Title block, including the following:
  - Proposed name of plat (proposed name requires clearance from county recorder)
  - Name, address, telephone number of engineer/surveyor, and wet stamp
  - Name, address, and telephone number of subject property owner(s)
  - Name, address, and telephone number of developer
  - Location of plat (Elk Ridge, Utah County, Utah)
  - Original drawing and subsequent revision dates
- Proposed subdivision plat drawing, drawn to scale of 1" = 40', 1" = 50' or 1" = 60'
- Draft lot layout - showing the following:
  - Proposed lots and lot numbers
  - Lot sizes in square feet
  - Building envelopes
  - Roads, trails, proposed driveway approaches (steeper lots)
  - Open space areas
  - Drainage areas and easements
  - Existing right-of-ways and easements of record
- Vicinity map of the subdivision with its distinguishable location within the city
- North arrow

### 3. SENSITIVE AREAS PLAN SHEET

Includes 2. ALL PLAN SHEETS BASE DATA and the following:

- Aerial map as base
- Current non-disturbed vegetative conditions prior to any grading or construction
- Show natural features including ravines, drainages, steep slopes, ridgelines, fault lines, wildlife habitat corridors, unique soil and rock features

### 4. SLOPE ANALYSIS PLAN SHEET

Includes 2. ALL PLAN SHEETS BASE DATA and the following:

- Contour lines at 2-foot intervals
- Identify by color slopes under 15% as green, 15% to 19% as yellow, 20% to 29% as orange, 30% to 39% as red, and 40% and above as brown

### 5. APPLICANT SUBMITS PLANS TO CITY – NEXT STEPS

- Staff reviews submittal items for completeness.
- Incomplete submittals shall be returned to the applicant.
- Submittal will be scheduled for Technical Review Committee
- Depending on corrections/changes, additional TRC's could be required.
- TRC meets Friday mornings.
- TRC redlines must be corrected and found complete prior to scheduling planning commission meeting.
- Planning commission meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month.
- Submittals to the planning commission must be turned in 2 weeks prior to a meeting.
- Once approved by the planning commission, continue to C. Preliminary Plans & Required Plans

# City of Elk Ridge Preliminary Subdivision Plat Checklist

## C. PRELIMINARY PLANS & REQUIRED PLANS

### Required for all developments

- Applicant checks black box (or writes NA) to acknowledge item is complete
- Staff checks red box to acknowledge item is complete

#### 1. SUBMISSION REQUIREMENTS

- Completed Subdivision Preliminary Plat Application form (if not already submitted in B. Pre-Preliminary Plans)
- List of surrounding properties/addresses within 300 feet.
- 3 copies 24"x36" of all necessary plans (1/8" in height or larger lettering)
- PDF of all submittals on CD/DVD
- CAD digital files (AutoCAD or DFX format) on CD/DVD
- Preliminary geotechnical report prepared, stamped, dated & signed by a licensed geotechnical engineer
- Preliminary application fee (see city fee schedule)
- All plans drawn by a licensed surveyor and/or engineer
- Preliminary CC&R's, as necessary

#### 2. COVER PAGE SHEET


includes, but is not limited to, the following:

- Vicinity map of the subdivision with its distinguishable location within the city
- Entire subdivision drawn to scale & delineating areas of the subdivision which are not associated with the phase(s) being presented for review
- Proposed lot layout - showing the following:
  - Lot or parcel numbers
  - Lot sizes in square feet
  - Street rights-of-way with proposed names
- 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 rights-of-way
  - Total acreage in green or open space(s)
  - Density in units per acre
- Table of contents which identifies at least the following drawing sheets and their contents:

#### 3. ALL PLAN SHEETS BASE DATA

All plan sheets shall include:

- Title block, including the following:
  - Proposed name of plat (proposed name requires clearance from county recorder)
  - Name, address, telephone number of engineer/surveyor, and wet stamp
  - Owner(s) name and contact information
  - Developers name and contact information
  - Location of plat (Elk Ridge, Utah County, Utah)
  - Original drawing and each subsequent revision date
- Proposed subdivision plat drawing, drawn to scale of 1" = 40', 1" = 50' or 1" = 60'

Continues above 

#### 3. ALL PLAN SHEETS BASE DATA cont...

- Draft lot layout - showing the following:
  - Proposed lots
  - Lot sizes in square feet
  - Building envelopes
  - Roads and trails
  - Open space areas
  - Drainage areas and easements
- Vicinity map of the subdivision with its distinguishable location within the city
- North arrow

#### 4. PRELIMINARY PLAN SHEET

Includes 3. ALL PLAN SHEETS BASE DATA and the following:


- Proposed lot layout - showing the following:
  - Lot numbers
  - Lot sizes in square feet
  - Lot dimensions, property line bearings, and curve data
  - Existing addresses of neighboring properties
  - Dimensioned building setbacks for all lots or a typical lot setback drawing for corner & interior lots
  - Buildable area for each lot in square feet
  - Street rights-of-way with proposed street name
  - Street centerlines, intersections, and center point of cul-de-sac bowls
  - Public utility easements
  - Survey monuments
- Plat boundary legal description
- Section tie and section line bearing using NAD27 State Plane Coordinates
- Adjacent subdivisions or properties with owner's names

#### 5. EROSION CONTROL PLAN SHEET

Required in Hillside Residential 1 zone developments and developments with slopes over 10%.

Includes 3. ALL PLAN SHEETS BASE DATA and the following:

- Proposed lot layout - showing the following:
  - Lot numbers
  - Street rights-of-way with proposed street name
- Detail how run off will be controlled to avoid flooding problems on neighboring properties
- Detail how erosion will be controlled
- Detail how construction debris and silts will not be collected by the storm water system during construction
- Detail how erosion will be managed in cut/fill areas.
- Explain when it is proposed that erosion control measures will be removed.

Continues on next page 

# City of Elk Ridge Preliminary Subdivision Plat Checklist

## C. PRELIMINARY PLANS & REQUIRED PLANS cont...

### Required for all developments

Applicant checks black box (or writes NA) to acknowledge item is complete

Staff checks red box to acknowledge item is complete

### 6. UTILITY PLAN SHEET

Includes 3. ALL PLAN SHEETS BASE DATA and the following:

- Proposed lot layout - showing the following:
  - Lot or parcel numbers
  - Lot sizes in square feet
- Symbols legend distinguishing between existing & proposed features
- Existing topography at 2' contours (10' contours in areas of  $\geq 30\%$  slope)
- Existing improvements showing the location of all existing features, including:
  - Roads, structures, and fences
  - Water courses, culverts & irrigation ditches
  - Floodplain zones
  - Utilities including water mains and valves, fire hydrants, sewer mains and manholes, irrigation lines, power lines, gas lines, storm water system features, street lights and traffic regulatory signage in and adjacent to the proposed subdivision
  - Easements for gas, water, sewer, irrigation, power, etc.
  - Street signs and regulatory signs
- Proposed utilities including but not limited to:
  - Location and size of all water mains and valves
  - Location of all fire hydrants
  - Location and size of all sewer mains and manholes
  - Location and size of pressurized irrigation dry lines and valves
  - Location of all gas, power, telephone, and cable television lines (Show in street cross section)
  - Proposed changes to watercourses, culverts or irrigation ditches
- Proposed right-of-way improvements including but not limited to:
  - Streets with proposed names, centerlines, and widths
  - Typical street cross section, as per city of Elk Ridge Construction and Development Standards
  - Detail how stub street will tie into future street
  - Curb, gutter, and sidewalks
  - Location of street lights (PUDs, Senior Housing, and Commercial)
  - Location of cluster mail boxes
- Proposed storm drainage improvements including but not limited to:
  - Storm drainage calculations including percolation tests which are performed, signed, stamped & dated by a licensed engineer
  - Location & spot elevation of curb boxes, sumps, & other storm drainage features
  - Location, detailed design calculations, and layout design of retention/detention basins
- Geotechnical soils study to determine roadway pavement design, bearing capacity, percolation rate, backfill and compaction requirements and slope stability

### 7. RE-VEGETATION/RETENTION PLAN SHEET

Required for Hillside Residential 1 zone developments and developments with slopes over 10%

Includes 3. ALL PLAN SHEETS BASE DATA and the following:

- Proposed lot layout - showing the following:
  - Lot numbers
  - Street rights-of-way with proposed street name
- Show locations of silt fencing (required to cordon off all areas not to be disturbed)
- Show all disturbed, retained and re-vegetated areas including roads, utility corridors, firebreaks, trails, or other proposed cut/fill or graded areas
- Show existing contours at 2' intervals in areas of slope less than 30%, and at 10' intervals in areas of slope greater than 30%
- Design contours at 2' intervals in areas where grading outside of the street right-of-way (including driveways)
- Elevations to be based on Utah County datum with benchmark and elevation noted
- Plans must note a maximum slope of 3 hor:1 vert for the distance between back of curb and property line

### 8. LANDSCAPE PLAN SHEET

(Required for PUDs, Senior Housing and Hillside Cluster Overlays, Mountain Home and commercial developments)

Includes 3. ALL PLAN SHEETS BASE DATA and the following:

- Proposed lot layout - showing the following:
  - Lot numbers
  - Street rights-of-way with proposed street name
  - Property lines, easements
- Show the location and dimension of all existing and proposed structures (when feasible)
- Show parking lots, power lines, rights-of-way, ground signs, refuse areas, and lighting
- List and show plant names (both botanical and common name) location, quantity, and size of all existing and proposed plants
- List the size of the plant material at maturation.
- All existing vegetation that is to be removed or remain on the site should be clearly identified
- Adjacent subdivisions or properties with owners' names
- Plan shall be prepared by a licensed landscape architect
- Show existing landscaping 20 feet beyond property lines
- Detail existing and proposed grading of the site indicating contours at 2 feet intervals
- Plans showing the irrigation system shall also be included in the landscaping plan submittal
- Proposed and existing fences and identification of the fencing materials
- A summarization of total percentage of landscaped areas, domestic turf grasses, drought tolerant plant species

# City of Elk Ridge Preliminary Subdivision Plat Checklist

## APPLICANT SUBMITS PLANS TO CITY – NEXT STEPS

- Staff reviews submittal items for completeness.
- Incomplete submittals shall be returned to the applicant.
- Submission of preliminary subdivision plans does not guarantee placement on any agenda for review by any reviewing body. Application must be found complete to be forwarded.
- Once plans are submitted, staff will have two weeks to review for completeness. If found complete, a Technical Review Committee (TRC) meeting will be scheduled. If incomplete, the applicant will be asked to resubmit the plan(s) with the appropriate changes.
- TRC meets Thursday or Friday mornings.
- The TRC committee will review with the applicant the plans merits and red line any needed changes. Typically two TRC's are held, however, depending on corrections/changes, additional TRC's may be required. TRC redlines and other required submittal information must be corrected and found complete prior to scheduling planning commission meeting.
- A joint work session, including a site visit, will be held with the planning commission and city council prior to scheduling the second TRC.
- Once accepted by the TRC, the application will be scheduled for a public hearing at the next available planning commission meeting .
- Planning commission meetings are held the 2<sup>nd</sup> Thursday of each month. Submittals to the planning commission must be turned in 2 weeks prior to a meeting.
- The planning commission will review the application to see if it adheres to the general plan and development code. The commission can approve the application, approve with conditions or changes, table the application for additional changes or information, or deny it with findings based on code.
- If not tabled, the commission shall make a recommendation to the city council for action on the preliminary plat.
- City council meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month.
- A Project representative is required to attend TRC's, planning commission and city council meetings or item will be tabled.

## NOTABLE CONSIDERATIONS

1. Does subdivision comply with General Plan?
2. Does the plat adhere to all applicable city code title 10 section 15 and zoning regulations?
3. Required street and regulatory signs will be supplied by city staff and be required to be shown on the final plans.
4. Addressing to be supplied by city, required on final plans.
5. Water shares are required for all subdivided lots and must be purchased or transferred to city prior to final plat approval. The city will calculate how many shares are needed at preliminary approval. The city might have shares for sale. To transfer water to the city, the state process can take 12 months or more. Plan accordingly.
6. Does project comply with Well Head Protection Requirement?
7. Remember letters are needed from Nebo School District, affected utilities (Qwest, Questar, SESD-power, Comcast), and the post office stating they have reviewed the plat, stating any concerns, and if they can service the area.
8. Additional requirements are required for final subdivision plat application.

## CONTACTS

- **City Office**  
p.801/423-2300 f.801/423-1443 | email [staff@elkridgecity.org](mailto:staff@elkridgecity.org)  
website [www.elkridgecity.org](http://www.elkridgecity.org)
- **Public Works – Cody Black**  
p.801/423-2300 | email [cody@elkridgecity.org](mailto:cody@elkridgecity.org)
- **Building Inspector – Sunrise Engineering – A J S m i t h**  
p.800/560-6151
- **City Planner – Aqua Engineering – Shay Stark**
- **Planning Assistant - Marissa Bassir**  
p801/423-2300 | email [marissa@elkridgecity.org](mailto:marissa@elkridgecity.org)
- **Recorder -Royce Swensen**  
p.801/423-2300 | [royce@elkridgecity.org](mailto:royce@elkridgecity.org)
- **Payson Post Office**  
801/465-0564
- **South Utah County Electric Service District**  
801-465-8020 | website [www.sesdofutah.com](http://www.sesdofutah.com)