



## Francis City Subdivision Process

1. Pre-application meeting with City Planner.
2. Concept Plan Review – Submit digital copy of proposed subdivision concept drawing along with application for review with the Planning Commission. City planner will review application and prepare a staff report with a recommendation. The Planning Commission will review the application at the next available meeting. A minimum of two weeks is required to process this application.
3. Preliminary Master Plan Review (Phased Subdivisions Only) – Submit digital copy of master plan drawing along with application for review with the Planning Commission. City planner will review application and prepare a staff report with a recommendation. The Planning Commission will review the application at the next available meeting. A minimum of two weeks is required to process this application.
4. Preliminary Plan Review – Submit digital copy of subdivision plans, prepared by a licensed surveyor or engineer, along with application. For phased subdivisions, also submit a final master plan and a draft of the development agreement. Turn in two sets of stamped and addressed envelopes for property owners within 600 ft. Staff will post notice of the public hearings and mail notice to neighboring property owners. Plan will be reviewed by city planner, city engineer, city attorney, and fire district (review by Fire District is the responsibility of the applicant). The Planning Commission will review the plan, hold a public hearing, and make a recommendation to the City Council. The City Council will hold a public hearing and vote on the preliminary plan. A minimum of sixty days is required to process this application.
5. Final Plat Review – Submit digital copy of final plat and construction plans, prepared by a licensed engineer, along with application. Plat will be reviewed by city planner, city engineer, city attorney, and fire district (review by Fire District is the responsibility of the applicant). Construction plans will be reviewed by the city engineer. The Planning Commission will review the plat and make a recommendation to the City Council. The City Council will vote on the final plat. A minimum of sixty days is required to process this application.
6. Record Final Plat – Submit mylar with all signatures except city and county signatures. Submit required water shares, bonds or escrow, and title report prior to signature of Mayor and recordation.
7. Apply for building permits, pending installation of any required infrastructure.



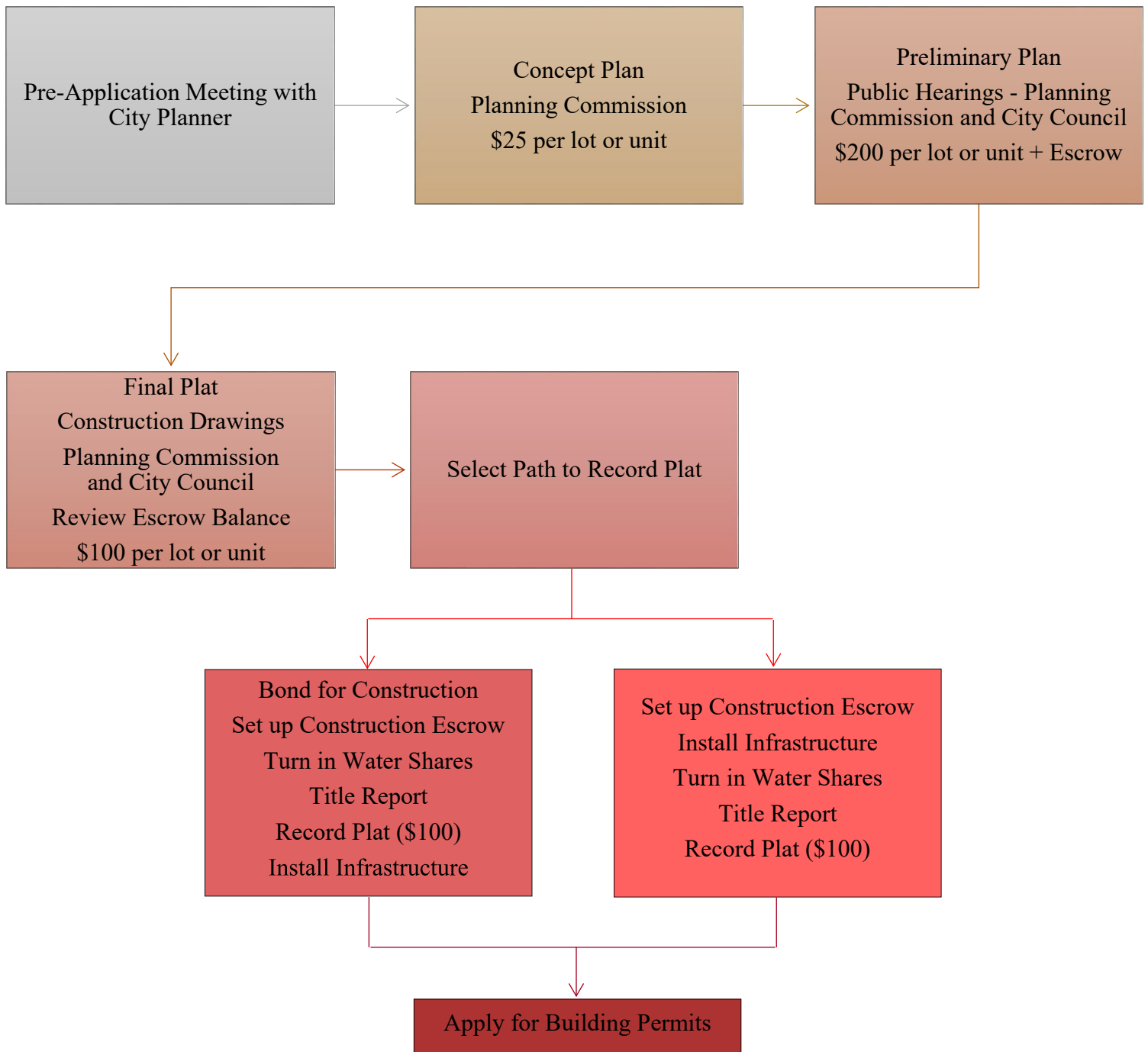
## Francis City Planning Fees

*The following chart outlines application fees only.  
Applicants are subject to additional city engineer and attorney fees as necessary.*

Concept Plan Review	\$25 per lot or unit
Preliminary Master Plan Review	\$25 per lot or unit
Preliminary Plan Review	\$200 per lot or unit
Final Plat Review	\$100 per lot or unit
Minor Subdivision Review	\$1,000 (4 lots or fewer)
Plat Amendment	\$500 / \$750
Project Re-Submission	\$100
Approval Extensions	\$100
Special or Additional Meetings	\$500
Recording	\$100 + County Recording Fee
Zoning Map Amendment	\$2,500
Code / General Plan Amendment	\$1,000

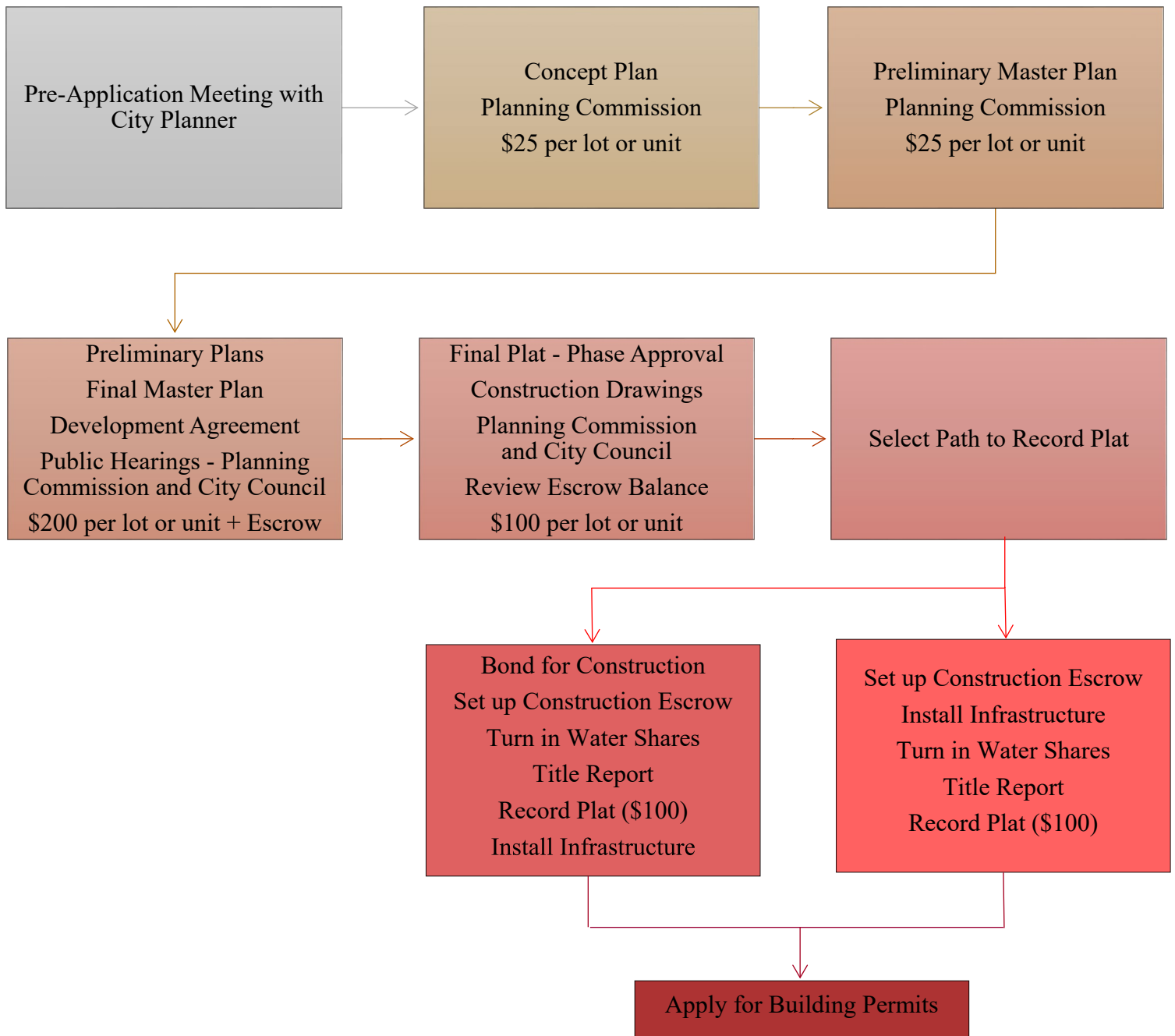


## Subdivision Process Flow Chart (No Phasing)





## Subdivision Process Flow Chart with Phasing





# FRANCIS CITY CONCEPT PLAN APPLICATION

**NOTE:** A concept plan application does not vest any rights for development. The scale or complexity of the project, City Planner workload, and schedule of the Planning Commission and City Council will dictate the processing period.

**Planning Commission:**

Date: \_\_\_\_\_ Decision of Commission: \_\_\_\_\_

**City Council (Commercial Only):**

Date: \_\_\_\_\_ Decision of Council: \_\_\_\_\_

**Non-Refundable Fee Paid: \$** \_\_\_\_\_

**Received By:** \_\_\_\_\_

Check concept plan type:    Residential (\$25 per lot or unit)    Commercial (\$250)

Subdivision or Development Name: \_\_\_\_\_

Property Tax ID No: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Applicant or Authorized Agent(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Authorization to file application:**

I authorize \_\_\_\_\_ to act as my representative in all matters relating to this application.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Property zoning: \_\_\_\_\_ Is a zone change required for this project? YES \_\_\_\_ NO \_\_\_\_

If yes, attach a zone map amendment application. Requested zoning: \_\_\_\_\_

Is a CUP required for this project? YES \_\_\_\_ NO \_\_\_\_ If yes, attach a CUP application.

General description of project (may attach additional pages):

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List all approvals being sought from the City in conjunction with this application:

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Attach all required information as per the following review process checklist. Incomplete information may be cause for denial of the application. These requirements are the minimum; other information may be required by the Code, Staff, Planning Commission, or City Council. For residential subdivisions, review sections 17.15, 17.20, and 17.25 of Francis City Code before submittal of this application. For commercial developments, review sections 18.45 and 18.115 of Francis City Code before submittal of this application.

*Initial by City Planner if completed, cross out and sign by City Planner if waived or not applicable to application:*

- \_\_\_\_\_ 1. Graphic representation of concept plan in pdf format, emailed to City Planner.
- \_\_\_\_\_ 2. Legal description of the property and all contiguous holdings of the owner with an indication of the portion which is proposed to be developed. Include an indication of the proposed future use of any contiguous areas not included in the development.
- \_\_\_\_\_ 3. Affidavit of ownership, which shall include the dates the respective holdings of land were acquired, together with the book and page of each conveyance to the present owner as recorded in the County Recorder's office.
- \_\_\_\_\_ 4. For commercial developments, include a graphic representation or presentation of the proposed materials and design theme of the project.
- \_\_\_\_\_ 5. Review fee in accordance with the adopted fee schedule.

**APPLICANT CERTIFICATION:**

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the City Code(s) and that items and checklists contained in this application are minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Codes in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Francis City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, City Council or appointed agents(s) of the City to enter subject property to make any necessary inspections thereof.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



# FRANCIS CITY PRELIMINARY MASTER PLAN APPLICATION

**NOTE:** A preliminary master plan application is only required for phased developments. The scale or complexity of the project, City Planner workload, and schedule of the Planning Commission will dictate the processing period.

**Planning Commission:**

Date: \_\_\_\_\_ Decision of Commission: \_\_\_\_\_

**Non-Refundable Fee Paid: \$** \_\_\_\_\_

**Received By:** \_\_\_\_\_

Planning Review Fee (\$25/lot or unit)

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Subdivision or Development Name: \_\_\_\_\_

Property Tax ID No: \_\_\_\_\_

**Name of Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Applicant or Authorized Agent(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Authorization to file application:**

I authorize \_\_\_\_\_ to act as my representative in all matters relating to this application.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Date of concept plan presentation to Planning Commission: \_\_\_\_\_

Submit all required information as per the following review process checklist. Incomplete information may be cause for denial of the application. These requirements are the minimum; other information may be required by the Code, Staff, Planning Commission, or City Council. Review section 17.27 of Francis City Code before submittal of this application.

*Initial by City Planner if completed, cross out and sign by City Planner if waived or not applicable to application:*

- \_\_\_\_\_ 1. A pdf file (emailed to the City Planner) of the preliminary master plan showing the features required by Francis City Code 17.27.030. Preliminary master plan must be prepared by a land surveyor or engineer, licensed to practice in the state of Utah.
- \_\_\_\_\_ 2. Review fee of \$25 per lot or unit.

A master plan must demonstrate that approval of the project in multiple phases can occur such that the project can still function autonomously if subsequent phases are not completed. Therefore, the master plan must demonstrate that sufficient property, water rights, roads, sensitive lands protection, and open space are proposed with the first phase to allow the project to function without subsequent phases.

**APPLICANT CERTIFICATION:**

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the City Code(s) and that items and checklists contained in this application are minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Codes in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Francis City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, City Council or appointed agents(s) of the City to enter subject property to make any necessary inspections thereof.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Features to be Shown on Preliminary Master Plan (17.27.030)

*City Planner will complete this checklist and inform applicant of any revisions or additional required information.*

- \_\_\_\_\_ 1. The date of the map, approximate true north point, scale, and name of the subdivision.
- \_\_\_\_\_ 2. The location of property with respect to surrounding property and streets, the names of adjoining streets, and the location and dimensions of all boundary lines of the property.
- \_\_\_\_\_ 3. The location of existing streets, easements, wetlands, water bodies, rivers, water sources, streams, irrigation systems and other pertinent features such as swamps, buildings, parks, cemeteries, drainage or irrigation ditches, bridges, or other features as determined by the Planning Commission and City Council.
- \_\_\_\_\_ 4. The location and width of all existing and proposed streets and easements, alleys, trails, and other public ways, and easement and proposed street rights-of-way. Proposed street names are optional.
- \_\_\_\_\_ 5. The location of all proposed lots with lots numbered and approximate acreage or square footage of each lot. All lots in each block shall be consecutively numbered.
- \_\_\_\_\_ 6. The location of all property proposed to be set aside for park or playground use, trails, or other public or private reservations and open space dedications.
- \_\_\_\_\_ 7. Phasing plan of proposed lots (generally color-coded on map), construction sequence, and expected timeline of phasing.
- \_\_\_\_\_ 8. Explanation of drainage and site easements, if any.
- \_\_\_\_\_ 9. All utility facilities existing and proposed throughout the subdivision.
- \_\_\_\_\_ 10. Indication of the nearest location of all public and private utilities.
- \_\_\_\_\_ 11. Indication of all slopes greater than 25 percent.
- \_\_\_\_\_ 12. The location and actual setbacks of existing structures within the preliminary plan boundaries, and a notation as to whether the existing structures will remain or be demolished.
- \_\_\_\_\_ 13. A table which details the density calculations for the plan, to include total acreage of plan, total acreage of lots, total acreage of streets, total acreage of open space, etc. and percentages of these items to the total acreage.



## FRANCIS CITY PRELIMINARY SUBDIVISION PLAN APPLICATION

**NOTE:** This application must be submitted a minimum of thirty days prior to the scheduled meeting of the Planning Commission. Preliminary plan approval requires two public hearings and a minimum of sixty days to process. The scale or complexity of the project, City Planner workload, and schedule of the Planning Commission and City Council will dictate the processing period.

**Planning Commission:**  
Date: \_\_\_\_\_ Decision of Commission: \_\_\_\_\_

**City Council:**  
Date: \_\_\_\_\_ Decision of Council: \_\_\_\_\_

**Non-Refundable Fee Paid: \$** \_\_\_\_\_

**Escrow Account Fee Paid: \$** \_\_\_\_\_

**Received By:** \_\_\_\_\_

Planning Review Fee (\$200/lot or unit)       Professional Escrow Account (\$500/lot or unit)

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Subdivision Name: \_\_\_\_\_ Property Tax ID No: \_\_\_\_\_

**Name of Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Applicant or Authorized Agent(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Authorization to file application:**

I authorize \_\_\_\_\_ to act as my representative in all matters relating to this application.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date of concept plan presentation to Planning Commission: \_\_\_\_\_

Date of preliminary master plan approval (phased developments): \_\_\_\_\_

Submit all required information as per the following review process checklist. Incomplete information may be cause for denial of the application. These requirements are the minimum; other information may be required by the Code, Staff, Planning Commission, or City Council. Review section 17.30 of Francis City Code before submittal of this application.

*Initial by City Planner if completed, cross out and sign by City Planner if waived or not applicable to application.*

- \_\_\_\_\_ 1. A pdf file (emailed to the City Planner) and a full-size paper copy (if requested) of the preliminary plan showing the features required by Francis City Code 17.30. Preliminary plan must be prepared by a land surveyor or engineer, licensed to practice in the state of Utah, at a scale of not more than one inch equals 100 feet.
- \_\_\_\_\_ 2. The names and addresses of the property owners within 600 feet as shown on the County Assessor's tax files, together with two sets of stamped, addressed envelopes for each such owner including Francis City 2317 South Spring Hollow Road, Francis UT 84036 as the return address.
- \_\_\_\_\_ 3. For phased developments, submit a pdf file of the final master plan, prepared by a land surveyor or engineer, licensed to practice in the state of Utah, showing the features required by Francis City Code 17.28.
- \_\_\_\_\_ 4. For phased developments and other developments as required by the city, submit a draft file of the development agreement.
- \_\_\_\_\_ 5. For conservation subdivisions, submit a maintenance plan for conservation lands (see Francis City Code 17.60.55).
- \_\_\_\_\_ 6. Planning review fee of \$200 per lot or unit.
- \_\_\_\_\_ 7. Professional escrow account fee of \$500 per unit.  
Review and/or inspection by the City Attorney, City Engineer, or other consultants shall be billed to the applicant at the accrual billed rates incurred by the City, in addition to all other fees. To assure prompt payment, the applicant shall deposit money in an escrow account with the City. If the balance drops below \$250 per unit, the applicant must pay all outstanding billings plus bring the deposit account up to a total of \$250 per unit. If at any time an applicant's deposit account does not comply with these provisions, the City's staff and its contractors, agents, and consultants shall stop work on the project until the account comes into compliance. At the conclusion or termination of the project, any unexpended amounts in the applicant's deposit account shall be refunded to the applicant.

**APPLICANT CERTIFICATION:**

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the City Code(s) and that items and checklists contained in this application are minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Codes in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Francis City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, City Council or appointed agents(s) of the City to enter subject property to make any necessary inspections thereof.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Features to be Shown on Final Master Plan (17.28.030)**

*Only required for phased developments*

*City Planner will complete this checklist and inform applicant of any revisions or additional required information.*

- \_\_\_\_\_ 1. All the requirements of the preliminary master plan as approved and/or amended. Please refer to FCC 17.27.030 for further detail.
- \_\_\_\_\_ 2. Proposed street names.

## Features to be Shown on Preliminary Plan (17.30.030)

*City Planner will complete this checklist and inform applicant of any revisions or additional required information.*

- \_\_\_\_\_ 1. The date of the map, approximate true north point, scale, and name of the subdivision.
- \_\_\_\_\_ 2. Contour lines at five-foot intervals, unless expressly exempted by the staff.
- \_\_\_\_\_ 3. The location of property with respect to surrounding property and streets, the names of all adjoining property owners of record or the names of adjoining developments, the names of adjoining streets, and the location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.
- \_\_\_\_\_ 4. The location of existing streets, easements, wetlands, water bodies, rivers, water sources, streams, irrigation systems and other pertinent features such as swamps, buildings, parks, cemeteries, drainage or irrigation ditches, bridges, or other features as determined by the Planning Commission and City Council.
- \_\_\_\_\_ 5. The location and width of all existing and proposed streets and easements, alleys, trails, and other public ways, and easement and proposed street rights-of-way.
- \_\_\_\_\_ 6. The location, dimensions, and areas of all proposed or existing lots complete with utility easements, lot numbers, acreage or square footage of each lot or parcel, and building setback lines. All lots in each block shall be consecutively numbered. Outlots shall be lettered in alphabetical order.
- \_\_\_\_\_ 7. The location and dimensions of all property proposed to be set aside for park or playground use, trails, and other public or private reservations and open space dedications, with designation of the purpose thereof, types, and conditions, if any, of the dedication, preservation or reservation.
- \_\_\_\_\_ 8. The name and address of the owner or owners of land to be subdivided, the name and address of the subdivider if other than the owner, and the name of the land surveyor.
- \_\_\_\_\_ 9. Sufficient data acceptable to the City Engineer to determine readily the location, bearing, and length of all lines which would enable the engineer to reproduce the lines upon the ground, and the location of all proposed monuments.
- \_\_\_\_\_ 10. Names of all new streets.
- \_\_\_\_\_ 11. Indication of the use of all lots or parcels whether single-family, multi-family, agricultural, commercial, open space as well as all uses other than those specified that are proposed by the subdivider.

- \_\_\_\_\_ 12. All information required by the Planning Commission and City Council or City staff after review of the concept plan and preliminary master plan (if applicable).
- \_\_\_\_\_ 13. Explanation of drainage and site easements, if any.
- \_\_\_\_\_ 14. Explanation of reservations and conservation easements, if any.
- \_\_\_\_\_ 15. Owner's dedication and consent to record as required by applicable state law.
- \_\_\_\_\_ 16. Signature blocks for endorsement by the Planning Commission Chair, Mayor, City Engineer, City Attorney, current South Summit Fire District, South Summit School District, utility companies, applicable irrigation company(s) and any other signatures required by the City Council.
- \_\_\_\_\_ 17. All utility facilities, including the location of water and sewer lines, existing and proposed throughout the subdivision.
- \_\_\_\_\_ 18. A plan designating limits of disturbance or building pads, if required, and utilities corridors and connections for each parcel and for subdivision improvements, such as utilities and roads.
- \_\_\_\_\_ 19. If the plan does not include all contiguous property of the owner of the subdivision, an indication of future use of the additional property.
- \_\_\_\_\_ 20. Indication of the nearest location of all public and private utilities.
- \_\_\_\_\_ 21. Indication of all slopes greater than 25 percent.
- \_\_\_\_\_ 22. A vegetation or revegetation plan, if required.
- \_\_\_\_\_ 23. The location and actual setbacks of existing structures within the preliminary plan boundaries, and a notation as to whether the existing structures will remain or be demolished.
- \_\_\_\_\_ 24. A table which details the density calculations for the plan, to include total acreage of plan, total acreage of lots, total acreage of streets, total acreage of open space, conservation areas, etc., and percentages of these items to the total acreage.



## FRANCIS CITY FINAL SUBDIVISION PLAT APPLICATION

**NOTE:** This application must be submitted a minimum of thirty days prior to the scheduled meeting of the Planning Commission. Final plat approval requires a minimum of sixty days to process. The scale or complexity of the project, City Planner workload, and schedule of the Planning Commission and City Council will dictate the processing period.

**Planning Commission:**

Date: \_\_\_\_\_ Decision of Commission: \_\_\_\_\_

**City Council:**

Date: \_\_\_\_\_ Decision of Council: \_\_\_\_\_

**Non-Refundable Fee Paid: \$** \_\_\_\_\_

**Escrow Account Balance: \$** \_\_\_\_\_

**Received By:** \_\_\_\_\_

Planning Review Fee (\$100/lot or unit)

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Subdivision Name: \_\_\_\_\_ Property Tax ID No: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Applicant or Authorized Agent(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner's Authorization to file application:**

I authorize \_\_\_\_\_ to act as my representative in all matters relating to this application.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Date of preliminary plan approval: \_\_\_\_\_

Submit all required information as per the following review process checklist. Incomplete information may be cause for denial of the application. These requirements are the minimum; other information may be required by the Code, Staff, Planning Commission, or City Council. Review section 17.35 of Francis City Code before submittal of this application.

*Initial by City Planner if completed, cross out and sign by City Planner if waived or not applicable to application:*

- \_\_\_\_\_ 1. A pdf file (emailed to the City Planner) and a full-size paper copy (if requested) of the final plat showing the features required by Francis City Code 17.35. The final plat must be prepared by a licensed engineer and certified on the plat. It must be drawn to scale no smaller than one inch equals 100 feet.
  
- \_\_\_\_\_ 2. Construction plans, prepared by a land surveyor and engineer, licensed to practice in the state of Utah, showing the features required by Francis City Code 17.35.010. Plans drawn at a scale of no more than one inch equals 50 feet.
  
- \_\_\_\_\_ 3. For conservation subdivisions:
  - a. Submit a draft of the conservation easement or other method of protection and preservation of conservation lands (Francis City Code 17.60.045).
  - b. In the case of the HOA holding the conservation easement, submit a description of the proposed association, including its by-laws, and all documents governing ownership, maintenance, and use restrictions for the conservation land, including restrictive covenants for the subdivision as required by Francis City Code 17.60.050.
  - c. Submit an updated draft of the maintenance plan. The maintenance plan must be approved by Francis City prior to or concurrent with final plat approval for the subdivision (Francis City Code 17.60.055).
  
- \_\_\_\_\_ 4. Planning review fee of \$100 per lot or unit.

**APPROVALS:** Planning Commission Date: \_\_\_\_\_  
City Council Approval Date: \_\_\_\_\_  
Plat Expiration Date: \_\_\_\_\_

**APPLICANT CERTIFICATION:**

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the City Code(s) and that items and checklists contained in this application are minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Codes in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Francis City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, City Council or appointed agents(s) of the City to enter subject property to make any necessary inspections thereof.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Features to be Shown on Final Plat (17.35.060)

*City Planner will complete this checklist and inform applicant of any revisions or additional required information.*

- \_\_\_\_\_ 1. All the requirements of the preliminary plan, except the location of the water and sewer lines, as approved and/or amended. Please refer to FCC 17.35.060 for further detail.
- \_\_\_\_\_ 2. Blocks for the names and stamps of the engineer and/or surveyor of the subdivision. An Owner's dedication block.
- \_\_\_\_\_ 3. Signature lines for the Mayor, Planning Commission Chair, City Engineer, City Attorney, current South Summit Fire District, South Summit School District, utility companies, applicable irrigation company(s) and other signatures required by City Council.
- \_\_\_\_\_ 4. A boundary description. All existing survey monuments and survey monuments to be installed with the construction of the subdivision shall be shown and properly labeled and referenced.
- \_\_\_\_\_ 5. All easements of record shall be shown on the final plat.
- \_\_\_\_\_ 6. All lot numbers and addresses. All bearings, distances, and curve data for all lot lines street center lines, right-of-way lines, etc.
- \_\_\_\_\_ 7. All public utility easements as required by the Planning Commission.
- \_\_\_\_\_ 8. A vicinity map showing the location of the subdivision in relationship to the City.
- \_\_\_\_\_ 9. Any notices to purchasers required by the Planning Commission and City Council.
- \_\_\_\_\_ 10. Dedicate a cluster mailbox sight on plat map.
- \_\_\_\_\_ 11. Any notes required by the City Engineer.

**NOTE:** If any revision is included on the final plat which was not present on the preliminary plan or a requirement of approval by the City Council, it is the applicant's responsibility to inform the Planning Commission and City Council of the changes. Failure to inform the Planning Commission or City Council of revisions not present on the preliminary plan or a requirement of approval may result in revocation of any or all approvals.

## Features to be Shown on Construction Plans (17.35.010)

*City Engineer will complete this checklist and inform applicant of any revisions or additional required information.*

- \_\_\_\_\_ 1. Profiles showing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the center line of the existing road or roads within 100 feet of the intersection shall be shown. Approximate radii of all curves, lengths of tangents, and central angles on all streets.
- \_\_\_\_\_ 2. The Planning Commission and City Council may require, upon recommendation by the City Engineer, where steep slopes exist, that typical cross sections of all proposed streets be shown.
- \_\_\_\_\_ 3. Plans and profiles showing the locations and typical sidewalks, drainage easements, irrigation ditches, servitudes, rights-of-way, manholes, and catch basins; the locations of street trees, streetlights, and street signs; the location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, and fire hydrants, showing connections to any existing or proposed utility systems, and exact location, shut-off valves and size of all water, gas, or other underground utilities or structures.
- \_\_\_\_\_ 4. Location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drains, water mains, easements, water bodies or impoundments, streams, and other pertinent features such as swamps, wetlands, buildings, features noted on the official zoning map, at the point of connection to proposed facilities and utilities within the subdivision, and each tree or group of trees to be preserved. The water elevations of adjoining lakes or streams at the date of the survey, and the approximate high and low water elevations of such lakes or streams. All elevations shall be referred to the City Engineer's or USGS datum plane. If the subdivision borders a lake, river, or stream, the distances and bearings of a meander line established not less than 20 feet back from the ordinary high-water mark of such waterways.
- \_\_\_\_\_ 5. Topography at the same scale as the preliminary plan with a contour interval of five feet, referred to sea-level datum. All datum provided shall be the latest applicable U.S. Geodetic Survey datum and should be so noted on the plat.
- \_\_\_\_\_ 6. All other specifications, details, and references required by the design standards, construction specifications, and standard drawings, including a site grading plan for the entire subdivision.
- \_\_\_\_\_ 7. Notation of approval by the owner, City Engineer and all utility providers.
- \_\_\_\_\_ 8. Title, name, address, signature, and seal of the licensed engineer preparing the plans, and date, including revision dates.
- \_\_\_\_\_ 9. A limit of disturbance and revegetation plan, if required.