

CHAPTER 5

SPECIFICATIONS FOR DOCUMENTS TO BE COMPLETED

8-5-010: Concept Plan

8-5-020: Preliminary Plan

8-5-030: Final Plat

8-5-040: Construction Drawings

8-5-010: CONCEPT PLAN:

City Staff may discuss the procedure for approval of a subdivision plat and the specifications and requirements as to general layout of streets and for reservations of land, street improvements, drainage, water, sewerage, fire protection, mitigation of environmental impacts and similar matters, as well as the availability of existing services.

After the review of the Concept Plan and other reports as submitted by invited agencies and officials, the Staff will advise the applicant of the specific changes or additions, if any, required in the proposed subdivision layout, and the character and extent of improvements and reservations which will be required as a prerequisite to the approval of the Concept Plan.

These Concept Plan requirements are the minimum, other information may be required by the Development Code, or Staff.

A. General: The applicant shall supply the City with three (3) copies of the Concept Plan.

B. Information to be shown on Concept Plan: The following information is intended to be as complete as possible. However, the applicant is responsible to include all information required by this Code, or Staff on the Concept Plan whether included in this list or not. Failure to show any information required by this Code, the or Staff may result in denial of the plan.

1. A plan prepared at an engineers' scale not more than one inch equals one hundred (100) feet, on standard twenty-four (24) inch by thirty-six (36) inch paper, with sheets numbered in sequence if more than one sheet is used.

Except when permission is expressly granted by the Staff, no concept plan hand drawn in pen or pencil shall be accepted. Plan shall be submitted to the City three (3) weeks prior to the desired scheduled meeting of the Planning Commission for review by the Staff and other appropriate agencies.

2. The date of the plan, true north arrow, standard scale, and name of the subdivision.
3. The location of property with respect to surrounding property and streets, the names of adjoining streets, and the location of all boundary lines of the property.
4. The location of existing streets, easements, water bodies, rivers, streams, and other pertinent features such as swamps, buildings, parks, cemeteries, drainage or irrigation ditches, bridges, or other features as determined by the Staff.
5. The location and width of all existing and proposed streets, street names and easements, alleys, trails, and other public ways, and easement and proposed street rights-of-way.
6. The location and size of all proposed or existing lots complete with building pads, utility easements, lot numbers, and building setback lines.
7. The location and size of all property proposed to be set aside for park or playground use, or 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. Indication of the use of all lots or parcels whether single-family, two-family, multi-family, agricultural, commercial, industrial, recreation open space, as well as all uses other than those specified that are proposed by the subdivider.
10. All information required by the Land Use Authority or Staff after review of the Concept Plan.
11. A preliminary lighting and signing plan showing all proposed exterior lighting and signing.
12. Explanation of reservations and conservation easements, if any.
13. A preliminary utility plan showing all utility facilities existing and proposed throughout the subdivision.

14. A preliminary grading and drainage plan with an indication of all slopes from 0-8%, 8-15%, 15-30% and slopes greater than 30%.
15. If the plan does not include all contiguous property of the owner of the subdivision, an indication of future use of the contiguous property.
16. Indication of the nearest location of all existing public and private utilities.
17. A preliminary landscape and irrigation plan showing proposed plant species, size and location including means of irrigation.
18. Proposed Phasing Plan as per Section 8-2-040 of the Subdivision Code if applicable.
19. Five (5) or more lots or units will require an Impact Analysis on public infrastructure as per Section 10-3-090.
20. A right to farm provision agreement or study, with appropriate deed restrictions or restrictive covenants
21. Filing fee as shown on the current City Fee Schedule.

C. Incomplete Application. The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause of an incomplete application and disapproval of a Preliminary Plan.

8-5-020: PRELIMINARY PLAN:

The Planning Commission may discuss the procedure for approval of a subdivision plat and the specifications and requirements as to general layout of streets and for reservations of land, street improvements, drainage, water, sewerage, fire protection, mitigation of environmental impacts and similar matters, as well as the availability of existing services.

After the review of the Preliminary Plan and other reports as submitted by invited agencies and officials, the Staff or Planning Commission will advise the applicant of the specific changes or additions, if any, required in the proposed subdivision layout, and the character and extent of improvements and reservations which will be required as a prerequisite to the approval of the Preliminary Plan.

These Preliminary Plan requirements are the minimum, other information may be required by the Development Code, Staff, Planning Commission or City Council.

D. General: The applicant shall supply the City with three (3) copies of the Preliminary Plan.

E. Information to be Shown on Preliminary Plan: The following information is intended to be as complete as possible. However, the applicant is responsible to include all information required by this Code, the Planning Commission, City Council or Staff on the Preliminary Plan whether included in this list or not. Failure to show any information required by this Code, the Planning Commission, City Council or Staff may result in denial of the plan.

1. A plan prepared at an engineers' scale not more than one inch equals one hundred (100) feet, on standard twenty-four (24) inch by thirty-six (36) inch paper, with sheets numbered in sequence if more than one sheet is used. Except when permission is expressly granted by the Staff, no preliminary plan hand drawn in pen or pencil shall be accepted. Plan shall be submitted to the City three (3) weeks prior to the scheduled meeting of the Planning Commission for review by the Staff and other appropriate agencies.
2. The date of the plan, true north arrow, standard scale, and name of the subdivision.
3. The location of property with respect to surrounding property and streets, the names of adjoining streets, and the location of all boundary lines of the property.
4. The location of existing streets, easements, water bodies, rivers, streams, and other pertinent features such as swamps, buildings, parks, cemeteries, drainage or irrigation ditches, bridges, or other features as determined by the Staff.
5. The location and width of all existing and proposed streets, street names and easements, alleys, trails, and other public ways, and easement and proposed street rights-of-way.
6. The location and size of all proposed or existing lots complete with building pads, utility easements, lot numbers, and building setback lines.
7. The location and size of all property proposed to be set aside for park or playground use, or 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. Indication of the use of all lots or parcels whether single-family, two-family, multi-family, agricultural, commercial, industrial, recreation open space, as well as all uses other than those specified that are proposed by the subdivider.
10. All information required by the Land Use Authority or Staff after review of the Concept Plan.
11. A preliminary lighting and signing plan showing all proposed exterior lighting and signing.
12. Explanation of reservations and conservation easements, if any.
13. A preliminary utility plan showing all utility facilities existing and proposed throughout the subdivision.
14. A preliminary grading and drainage plan with an indication of all slopes from 0-8%, 8-15%, 15-30% and slopes greater than 30%.
15. If the plan does not include all contiguous property of the owner of the subdivision, an indication of future use of the contiguous property.
16. Indication of the nearest location of all existing public and private utilities.
17. A preliminary landscape and irrigation plan showing proposed plant species, size and location including means of irrigation.
18. Proposed Phasing Plan as per Section 8-2-040 of the Subdivision Code if applicable.
19. Five (5) or more lots or units will require an Impact Analysis on public infrastructure as per Section 10-3-090.
20. A right to farm provision agreement or study, with appropriate deed restrictions or restrictive covenants
21. Filing fee as shown on the current City Fee Schedule.

F. Incomplete Application. The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause of an incomplete application and disapproval of a Preliminary Plan.

8-5-030: FINAL PLAT:

Following the approval of the Preliminary Plan or in the case of a Minor Subdivision a discussion with the Planning Commission on a Concept Plan, the applicant may proceed with the subdivision by filing an application for a Final Plat. The final subdivision plat shall be prepared by a registered land surveyor licensed by the State of Utah as certified on the plat. The Final Plat shall be prepared on reproducible mylar at the same scale and contain the same information, except for any conditions, changes or additions indicated in the approval of the Preliminary Plan. The Preliminary Plan may be used as the Final Plat if it meets these requirements and is revised in accordance with the Preliminary Plan approval. These are minimum requirements and other information may be required by the Land Use Authority, Planning Commission, or Staff.

The applicant shall provide the City with three (3) copies of the Final Plat with one of the copies being produced on reproducible Mylar.

On all projects requiring the recording of Final Plat or recording of a survey map under applicable state law, the plat shall conform to the following standards before approval will be granted by the City.

- A. Final Plat Zoning Regulations.** Final plats shall conform to existing zoning regulations and subdivision regulations applicable at the time of Final Plat approval, except that any Preliminary Plan which has received approval shall be exempt from any subsequent amendments to this Development Code rendering the plan non-conforming as to bulk or use, provided the Final Plat approval is obtained within the required one year period.
- B. Owner's Execution.** A subdivision plat must be signed by the owner of the property and all persons claiming an interest in the property within the plat including those holding a security interest in the property, but excluding mechanic liens and judgment liens. All signatures must be legally acknowledged.
- C. Signing of Plat.** The Chair of the Planning Commission, Rocky Mountain Power, Questar Gas, Summit County Health Department, North Summit County Fire Marshall, City Engineer, City Public Works Director, Mayor, and City Attorney shall endorse approval on the plat after all conditions of the plat approval have been satisfied. The survey data and accuracy of the plat must be certified by a licensed surveyor and the plat must bear the surveyor's official stamp.
- D. Submission.** The submission for approval must be accompanied by any covenants, declarations, easements, dedications of rights-of-way, or similar documents that are in addition to the contents of the plat. The submission must also be accompanied by a current title report showing the persons having interest in the property and verifying the ownership is consistent with the ownership as indicated on the plat. The legal descriptions of the property must also be consistent with the plat, declarations or covenants and title reports.

- E. Recording.** Upon granting of final approval by the Land Use Authority, the City Recorder shall submit the plat to the County Recorder's Office for recordation. No plat shall be recorded until the City Recorder has verified that all fees relative to the project have been paid.
- F. Effect of Approval.** In approving the plat, the City and its officers and agents are only certifying to substantial compliance with the statute and ordinances regarding the recording of plats and the prior approval of the project as being in compliance with City Ordinances. The City does not make any representation concerning the accuracy of the information on the plat, nor the value of the project.
- G. Revisions.** All revision dates must be shown as well as notation of any self-imposed restrictions. If any revision is included on the Final Plat which was not present on the Preliminary Plan or a requirement of approval by the Land Use Authority, it is the applicant's responsibility to inform the Planning Commission and Land Use Authority of the changes. Failure to inform the Planning Commission or Land Use Authority of revisions not present on the Preliminary Plan or a requirement of approval may result in revocation of any or all approvals.
- H. Information to be Shown on Final Plat.** The following information is intended to be as complete as possible. However, the applicant is responsible to include all information required by this Code, the Planning Commission, Land Use Authority or Staff on the Final Plat whether included in this list or not. Failure to show any information required by this Code, the Planning Commission, Land Use Authority or Staff may result in denial of the plat.

The Final Plat shall comply in all respects with the Preliminary Plan, as approved, or in the case of a Minor Subdivision, the Concept Plan as discussed. The Final Plat shall be submitted to the City at least three (3) weeks prior to the regular meeting of the Planning Commission in which the project will be addressed. The Final Plat application shall include three (3) copies of the following required documents:

1. A plat prepared on reproducible Mylar including all of the requirements of the concept plan, preliminary plan, conditional use permit and master planned development as applicable, and including any other requirements of the Development Code. Applicants may also submit a digital copy of the final plat.
2. A final draft of any subdivision restrictive covenants (CC&R's) or agreements
3. All monuments erected, corners, and other points established in the field in their proper places. The material and diameter of which the monuments, corners, or other points are made shall be noted at the representation thereof or by legend.

4. The final subdivision plat shall be prepared by a registered land surveyor licensed by the state of Utah and certified as to the same on the plat.
5. The subdivision plat must be signed by the owner of the property and all persons claiming an interest in the property within the plat, including those holding a security interest in the property, excluding mechanic liens and judgment liens. A condominium plat need not be signed by those holding security interests in the property. All owners' signatures must be legally acknowledged.
6. The plat must have signature blocks for the Mayor, City Engineer, North Summit Fire District, County Recorder, City Attorney, Planning Commission Chair, Utah Power, Public Works Director, and any other signatures required by the City.
7. Owner's dedication and consent to record as required by applicable state law.
8. The submission for plat approval must be accompanied by any declarations, easements, dedications of rights-of-way or open space, or similar documents that are in addition to the contents of the plat.
9. A preliminary title report covering all property located within the Subdivision. The report shall be prepared or updated to within thirty (30) days of the date of recording of the Subdivision Plat.
10. Any other information as may be useful or necessary for the meaningful review of the project. Additional information may be requested based on the nature of the project or the site.
11. Filing fee as shown on the current City Fee Schedule.

8-5-040 CONSTRUCTION DRAWINGS

Construction drawings shall be prepared for all required improvements. Plans shall be drawn at a scale of no more than one (1) inch equals fifty (50) feet. These requirements are the minimum, other information may be required by the Development Code, Staff, Planning Commission or City Council.

The following information is intended to be as complete as possible. However, the applicant is responsible to include all information required by this Code, the Planning Commission, City Council or Staff in the construction drawings whether included in this list or not. Failure to show any information required by this Code, Staff, Planning Commission, or City Council may result in denial of the project, and resubmittal will be required.

- A. Construction Drawings Format.** The Drawings shall be prepared on a similar medium and be the same size as the Preliminary Plans. The applicant shall provide three (3) copies of the Construction Drawings to the City.
- B. Submission and Presentation.** The Construction Drawings shall be submitted with the Final Plat to the City three (3) weeks prior to the scheduled meeting of the Planning Commission for review by the Staff and other appropriate agencies.
- C.** The following information, at a minimum, shall be shown:
1. Plans and profiles showing existing and proposed elevations along centerlines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the centerline of the existing road or roads within one hundred (100) feet of the intersection shall be shown. Approximate radii of all curves, lengths of tangents, and central angles on all streets. The Planning Commission may require, upon recommendation by the City Engineer, where steep slopes exist, that typical cross-sections of all proposed streets be shown.
 2. Plans showing the location of existing and proposed trails, sidewalks, drainage easements, irrigation ditches, and rights-of-way.
 3. Utility plan including plans and profiles showing the location, size and invert elevations of manholes, catch basins, existing and proposed sanitary sewers, storm water drains, culinary and irrigation water lines, fire hydrants, and connections to any existing or proposed utility systems, and exact location 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, and easements, and other pertinent features such as water bodies, streams, wetlands, buildings, and each tree or group of trees and shrubs 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 U.S.G.S. datum plane. If the subdivision borders a lake, river, or stream, the distances and bearings of a meander line established not less than fifty (50) feet back from the ordinary high-water mark of such waterways.
 5. Topography at the same scale as the Preliminary Plan with contour intervals of five (5) feet over 30% slope and a minimum contour interval of one (1) foot less than 30% slope, 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 Coalville City Engineering Standards and Construction Specifications.

-
7. Signature blocks for the Planning Commission Chair, Mayor, City Engineer, Public Works Director, Fire Marshall, as well as the applicant's engineer and surveyor.
 8. Title, name, address, signature, and seal of the professional engineer preparing the plans, and date, including revision dates.
 9. Erosion control plan, including limits of disturbance and re-vegetation.
 10. Site grading and drainage plans.
 11. Landscape, maintenance, and irrigation plans.
 12. Phasing plan.
 13. Lighting and signing plans.