

## CHAPTER 2

### APPLICATIONS & SUBMITTAL REQUIREMENTS

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THE FOLLOWING APPLICATIONS, SCHEDULES, AND FORMS CAN BE FOUND ON THE LINDON CITY WEBSITE AT [WWW.LINDONCITY.ORG](http://WWW.LINDONCITY.ORG)

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- A. BUILDING SETBACK REQUIREMENTS: STANDARD LOTS
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The following policies are found in this manual:

- Appendix A - 2000 West Road Plan, (I-15 to 200 South)
- Appendix A - Access Management Plan for 700 North, State Street to 2000 West
- Appendix A - Lindon Street Specific Cross Section for Main, State Street to 200 South
- Appendix A - Lindon Street Specific Cross Section for 40 South, 400 West to State Street
- Appendix B - Storm Water Management

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**DIVISION 1****LAND DEVELOPMENT PROCESS****SECTION 1.01 THE LAND USE APPLICATION PROCESS**

Any individual that desires to subdivide property, obtain a conditional use permit, site plan approval, apply for a variance, amend the general plan or zoning ordinance, apply for an appeal, etc. must apply for such by completing a Land Use Application.

**1. File the Land Use Application**

Completed Land Use Applications can be submitted online to the Planning Department. Once submitted, applications will be reviewed by staff for completeness. When staff determines that the application meets all applicable ordinance requirements, it will be scheduled for the next available Planning Commission and/or City Council meeting. The typical processing time for an application to receive Planning Commission review is 6 to 8 weeks. There is a possibility that the review could take more or less time - depending on the completeness of your plans.

**2. Filing Fee and Submittals**

The filing fee is required at the time the application is submitted to the City. Fees vary with different types of applications. Fees can be found in the Lindon City Consolidated Fee Schedule and are calculated with the online application. All application submittals must comply with Chapter [17.12](#) of the Lindon City Code and Chapter 2 of the Lindon City Land Development Policy Manual. Generally, **electronic copies** of all drawings, site plans, subdivision plats, etc. are required with each submittal. Refer to the submittal requirements in this chapter for further information.

After the application and accompanying plans are submitted, they are forwarded to the Development Review Committee for review. The Development Review Committee or specific departments are available by appointment to meet with and discuss review comments. Schedule appointments with the Development Clerk (801)785-7687.

It is the applicant's responsibility to pay all engineering costs associated with the repeated reviews of engineering submittals. The first two reviews are covered by the payment of the application fee. Any engineering reviews required past the first two preliminary and first two final engineering reviews will be paid for by the applicant. Application fees only cover the first two reviews.

**3. Development Review Committee**

The Development Review Committee (DRC) meets every Monday morning from 10:00 am to 12:00 p.m. by appointment. The purpose of this meeting is to make City Staff available to applicants / citizens to answer development and process related questions. Although not mandatory, large projects or developments are strongly encouraged to attend the DRC meeting prior to submitting an application. Anyone interested in attending this meeting is invited to call ahead and schedule an appointment (801)785-7687. There is no cost to attend a DRC meeting. Members of DRC are staff representatives from Planning, Public Works, Public Safety, Engineering, Building, Orem Fire, and Administration. The Committee's objective is to help you determine if your project complies with all applicable City codes and to better help you understand the development process in Lindon.

#### 4. Planning Commission Meeting

Your attendance at the Planning Commission meeting is required. You may have a representative attend for you. Once staff has determined that your application can be forwarded to the Planning Commission, staff prepares a report that describes your request and provides the Commission with additional background information. This report is distributed to the Commission members prior to the meeting. They are a seven (7) member commission and are appointed by the Mayor for three (3) year terms. Four members must vote in the affirmative for any motion to carry in a Planning Commission meeting. The Planning Commission is the land use authority for applications as found in Lindon City Code 17.09 Table 1. They also make recommendations to the City Council regarding ordinance amendments, zone changes and other land use matters. The Commission typically meets the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday's of each month. (See the Lindon City website for dates and times for the next Planning Commission meeting)\_No building permits can be approved for your project until all City approvals have been granted.

#### 5. City Council Meeting

Some applications require City Council approval. They are a five (5) member council with a non-voting mayor that acts as a 6<sup>th</sup> member. The council needs three members to vote in the affirmative for approval on any motion. If your request needs to go before the Council, staff will forward the application and Planning Commission recommendations to the next available Council meeting (typically within two weeks of a Planning Commission meeting). You may want to talk to the Planning Director to see if or when your application will be reviewed by the City Council. The Council typically meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. (See the Lindon City website for dates and times for the next City Council meeting)

#### 6. Appeals

See Lindon City Code 17.09 for appeal authorities. An application for an appeal must be filed with the Lindon City Planning Department within thirty (30) days of the date of the decision by the Planning Commission.

Please Note: This is your application. It is your responsibility to follow-up with City Staff on the status of your request. The Community Development\_Director and staff are assigned to help you. If the Director is unavailable, contact the Planning Department administrative staff to schedule a meeting.

### SECTION 1.02 RESPONSIBILITY FOR PUBLIC IMPROVEMENTS

In accordance with General Plan goals related to providing adequate infrastructure for various land uses within the city, the design and construction costs of public improvements within and required by land development are the responsibility of the Developer.

The Developer must construct full street and utility improvements. These normally include asphalt and base materials, curb & gutter, sidewalk, traffic and street signs, street lights, sewer, storm drainage, culinary water, and secondary water facilities, and telecommunications conduit. For new streets, the Developer is responsible for everything from the back of curb on one side of the road to the back of curb on the other side of the road, as well as sidewalk on the side(s) of the street being developed. For existing streets, the Developer is responsible for any street widening as well as sidewalk on the side of the street being developed. The Development Review Committee can recommend specification adjustments in specific cases to the land use authority. Where potential impacts from the development exceed the existing structural integrity, design, or capacity of the street section the city shall require a geotechnical analysis of the pavement section. If the existing pavement section is not adequate for the impacts of the development, the developer shall be responsible for improving the pavement section.

The Developer is required to dedicate land required for these improvements to the public. Where public utilities are on private property the Developer must provide a 20-foot wide easement.

The Developer is responsible for improvements of the size listed below (and larger if required to meet the needs of the development), with the exceptions that follow. When oversized lines are required to serve areas other than the development, the City will reimburse the Developer the incremental difference in cost of improvements.

<b>Improvement</b>	<b>Size Developer is responsible to pay for</b>
Street (residential)	50' right-of-way
Street (non-residential)	66' right-of-way
Sanitary Sewer	8"
Storm Drain	12"
Culinary Water	8"
Secondary Water	6"
Telecommunications Conduit	one 4" or two 1¼", as required

The following exceptions apply:

1. Secondary water lines are not required in non-residential areas generally west of 800 West.
2. In some instances, the developer may be allowed to install smaller utilities or build narrower streets than indicated above. For instance, a four inch (4") secondary water line may be adequate in some locations and a 50' right-of-way may be allowed in a non-residential zone to complete a short connection between existing 50' wide streets.
3. Roads in industrial subdivisions west of Geneva Road do not require sidewalks (see Standard Drawing [2a](#) and [2b](#)).

In residential zones, when streets wider than 50' are required, the City will reimburse the Developer the cost of the road base and surfacing for any additional asphalt width required in excess of 32'. The Developer still bears the cost of the land associated with any additional street width. In zones other than residential, when streets wider than 66' are required, the city will reimburse the developer the cost of the road base and surfacing for any additional asphalt width required in excess of 50'. The developer still bears the cost of the land associated with any additional street width.

When the City requires that a developer construct master planned trails along a street rather than the usual street improvements, the developer is eligible for reimbursement for any resulting documented, actual, additional construction costs as described in the Lindon City Parks, Trails and Recreation Master Plan and Capital Facilities Plan.

**SECTION 1.03 ROADWAY CONSTRUCTION**

On new roadways to be dedicated to the City the Developer shall make a cash payment-to Lindon City for placement of an asphalt seal coat. The amount of the cash payment shall be determined by the City Engineer.

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**SECTION 1.04 PRIVATE UTILITIES**

This section describes circumstances under which utilities are generally privately owned and maintained.

**1. Culinary Water**

Culinary water service lines between the main line and the meter, as well as the meter, are public. Water service lines beyond the water meter are private. Fire hydrants and culinary water lines providing service to them are public if they provide fire protection to single family residential development on public streets. Fire hydrants and culinary water lines providing service to them on private property are public if 1) the lines are looped back into the public system, or 2) they provide fire protection to multiple property owners (other than a single condominium project). Otherwise, fire hydrants and the lines providing service to them are privately owned and maintained.

Lindon City shall be responsible for the maintenance and repair of all public water lines and hydrants, including public water lines and hydrants located on private property. No private party may connect to, repair, or replace a public water line or hydrant without the express written consent and direct supervision of the City. Lindon City shall be responsible for all maintenance, repair and replacement of public lines and hydrants, including the excavation and proper fill and compaction of related excavations, but shall not be responsible for restoring road surfaces and other surface structures and features, including but not limited to, asphalt, concrete, curb and gutter, landscaping and irrigation systems, which costs shall be the sole responsibility of the owner of the private property on which the public water lines and hydrants are located.

**2. Secondary Water**

Secondary water service lines between the main line and the irrigation service box are public. Secondary water service lines beyond the irrigation box are private.

**3. Sanitary Sewer**

Sewer laterals are private all the way to the city main line. Sewer lines to multiple condominium or rental units are generally considered private regardless of size. A sewer main 8" or larger in size extended onto private property that serves multiple property owners (other than in a condominium development) is generally considered public.

**4. Storm Drain**

Storm drain lines are considered private until they connect to the city main line or a public extension of the city storm drainage system (such as an inlet box in a public street).

**5. Telecommunications Conduit**

The system of telecommunications conduit to and including the service box is public. The conduit beyond the service box is private.

**6. Street Lights**

Street lights on public streets are public. Street lights on private streets are considered public if they meet city standards and are required by the city. Other lighting, such as in parking lots and within sites, is private. The Developer is responsible for providing usable electrical power to energize all street lights for the development.

Easements must be provided for utility lines on property owned by someone other than the utility owner. They generally need to be 20 feet wide, with 10 feet on each side of the utility. Easements for public water lines and hydrants shall expressly state that maintenance, repair, and replacement of public water lines and hydrants shall be the sole responsibility of Lindon City, but that the costs of restoring road surfaces and other surface structures or features, landscaping and/or irrigation systems within the easement shall be the sole responsibility of the owner of the private property on which the public water lines and hydrants are located.

### **SECTION 1.05 PUBLIC UTILITIES**

The Developer is responsible to provide or accommodate utility company services according to the requirements of the various utilities.

### **SECTION 1.06 BONDING REQUIREMENTS**

Land developers are required to post an Improvement Completion Assurance and Improvement Warranty according to the Lindon City Code [Chapter 17.38](#). See [Chapter 17.38](#) for more information.

#### **Improvement Completion Assurance**

The Improvement Completion Assurance is required to assure completion of all public improvement associated with the development that are not completed and accepted by the City prior to the City recording the plat (in the case of subdivisions) or prior to the City issuing a Certificate of Occupancy (in other cases). It is to be in the amount of 100% of what it would cost the City to have the improvements constructed, as estimated by the City Engineer. The Developer shall submit an itemized estimate of the cost of completing the improvements to assist the City Engineer.

The Improvement Completion Assurance may be posted before beginning construction or during construction. If it is posted during construction, the costs established by the City Engineer for those improvements already constructed and accepted by the City are deducted from the required bond amount.

Improvements must be completed within one year of the date of plat recording (in the case of subdivisions) or building permits issued (in other cases), except that for plats recorded or building permits issued between October 1 and March 31, the improvements must be completed by the next October 1. This is to give the City an opportunity to collect on the bond and complete required asphalt improvements before the asphalt batch plants close for the winter and before the weather prohibits the completion of the improvements. There are provisions for extensions with good cause.

If a Developer makes application for an occupancy permit prior to completion of private improvements, an Improvement Completion Assurance for Private Improvements is required.

The City will not release more than 90% of the Improvement Completion Assurance until a final acceptance of required improvements has been issued by the Public Works Department (the remaining 10% is for the improvement warranty).

#### **Improvement Warranty**

The Improvement Warranty assures that the developer will repair or replace improvements that are found to be defective during the warranty period. It is to be in the amount of 10% of the lesser of the City Engineer's estimated cost of completion of required improvements, or the Developer's proven actual cost of having completed the required improvements.

The Improvement Warranty must be posted before the City will record the plat (in the case of subdivisions) or issue



the Certificate of Occupancy (in other cases).

The warranty period is one year following the date that the Public Works Department issues final acceptance of required improvements. There are provisions for requiring an initial warranty period longer than one year.

The Developer shall repair or replace any improvements which are or become defective during the warranty period. In the case of repairs or replacements the City may require that the warranty period extend 6 months from the date they pass inspection, or until the next April 15<sup>th</sup>, whichever is longer.

The City will not release the Improvement Warranty until the Public Works Department has certified in writing that the promised performance is completed and that the warranty period has expired.

### **Other Provisions**

On flag lots, the driveway and utilities need to be bonded for to the end of the flag pole portion of the lot.

Whenever a temporary turn-around is approved as part of a subdivision and in anticipation of a future through road being constructed, the applicant constructing the temporary turn-around shall post a cash payment to the City equal in amount, as estimated by the City Engineer, to the cost of removing the temporary turn-around and construction of the required street improvements along the street frontage where the temporary turn-around will have previously existed.

### **SECTION 1.07 DEDICATION OF WATER SHARES**

Dedication of water shares is described in Lindon City Code Sections [17.32.270](#) and [17.66.010](#).

### **SECTION 1.08 PROHIBITED CONDITIONS, COVENANTS AND RESTRICTIONS (C.C.&R's)**

Neighborhood organizations, home owners associations, and/or private citizens shall not be permitted to restrict the placement and construction of R2 Overlay projects in specific neighborhoods and subdivisions through the use and implementation of Conditions, Covenants, and Restrictions and/or other types of restrictive legal documents. Such practices undermine Lindon City's ability to provide for the housing needs of its citizens and prohibit attainment of established zoning requirements, General Plan Goals, as well as State mandates for moderate income housing. In addition, animal rights as permitted in Chapter 6 of the Lindon City Code shall not be restricted through the use and implementation of C.C.&R's.

### **SECTION 1.09 LOW IMPACT DEVELOPMENT**

Lindon City requires the use of low impact development techniques consistent with requirements set forth by the State of Utah. Appendix C of this manual, Storm Water Management, contains ideas that may be suitable. Additional ideas can be found in the document "A Guide to Low Impact Development within Utah".

### **SECTION 1.10 CONSTRUCTION PHASE**

Prior to construction the Contractor holds a Preconstruction Meeting with Lindon City Public Works. After the following requirements have been met the contractor may contact the Public Works Secretary to schedule a Preconstruction Meeting:

1. The Developer must have Site Plans/Improvement Plans that have been stamped as finalized by the City Engineer

2. The Storm Water Pollution Prevention Plan (SWPPP) must be reviewed and approved by the Public Works Department (if applicable)
3. The Developer must file a UPDES Permit NOI (if applicable)
4. The Developer must have paid the Construction Phase Services Fee
5. The Contractor must have a right-of-way encroachment permit (if applicable)

Construction begins after the Preconstruction Meeting.

Call the Public Works Secretary (801-796-7954) to schedule inspections. **Schedule inspections at least 24 hours in advance.**

The Construction Phase Services Fee is a fixed fee intended to cover the average cost of city services during the construction phase of subdivisions and site development. See the current fee schedule for fees associated with subdivisions and site plans. The fee pays for services such as the following during construction:

1. SWPPP review
2. Street signs and stop signs
3. Public Works inspections
4. SWPPP inspections
5. City engineering consultation
6. Materials testing
7. Bacteria testing

Developers post a Construction Improvement Assurance. As improvements are completed and inspected, the Developer may make monthly Construction Completion Assurance release requests by submitting a request to the Engineering Division at the Public Works Department.

Developers post an Improvement Warranty and should address any problems with the improvements that they are aware of during the warranty period.

See Submittal Section 2.09 for additional information on submittals.

## 1.11 TRAFFIC STUDY

Traffic study

The Lindon City Engineer shall determine when a traffic study is warranted as part of the land use application review using the guidelines below.

- When a proposed development is anticipated to generate one hundred (100) or more added new peak hour trips to or from the site during the adjacent street's peak hours or the developments peak hours.
- If there is existing traffic congestion in the vicinity of a proposed development and the development is expected to significantly impact adjacent roadways/intersections.
- Requests for rezoning.
- Change in level of service at an intersection.
- Requires the addition of turn lanes to accommodate site traffic and while not impacting through traffic.
- The city has information about a high accident intersection or street.
- Proximity of adjacent neighborhoods.
- Existing or projected level of service of streets adjacent to the proposed development.
- High traffic volumes on adjacent streets that may affect traffic movements into and out of the proposed development.

A traffic study shall include the following items:

- A study of existing area conditions.
- Traffic projections (using locally derived trip generation rates, if available).
- Traffic analysis.
- On and off-site improvement analysis, conclusions, and recommendations.
- Other items as reasonably determined by the city engineer.

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**DIVISION 2****SUBMITTAL REQUIREMENTS****SECTION 2.01 DRAWING STANDARDS**

The following instructions are for the purpose of standardizing the preparation of drawings to obtain uniformity in appearance, clarity, size and style. Plans and designs shall meet the standards defined in the Standard Specifications and Drawings. The requirements listed in this section are minimum requirements on drawings. City Planning and /or Engineering personnel shall have authority to modify the requirements of this division, in terms of what plans are required, what must be shown on the plans, and what level of detail is needed.

All drawings and/or prints shall be clear and legible and conform to good engineering and drafting room practice. If printed, size of drawings shall be 24" x 36" (trim line) with minimum borders of ½" on top, bottom and right sides, and 1" on the left side, or 11" x 17" (trim line) with minimum borders of ½" on all sides.

The Lindon City Planning Department requires electronic versions of plans for all submittals with the online land use application. They shall be in vector Portable Document Format (pdf) and must be legible when printed at 11" x 17"; a pdf created from a scan of a printed plan set is not acceptable. Email submittals to the Planning Department at [planningdept@lindoncity.org](mailto:planningdept@lindoncity.org).

After the City Engineer considers the plans to be finalized, submit a stamped, signed and dated electronic plan set. The electronic set is to be a pdf version of the plans, stamped, signed and dated by the professional preparing them.

In general, the following shall be included on drawings (some do not apply to final plats):

1. North arrow (plan)
2. Scale, no smaller than 1"=50' horizontal and 1"=5' vertical
3. Benchmark location and elevations (use U.S.G.S. datum). Include the vertical datum used (NGVD 29 or NAVD 88).
4. Stationing and elevations for profiles
5. Size, location and, where applicable, elevation and slope of adjoining existing improvements. Existing improvements and proposed improvements shall be clearly distinguishable.
6. All engineering and/or surveying documents stamped by an engineer or land surveyor in accordance with the procedures of the Utah Board for Professional Registration.
7. Title block to include:
  - a. Name of City
  - b. Project title (subdivision, etc.)
  - c. Name and address of owner of record, developer and designer
  - d. Date of preparation
  - e. Specific type and location of work
  - f. Name of engineer or firm preparing drawings (must be prepared by professional licensed in Utah)
8. Tabulation of acres, lots, open space and units per acre

**SECTION 2.02 PRELIMINARY SUBDIVISION PLANS**

Disclaimer: The requirements in this section are provided for the convenience of preparing submittals. They are not intended to contain a comprehensive listing of all requirements of the Lindon City Code.

Subdivisions of land by traditional subdivision plat, plat amendment, and condominium plat all follow the process outlined below.

Deliver the following items to the Planning Department with the Preliminary Plan Subdivision Application:

1. Application Form – submit the completed online application form and notarized owners consent signed by all owners of land within the boundaries of the subdivision
2. Application fee

In addition, submit the following items with your online application (pdf versions). **Plans must be legible when printed at 11” x 17”.**

1. Preliminary Plans
2. Storm Drainage Calculations (unless no new streets or drainage improvements will be required)
3. Soils Report
  - a. Soils reports are not required for minor residential subdivisions (3 or fewer lots) in areas outside the Sensitive Area Districts, in which no new streets will be constructed.
  - b. In some cases a soils report previously prepared for nearby land may be used, if it is represented as suitable by the geotechnical engineer who prepared it, and it is accepted by the City.
4. Under certain circumstances the following may be required:
  - a. If the subdivision covers only a part of a larger un-subdivided area, the following shall be submitted:
    1. A plan showing the location of the subdivision as it forms part of the larger area
    2. A plan proposing a future street system that demonstrates how the balance of the un-subdivided area could be developed.
  - b. If a lot is subject to the Hillside Protection Zone (as defined in Section [17.57.220](#) of the Lindon City Code), the following shall be submitted:
    1. Slope analysis demonstrating compliance to Sections [17.57.040](#), [17.57.050](#) and [17.57.060](#) of the Lindon City Code.
    2. Soils report as defined in Section [17.57.080](#) of the Lindon City Code
    3. Geology report as defined in Section [17.57.090](#) of the Lindon City Code
    4. Fire protection report as defined in Section [17.57.110](#) of the Lindon City Code
  - c. If a Flag Lot (as defined by Section [17.32.330](#) of the Lindon City Code) is part of a development application, a site plan must be submitted demonstrating compliance with the requirements of said ordinance.
5. Written response to review comments with the plans submitted electronically (only required on resubmittals). Responses to issues identified/redlined by the City by making a comment next to each City redline comment.

If the subdivision is within a Sensitive Area District (as defined in Section [17.56.050](#) of the Lindon City Code), the applicant needs to meet with the Development Review Committee to review the proposed development. The Development Review Committee determines the subsequent course of action as outlined in Section [17.56](#) of the Lindon City Code.

The following shall be included on preliminary plans:

1. A vicinity map drawing accurately locating the property
2. Name and address of property owners
3. Name and address of Developer
4. Name and address of surveyor and engineer
5. Names of adjacent property owners
6. Boundary lines of the subdivision & sufficient information to define its location, including the datum used (NAD 27 or NAD 83).
7. Dimensions and square footage of each lot including:
  - a. Lot frontage
  - b. Building setback lines (building envelopes)
  - c. Lots consecutively numbered
8. Existing contours at 2' intervals in areas of slope less than 30%, and at 10' intervals in areas of slope greater than 30%
9. Dimensions and locations of existing and proposed improvements, structures, easements and topographic features within the parcel and within 200 feet of the proposed subdivision
10. Location and dimensions of existing and proposed irrigation system consisting of open ditches located on, adjacent to, or within 100 feet of the proposed subdivision, as well as plans for relocation, covering, or other safety precautions
11. The location of any areas of potential flood hazard within the subdivision or within 200 feet of the subdivision
12. The location of existing structures within the preliminary plan boundaries, and a notation as to whether the existing structures will remain or be demolished
13. Proposed streets (plan view) with the following information:
  - a. identifying widths, horizontal curve radii, slope, and direction of slope
  - b. Cross sections of all existing and proposed streets (include road dimensions and location of utilities within the road)
  - c. Proposed names of all new streets
  - d. Location of all existing and proposed curb, gutter and sidewalk within the subdivision including an indication of grades and flow arrows showing direction of storm water surface flows
  - e. Location of any temporary turnaround easements for emergency access on dead end streets
  - f. Provide a circulation plan that includes information on cul-de-sac lengths, block lengths, and connectivity index
14. Existing and proposed street lights – Street lights are normally required at each intersection, at ends of cul-de-sacs and permanent dead end streets, at knuckles and at bends in streets sharper than the standard minimum centerline radius. Streets longer than 650 feet in length need a mid-block street light.
15. Existing and proposed Utilities (plan view only of storm drains, sanitary sewer, culinary water, and secondary water) showing location, sizes, and (on gravity lines) direction of slope.
16. A storm drainage plan.
17. A preliminary grading plan (only if substantial grading is proposed or will be required)
18. Location and dimensions of any common space or open space areas including property to be set aside for parks, playgrounds, trails, or other public or private uses, with a designation of the purpose of those areas, and conditions, if any, of the dedication or reservation.
19. Location and extent of all cuts and fills exceeding (3) three feet anywhere on the project site and any associated retaining walls.
20. Location, height and type of existing fence lines within and contiguous to the subdivision. Include design when there is a grade difference between adjacent properties.
21. Traffic study when required by the city engineer. See Section 1.11

The following shall be included in the storm drainage calculations (see Section 3.01 Storm Drainage Criteria of this chapter):

**1. Hydrologic Calculations**

- a. A map showing drainage sub-basins and the piping system
- b. Cumulative peak flow calculations for each sub-basin (submit all input data, calculations and results)

**2. Hydraulic Calculations**

- a. Capacity calculations for each segment of the pipe system
- b. Calculations demonstrating that flow rates in streets do not exceed maximums before being caught in storm drain inlets
- c. Calculations demonstrating that inlets are sufficiently long to capture peak design flows

**3. Detention Calculations**

- a. Detention volume requirement-an analysis that identifies the storm whose duration creates the greatest detention volume requirement, given storm duration and stage storage curve and outlet discharge curve.
- b. Orifice calculations showing the maximum release rate is not exceeded.
- c. Major drainage facilities, outfalls, and discharge.
- d. Drainage pipe locations, sizes and depths.

If there are lots within the subdivision that are subject to the Hillside Protection Zone (as defined in Section [17.57.220](#) of the Lindon City Code), the calculations also must meet the requirements of Section [17.57.100](#) of the Lindon City Code.

**Low Impact Development**

Lindon City requires the use of low impact development techniques consistent with requirements set forth by the State of Utah. Appendix C of this manual, Storm Water Management, contains ideas that may be suitable. Additional ideas and guidance can be found in the document “A Guide to Low Impact Development within Utah”.

**Wetlands**

Identification of wetland areas within the subdivision or within 200 feet of the subdivision

Contact the Army Corp of Engineers whenever wetlands impact the development. Submit the Army Corp of Engineers’ response to the City.

**Hillside Ordinance**

If there are lots within the area that are subject to the Hillside Protection Zone (as defined in Section [17.57.220](#) of the Lindon City Code), other plans and reports may be required.

**Sensitive Areas:**

If the development is within a Sensitive Area District (as defined in Section [17.56.050](#) of the Lindon City Code), the applicant needs to meet with the Development Review Committee to review the proposed development. The Development Review Committee determines the subsequent course of action as outlined in Section [17.56](#) of the Lindon City Code.

**Storm Water Management**

Refer to Storm Water Performance Criteria and Design Guidelines in Appendix C of this manual.

**Soils Report**

The soils report shall be prepared by a geotechnical engineer licensed in the state of Utah. The following shall be included in the soils report:

1. Subsurface soil conditions and characteristics
  - a. Bearing capacity
  - b. Settlement, collapse or expansion potential
  - c. Soil suitability
2. Groundwater conditions
3. Foundation design recommendations
4. Additional information regarding natural or man-made hazards that exist on the property
5. Recommendations regarding site grading and compaction
6. Recommendations regarding constructability issues



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**SECTION 2.03 FINAL PLAT AND FINAL IMPROVEMENT DRAWINGS**

Disclaimer: The requirements in this section are provided for the convenience of preparing submittals. They are not intended to contain a comprehensive listing of all requirements of the Lindon City Code.

Subdivisions of land by traditional subdivision plat, plat amendment, and condominium plat all follow the process outlined below.

After the Land Use Authority approves the subdivision, submit the following items to the Planning Department electronically (pdf versions) through the online application portal. **Plans must be legible when printed at 11" x 17"**.

1. Subdivision Plat and/or Improvement Drawings
2. Small Site SWPPP (if applicable – see below)
3. Pavement Section Design (see below)
4. Utility Notification Form signed by Dominion Energy, Comcast, Century Link, Rocky Mountain Power, Utopia, Jordan Valley Water Conservancy District, Metropolitan Water District of Salt Lake and Sandy, Central Utah Water Conservancy District, and Utah County Surveyor Department.
5. Letter from United States Postal Service Growth Management (785-5415) designating the location of a central mailbox. This requirement to all developments of 5 or more new lots, and to or when a new cul-de-sac is constructed. The Post Office will need an 8½" x 11" size copy of the plat.
6. Written response to review comments with the plans submitted electronically.
7. Written approval for development proposals that access from a UDOT road or will impact a UDOT facility.

May be submitted at the plan approval phase or later (see below):

8. Storm Water Pollution Prevention Plan (if applicable – see below)

**Storm Water Pollution Prevention Plan (SWPPP)**

Lindon City and the State of Utah require that developments having a disturbed area of 1 acre or more obtain a UPDES Storm Water General Permit for construction activities from the Division of Water Quality of the Department of Environmental Quality of the State of Utah. Obtaining the permit includes preparation of a Storm Water Pollution Prevention Plan (SWPPP) and a Notice of Intent (NOI). Online application is available on the internet at [www.waterquality.utah.gov/UPDES/stormwatercon.htm](http://www.waterquality.utah.gov/UPDES/stormwatercon.htm). Note that when a development of over 1 acre is phased, the permit is required for each phase, even if each phase is less than 1 acre in size. Development projects such as construction of a single family home or any other site disturbing less than 1 acre must also obtain the applicable permit when they are part of a larger common plan of development or sale.

**The SWPPP can be prepared during or after the development approval phase**, but it must be reviewed for completeness by Lindon City. Submit the SWPPP and the SWPPP Preconstruction Submittal and Review Checklist electronically to the Planning Department. Maps must be legible when printed at 11" x 17". When the City finds it to be satisfactory the City Engineer or the Public Works Department will sign the SWPPP Preconstruction Submittal and Review Checklist.

The Public Works Department will only schedule a preconstruction meeting after the SWPPP has been approved.

See Storm Water Pollution Prevention Plan Requirements in Appendix C of this Manual.

**Small Site SWPPP**

In developments disturbing less than 1 acre, and that are not required to obtain a UPDES Storm Water General Permit for Construction Activities, Lindon City requires a plan to prevent storm water pollution. It simply consists of a site plan showing best management practices (and associated location of each), and accompanying BMP Fact Sheets. The BMP Fact Sheets are to be on plan sheets, rather than on separate 8 ½” x 11” sheets.

**Small Site SWPPPs are to be included in the plans.** On sites requiring a Small Site SWPPP, the plans will not be considered finalized without the Small Site SWPPP.

**Pavement Section Design**

Provide a pavement section design whenever the development includes street widening or new streets. Use the pavement section design criteria in Division 3 of this chapter.

In the case of street widening document subgrade soil bearing capacity and traffic assumptions.

In the case of developments that include new streets, document the following:

1. Pavement section design method used
2. Data related to the pavement section design criteria in Division 3 of this chapter
3. Design life
4. Pavement materials characteristics
5. Traffic volumes, vehicle class distribution, directional and lane distribution
6. ESALs
7. Structural number values (provided and required)
8. Reliability of satisfactory performance
9. Recommended pavement section

**Utility Notification**

Note that developments with new public utility service will not be considered finalized until the Utility Notification Form is returned to the Lindon City Community Development Office, signed by the affected entities.

**Finalizing Plans**

The following are required before a subdivision plat and plans will be considered finalized:

- a. All requirements must be met and engineering issues resolved.
- b. Water shares must be turned in or fee in lieu of shares paid (if not previously done)
- c. The Improvement Completion Assurance (as applicable) must be in place
- d. The Lindon City Utility Notification Form, signed by each organization listed on it, must be submitted.
- e. When an irrigation ditch is to be crossed, piped or modified, approval of the owner/operator should be documented.
- f. Construction Phase Services and other fees are paid

**Engineer's Opinion of Probable Cost:**

After the improvement drawings are finalized, submit an engineer's opinion of probable cost of improvements electronically to the Planning Department. This is to contain an itemized list of quantities and unit pricing and should be submitted after approval of final improvement drawings. A contractor's bid may satisfy this requirement. It is used by the City Engineer in establishing the Improvement Completion Assurance amount.

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**FINAL PLAT**

The following are required before the plat will be recorded:

1. The Improvement Plans must be finalized.
2. Water shares must be turned in or the fee in lieu of water shares paid for the subdivision (if not previously done)
3. The Improvement Completion Assurance (if applicable) and the Improvement Warranty are in place
4. Payment for plat recording fees must be provided to the city
5. The mylar must be signed. Prior to submitting the mylar to the Planning Department the developer must have the surveyor, owner, and notary sign the plat. The city will then route the mylar for other signatures.
6. Construction Phase Services, lighting (Paid to Rocky Mountain Power) and review fees paid

The following requirements apply to the final plat:

1. It shall be drawn on a sheet approved by the Utah County Recorder's Office.
2. It shall be drawn with all lines, dimensions and markings made in waterproof black drawing ink.
3. Bearings, distances and curve data of all perimeter boundary lines shall be located outside the boundary line, not inside with the lot dimensions.
4. Consecutively number lots (do not repeat the use of lot numbers in subsequently lettered plats that have the same name).
5. Excepted parcels shall be marked "not included in this development".
6. Public streets shall have numeric names and coordinates.
7. Any parcels to be dedicated to the public shall be noted as a "Public Area".
8. Easements shall be designated and shall specify to whom the easement is granted.
9. All lands within the boundaries of the plan shall be accounted for either as lots, public streets, private streets, common area, public area or excepted parcels.
10. Subdivision boundary lines shall be heavier than other lines on the drawing.
11. Lengths shall be shown to hundredths of a foot, areas to the square foot, and angles and bearings shall be shown to seconds.
12. Addressed lots.

The following shall be included on the final plat:

1. North arrow
2. Scale (no smaller than 1"=60')
3. Graphic scale
4. Vicinity map drawn accurately locating the property
5. Subdivision boundary lines, section corner tie lines, lot lines, street right-of-way lines, street centerlines, excepted parcel boundaries and easements
6. The bearings, distances and curve data of the exterior boundary of the subdivision, section corner tie lines, all irregular lot lines, street right-of-way lines, street centerlines, excepted parcel boundaries and easements (those easements that cannot be adequately defined using dimensions from lot lines/corners).
7. Public utility easements 10' in width are required along street frontage and may be required along lot lines if needed
8. On 700 North (North County Boulevard) the public utility easements are to be as shown on Standard Drawing 2c. Depending on the size and location of lots, access easement will also be required to provide access to adjacent lots.
9. Postal easements to accommodate central mail delivery shall be 4' x 4', or larger if requested by the USPS.
10. Curve data sufficient to enable reestablishing the curves on the ground, which shall include as a minimum:
  - a. Radius
  - b. Central angle
  - c. Chord length
  - d. Chord bearing
  - e. Arc length
11. Areas of all lots in square feet (area in acres may be used if the lot is greater than 1 acre in size).

12. Street names and numbers
13. A notice of covenants, conditions and other restrictions if applicable.
14. On lots subject to a FEMA Flood Zone A shown on the current Flood Insurance Rate Map (FIRM), show and dimension the boundaries of the Flood Zone A, and show Base Flood Elevations (BFE's). Include survey control information sufficient to establish the BFE's in the field.
15. Subdivision plats that include a flag lots shall note the building height restrictions and minimum setbacks found in Section [17.32.320](#) of the Lindon City Code.
16. All lots within the R1-12 and R1-20 Zone shall have the following note placed on the Plat as shown below:

**Notice of Lindon City Multiple Family Housing Ordinance**

All potential buyers of lots within this plat are hereby noticed of the Lindon City R2 Overlay Ordinance. Under this ordinance there is potential for small localized multifamily housing projects in this neighborhood consisting of single family planned unit developments, duplexes, triplexes and accessory apartments. Conditions Covenants and Restrictions (C.C.&R's) which prohibit this type of housing in specific subdivisions are considered illegal and in violation of Lindon City Code. Please contact the Lindon City Planning Department at (801) 785-7687 for details regarding this Ordinance.

17. An occupancy restriction notice, the form of which shall be substantially as follows:

**Occupancy Restriction Notice**

It is unlawful to occupy any building located within this subdivision without first having obtained a certificate of occupancy issued by the City.

18. A lined block in the lower right hand corner of the map portion of the plat, in substantially the following form:

**Conditions of Approval**



19. In the case of a minor residential subdivision in which no soils report was prepared for the subdivision, include the following note on the plat:

A geotechnical study was not performed for this subdivision.

20. The following items are to be located along the right edge of the plat:
  - a. A "Surveyor's Certificate" and "Boundary Description", with a metes and bounds description (including the total subdivision area, basis of bearing and datum used [i.e. NAD 27 or NAD 83]) the signature and license number of a land surveyor licensed in the State of Utah. Provide enough information in the Boundary Description for it to stand on its own in correctly describing the boundary.
  - b. "Owners Dedication" subdividing the property, with the signatures of all property owners
  - c. "Acknowledgment" in which a notary public acknowledges the signatures of the property owners, with the notary's signature and seal
  - d. "Acceptance by Legislative Body" with the date of approval, a line for the signature of Mayor/Planning Commission Chair approving the plat and accepting public lands, and the signatures of the City Recorder, the City Engineer, the City Attorney, and the Planning Director.
  - e. The subdivision name and letter designation of the plat (which must be a name unique in Utah County), the location (Lindon, Utah County, Utah), and the scale are to appear near the bottom right hand corner of the plat.
  - f. The seals of the Land Surveyor, City Engineer, and Recorder are to appear near the bottom right hand

corner of the plat.

21. The following statements shall appear on multi-unit subdivision plats (except condominium plats):

### **Surveyor's Certificate**

I, \_\_\_\_\_, do hereby certify that I am a professional land surveyor, and that I hold certificate No. \_\_\_\_\_ in accordance with Utah Code, Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act. I further certify: that at the request of the owner of the below-described land, I performed a survey of said land in accordance with Section 17-23-17 of the Utah Code: that the boundary description below correctly describes the land surface upon which will be constructed the \_\_\_\_\_, that I have verified all measurements, and that the reference markers shown on said plat are located as shown and are sufficient to readily retrace or reestablish this survey.

### **Owner's Certificate and Dedication**

The undersigned owners ("owner" without regard to number or gender) of the above-described land hereby certifies that: owner has caused a survey to be made of said land and have caused this plat and Declaration of Covenants Conditions and Restrictions (Declaration) to be prepared for the \_\_\_\_\_. Owner hereby consents to the concurrent recordation of the plat and Declaration and hereby submits the described land to the provisions and requirements of the declaration, including the creation of the \_\_\_\_\_ ASSOCIATION: owner hereby dedicates any public streets reflected on the map for the use by the general public and declares all other driveways or private streets reflected on the map to be private and intend for use only by members of the \_\_\_\_\_ ASSOCIATION, their guests and invitees, as reflected in the provisions of the Declaration.

### **Conveyance of Common Areas to Association**

The undersigned owner in recording this plat, has designated certain areas of the land as private driveways, streets, limited common areas and other common areas intended for the use by members of the \_\_\_\_\_ ASSOCIATION, their guest and invitees. Such areas are to be conveyed to the appropriate parties, including the conveyance of common areas to the \_\_\_\_\_ ASSOCIATION, by deed, to be recorded in the Utah County Recorder's office, for the use and enjoyment by the owners of lots or dwellings in the \_\_\_\_\_ project as more fully described in the Declaration of Covenants Conditions and Restrictions applicable to this project and recorded with this plat.

### **Notice of Declaration of Covenants Conditions and Restrictions**

This project, with it lots, dwellings, and common areas are subject to certain covenants, conditions, and restriction as contained in the Declaration of Covenants Conditions and Restrictions for the \_\_\_\_\_, which are recorded in the offices of the Utah County Recorder. Said covenants, conditions and restrictions are intended to run with the land and to be binding upon on all heirs, successors or assigns of the declarant in accordance with the recorded declaration.

22. One of the following statements shall appear below the subdivision name on multi-unit subdivision plats (except condominium plats):

For residential subdivisions: "AN R-2 OVERLAY PROJECT" or "A PRD OVERLAY PROJECT"

For industrial subdivisions: "A MULTI-UNIT INDUSTRIAL DEVELOPMENT"

For commercial subdivisions: "A MULTI-UNIT COMMERCIAL DEVELOPMENT"

## **FINAL IMPROVEMENT DRAWINGS**

The following are required before the improvement plans will be considered finalized:

1. All requirements must be met and engineering issues resolved.
2. The Lindon City Utility Notification Form, signed by each affected entity, must be submitted.
3. When an irrigation ditch is to be crossed, piped or modified, approval of the owner/operator needs to be documented
4. All fees paid.

The following final improvement drawings are required. Drawings can be combined as conditions allow. See Section [17.32](#) of the Lindon City Code and Division 3 of this Chapter for design criteria.

**1. Curb, gutter & sidewalk and street surfacing drawings shall show:**

- a. Plans and profiles for the centerline and the top back of curb on each side of the street with stations and elevations clearly indicated. Where the top back of curb elevations parallel the centerline elevations, appropriate notes can replace showing the top back of curb in the profile.
- b. Compliance with intersection design requirements (see Section 3.02 of this chapter)-this generally requires profiling the top back of curb through curb returns.
- c. Stationing and top back of curb elevations with curve data for all curb returns, sufficient to demonstrate that intersection design criteria and ADA standards are met (see Division 3, Design Criteria, of this Chapter).
- d. Flow direction and type of cross drainage structures at intersections with adequate flow line elevations.
- e. Street cross section showing cross slopes to gutter as shown on the standard cross section drawings, standard utility line locations, and the pavement section design (including seal coat). When asphalt widening on an existing street is required extend the seal coat to the crown of the road.
- f. Existing ground at centerline and at each side of the road (if they differ greatly).
- g. When designing curb and gutter along an existing road, show the cut line, where existing asphalt is to be cut, prior to widening. Also show spot elevations along existing edge of asphalt to demonstrate appropriate cross slope from existing asphalt to new lip of gutter. Show the spot elevations along the cut line if it differs significantly from the existing edge of asphalt. Extend the design far enough beyond the proposed construction to demonstrate that the proposed design will be compatible with future extension of the curb and gutter.
- h. 42' radius asphalted temporary turnarounds on stub streets where the stub street provides access to lots.
- i. Streets having a slope of 8% or greater require a plant mix seal coat on the asphalt pavement sections. Delineate those areas that require the plant mix seal coat.
- j. Curb ramp locations and enough spot elevations for proper construction
- k. Curb ramp and driveway drawings from Lindon Standard Drawings

**2. Sewer drawings shall show:**

- a. Plans and profiles of all sewer mains.
- b. Location, size, length and grade of mains.
- c. Manhole size, location and flowline and rim elevation (maximum manhole spacing is 400').
- d. Type of pipe.
- e. Lateral locations or note specifying that all laterals are to be in standard location – 10' from downhill lot line. Provide dimensions from sewer lateral to lot lines (where the location varies from the standard). If cleanouts are to be installed on laterals, show them with enough information to map their location.
- f. A note clarifying public/private ownership and maintenance of utilities.

**3. Storm drain drawings shall show:**

- a. Plans and profiles of all storm drain lines (profiles of short lines connecting inlets to mains are not required).

- b. Location, size, length and grade of all lines.
- c. Manhole size, location, flowline and rim elevations (maximum manhole spacing is 400’).
- d. Inlet size and location; grate, flowline, and bottom of box elevations.
- e. Type of pipe.
- f. f. If there are lots within the area that are subject to the Hillside Protection Zone (as defined in Section [17.57.220](#) of the Lindon City Code), the plan also must meet the requirements of Section [17.57.100](#) of the Lindon City Code.
- g. Cross gutters are generally not allowed as a means of handling storm water in an intersection if a storm drain is nearby.
- h. Sumps are usually considered Class V Injection Wells. Sumps are generally not allowed as part of the storm drainage system. In exceptional cases, Lindon City may approve the installation of the sump. Class V Injection Wells require a permit from the State of Utah prior to installation.
- i. A note clarifying public/private ownership and maintenance of utilities.

**4. Culinary water drawings shall show:**

- a. Size and location of water mains, valves, fittings and hydrants (maximum hydrant spacing is 400’).
- b. Resolution of vertical conflicts with gravity lines.
- c. Service locations or note specifying that all services are to be in standard location – at center of lot.
- d. Fire lines are to be stubbed to all commercial/industrial lots.
- e. A note clarifying public/private ownership and maintenance of utilities.

**5. Secondary water drawings shall show:**

- a. Size and location of water mains, valves, fittings, air inlet and removal facilities, and drains.
- b. Resolution of vertical conflicts with gravity lines.
- c. Service locations at standard location – on property lines.
- d. Service size.
- e. A note clarifying public/private ownership and maintenance of utilities.

**6. Grading plans shall show:**

- a. Existing contours at 2’ intervals in areas of slope less than 30%, and at 10’ intervals in areas of slope greater than 30%.
- b. Design contours at 2’ intervals in all areas where grading is to be done outside of the street right-of-way.
- c. If there are lots within the area that are subject to the Hillside Protection Zone (as defined in Section [17.57.220](#) of the Lindon City Code), the plan also must meet the requirements of Section [17.57.100](#) of the Lindon City Code.

**7. Street Lighting:**

- a. The Developer is responsible for providing usable electrical power to energize all street lights for the development.
- b. Show and label street lights on the plans at the appropriate locations. Street lights are normally required at each intersection, at ends of cul-de-sacs and permanent dead end streets, at knuckles and at bends in streets sharper than the standard minimum centerline radius. Streets longer than 650 feet in length need a mid-block street light.
- c. Lindon City coordinates with Rocky Mountain Power for installation of all streetlights. Lindon City has adopted the Rocky Mountain Power Street Light standard as noted in Standard Drawing 23. It is the responsibility of the Developer to contract and pay associated fees to Rocky Mountain Power for installation of all streetlights.
- d. See Standard Drawing 23 and Division 18 of the Standard Specifications.

**8. Telecommunications Conduit:**

Telecommunication conduit is required in new subdivisions. However, the conduit location does not need to be shown on the improvement plans for approval. UTOPIA will provide the design of the telecommunications system. Contact Utopia to request the design. After the construction, the location of the conduit and the boxes shall be shown on the record drawings. Add the following notes to the improvement plans:

1. Telecommunication conduit shall be installed to serve all lots, and shall be laid in the same location as the telephone lines as shown on the telecommunications design for this subdivision. The conduit shall be laid at a minimum depth of cover of 24". In the immediate vicinity of service boxes the conduit shall be laid at a shallower depth of cover of 15", so that they are directly below the bottom of the service box, so that the conduit is visible when the cover of the box is removed. The conduit is not to be cut at service boxes, but it is to be laid continuously under the boxes.
2. Service boxes shall be placed at every other property line, or as otherwise shown in the telecommunications design, so that service can be provided to two lots from each box. The top of the box shall be placed flush with the finished ground surface. They shall be green 15" deep, 14" x 20" HDPE Newbasis Splice/Valve Box S1420 with cover assembly, including stainless steel lock bolt (part no. SGA142015Y000). The label "TELECOM" shall be imprinted on the cover.
3. Install two (one on cul-de-sacs) orange 1¼" diameter SDR-11 HDPE conduits meeting ASTM 3035, or in different quantities and sizes as shown in the telecommunications design. A twelve (12) gauge solid THHN tracer wire shall be installed inside all conduits according to NESC standards. Telecommunications conduit shall include a 3" caution tape installed in the pipeline trench approximately 12" below the ground surface, with the words "CAUTION: FIBER OPTIC CABLE" printed on it.

**9. Long Term Storm Water Pollution Prevention and Maintenance Plan:**

A Long Term Storm Water Pollution Prevention and Maintenance Plan is required of developments in which private improvements are constructed disturbing greater than or equal to one acre of land, as well as project less than one acre that are part of a larger common plan of development or sale; however, it is not required on traditional residential subdivisions in which only single family houses will be constructed or on traditional single family lots.

A Storm Water Maintenance Agreement is also required on sites that require a Long Term Storm Water Pollution Prevention and Maintenance Plan.

See Long Term Storm Water Pollution Prevention and Maintenance Plan Requirements and the Storm Water Maintenance Agreement form in Appendix C of this Manual.

**10. Utility Notification:**

Note that developments with new public utility service will not be considered finalized until the Utility Notification Form is returned to the Lindon City Community Development Office, signed by the affected entities (signatures do not all need to be on the same form).

**11. Other Drawings:**

Details of structures and other improvements that are to be constructed shall accompany each set of plans. All structures shall be designed in accordance with minimum requirements established by the Lindon City Standard Specifications, and shall be clearly dimensioned and described. Other details shall be consistent with or match the Lindon City Standard Drawings.



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Provide drawings showing the design of any irrigation ditches or subsurface drain lines that are to be piped or improved. Piping design drawings should show the same type of information required for storm drain drawings.

Lindon Standard Specifications and Drawings apply to construction of public improvements. Please add the following note to the improvement plan set:

Lindon Standard Specifications and Drawings apply to construction of public improvements that will be owned or maintained by Lindon City and take precedence over other standards.

### **12. Utility Trench Patching**

Where utility connections in an existing street require patching, replace the asphalt pavement as follows:

1. When utilities are spaced 12' or less apart, a single patch shall be placed such that no existing asphalt is left between patches.
2. If the edges of the asphalt patch fall within a travel lane or within five (5) feet of a pre-existing longitudinal patch, widen the patch and sawcut at a lane line or the crown line of the road.
3. When the utility trench is confined on both sides, make the patch a minimum of three (3) feet wide to provide enough width for proper compaction.

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**SECTION 2.04 LOT LINE ADJUSTMENTS**

Disclaimer: The requirements in this section are provided for the convenience of preparing submittals. They are not intended to contain a comprehensive listing of all requirements of the Lindon City Code.

Deliver the following items to the Planning Department with the Lot Line Adjustment Application:

1. Application Form – submit the completed online application form and notarized owners consent signed by all property owners involved in the property line adjustment
2. Application Fee

In addition, submit such documents and information requested by Staff with the online application to determine the effects of the adjustment and the resulting lots. Files shall be uploaded with the online application. submitted to the Planning Department electronically (pdf versions). This can be done by emailing the files to [planningdept@lindoncity.org](mailto:planningdept@lindoncity.org) (maximum total size of attachments is 15 MB), emailing a link to the files on a cloud-based service, or bringing the files to the Planning Department on a CD, DVD or flash drive. **Plans must be legible when printed at 11” x 17”.**

After the Land Use Authority approves the Lot Line Adjustment request, the Planning Directory shall execute a Notice of Approval to be recorded with the Utah County Recorder’s Office. The applicant is responsible for providing the legal description required in the Notice of Approval and to secure the signatures of all the property owners.

**SECTION 2.05 PARCEL BOUNDARY ADJUSTMENTS**

Disclaimer: The requirements in this section are provided for the convenience of preparing submittals. They are not intended to contain a comprehensive listing of all requirements of the Lindon City Code.

A Parcel Boundary Adjustment is the relocation or elimination of a common property line between two or more abutting properties that are not part of a platted subdivision lot. Resulting parcels are subject to compliance with the requirements of Lindon City zoning and development standards.

Developers are encouraged to contact the Community Development Director to ensure that the altered parcels continue to comply with City requirements for parcel size and acreage, street frontage, water shares regulations, parcel improvements, and to ensure that the adjustment does not alter the coverage or availability of existing utility services to existing lots or parcels. The Planning Director shall request documents and information required to determine the effects of resulting parcels.

If the city learns of lots that have been modified with a Parcel Boundary Adjustment and that fail to comply with the previously listed requirements, Lindon City may require the property owner to bring the parcel into compliance. Lindon City may also deny licenses and permits or otherwise prohibit the use of the property until such improvements are made.

## SECTION 2.06 SITE PLANS FOR PERMITTED AND CONDITIONAL USES

Disclaimer: The requirements in this section are provided for the convenience of preparing submittals. They are not intended to contain a comprehensive listing of all requirements of the Lindon City Code.

Deliver the following items to the Planning Department with the Permitted and Conditional Use Applications:

1. Application Form – submit the completed online application form and notarized owners consent signed by all owners of land within the boundaries of the site
2. Application Fee

In addition, submit the following items with the online application to the Planning Department electronically (pdf versions). This can be done by emailing the files to [planningdept@lindoncity.org](mailto:planningdept@lindoncity.org) (maximum total size of attachments is 15 MB), emailing a link to the files on a cloud-based service. **Plans must be legible when printed at 11” x 17”.**

1. Site Plans
2. Small Site SWPPP (if applicable – see below)
3. Long Term Storm Water Pollution Prevention and Maintenance Plan and Storm Water Maintenance Agreement (if applicable)
4. Pavement Design (see below)
5. Colored Building Elevations (show dimensions, colors, and proposed materials)
6. One copy of the Soils Report—only required for developments that are on lots of record (lots not in a subdivision). This requirement does not apply to single family residential buildings.
7. Completed Industrial Waste Questionnaire
8. Utility Notification Form signed by affected entities
9. Written response to review comments with the plans submitted electronically (only required on resubmittals)
10. Landscape plans
11. Traffic study when required by the city engineer. See Section 1.11
12. Photometric study is required when abutting residential uses

When site improvements require public improvements the following are required:

1. The Improvement Completion Assurance and the Improvement Warranty (see below)

May be submitted at the plan approval phase or later (see below):

1. Storm Water Pollution Prevention Plan (if applicable – see below)

### **Site Plans**

The following shall be included on site plans (as they apply):

1. A vicinity map drawing accurately locating the property.
2. North arrow
3. Benchmark location and elevations (U.S.G.S. datum)
4. Index of sheets
5. Name and address of property owners.
6. Name and address of Developer.
7. Name and address of surveyor and engineer.
8. Adjacent property lines and names of owners.
9. Boundary lines of the site & sufficient information to define its location.
10. Dimensions and square footage of the site.
11. Names and locations of adjacent streets.

12. Locations, dimensions and labels of existing and proposed buildings, structures, easements, site improvements and adjacent off-site improvements, including the following:
- a. **Clearly indicate which improvements are existing, which are proposed, and which are future.**
  - b. Buildings
    1. Include a notation as to whether they will remain, be modified or be demolished
    2. Show the finished floor elevation.
    3. Show dimensions to property lines.
    4. Show the building square footage
    5. Indicate the IBC occupancy type and International Fire Code construction type of the building.
    6. Include a statement of whether or not fire sprinkling is required.
  - c. Drive accesses.
  - d. Parking- show dimensions of stalls and aisles and number of stalls provided. Parking must comply with ADA requirements. All parking areas are to be hard surfaced. Provide parking tabulations on the site plan including square footage of the building divided by use type, required number of parking stalls per use type, total number of required parking stalls, number of stalls provided, number of ADA stalls provided. See Standard Drawing E and Off Street Parking ordinance in Section [17.18](#) of the Lindon City Code.
  - e. Curb ramp locations and details.
  - f. Bicycle parking is required on all non-residential land uses. Show number of spaces provided and required. Include a bike rack detail and demonstrate that location, spacing and rack requirements are met. See Off Street Parking ordinance [17.18.120](#).
  - g. Surfacing-types and locations. Show as many spot elevations on the asphalt surface as will be needed for construction. Show direction and magnitude of slopes.
  - h. Curb and Gutter-show spot elevations and slopes in plan view.
  - i. Sidewalks-show width and spot elevation in plan view. Provide sidewalks wide enough to provide 4' of unobstructed width. When sidewalks are adjacent to angle or perpendicular parking stalls this space must be provided beyond front bumpers of parked vehicles that overhang the sidewalk. This can be accomplished in one of three ways:
    1. Where a 6" tall curb exists adjacent to the sidewalk, a 6' wide sidewalk may be used.
    2. When vehicles can pull up to the face of the sidewalk (because there is no curb), a 7' wide sidewalk is needed.
    3. A 4' wide sidewalk may be used when wheel stops are placed 7' from the back of sidewalk.
  - j. Storm drainage facilities-location, size, elevations, and capacity of detention areas; locations, sizes and flowline & grate elevations of inlet boxes; locations, sizes, types, lengths, slopes and flowline elevations of pipes. Show and label elevations of maximum water surface contours in detention areas. Include details of any special structures, including outlet control structures such as orifice plates. Clearly show where roof drainage will discharge. The bottom of inlet boxes should be a minimum of 2' below the outlet to allow for sediment collection.
  - k. Storm water pretreatment device locations and details.
    - l. Utility mains in streets-locations and sizes.
  - m. Label the ownership and maintenance of all utilities as either public or private.
  - n. Sewer lateral cleanouts-show dimensions from property lines and/or right-of-way lines as needed to map their location.
  - o. Fire hydrants-they are generally required to be within 200 feet of structures. No portion of a structure or building may be more than 400 feet from a hydrant, measured along an accessible route. Valves are to be placed at the main line connection. On buildings with a fire suppression system, show the fire departments connection; a hydrant must be located within 100 feet of the fire departments connection.
  - p. Utility service lines-show locations and sizes.
  - q. Water meters-show location and size; place behind sidewalk (or curb); vaults are required when meter is in asphalt or concrete (see Standard Drawing 16).
  - r. Landscaping
    1. Show details on specific types and locations of trees.

2. Identify areas to be sod or other types of vegetation or ground cover. See Lindon City Code Title 17.19 for waterwise landscape requirements.
  3. Trees are generally required 30' on center along street frontage (see Standard Drawing B).
  4. A 20' landscape strip will be required along all public streets and a 10' landscaped strip may be required along freeway frontage.
  5. CG zones require a 3' high and 20' wide berm along street frontage.
  6. Developments on 700 North Street have separate landscaping requirements. Contact the Planning Department for more information.
  7. Parking Lot Interior landscaping:
    - a. Interior landscaping is required in all parking lots with over 10 spaces.
    - b. Show the area required and the area provided.
    - c. Forty square feet of interior landscaping is required per required parking space.
    - d. One tree is required within interior landscaping for every 10 required parking spaces.
    - e. Only areas within 10' of the parking lot and not part of the required frontage landscaping may be counted. (See Section [17.18](#) of the Lindon City Code for more information).
  8. The following is the total landscaping percentage required per zone:
    - a. Commercial zones - 20% landscaping
    - b. Research and Business zone - 30% landscaping

Refer to Lindon City Code for further information on zone specific requirements.
  - s. Fencing-location, heights & type of materials. A seven-foot high masonry fence is required when development is adjacent to a residential zone. Identify when there is a grade difference between adjacent properties and how the fence will meet the height requirements.
  - t. Irrigation ditches-size, direction of flow and any proposed changes to them. Show the design of any irrigation ditches or subsurface drain lines that are to be piped or improved. Piping design should show the same type of information required for storm drainage facilities.
  - u. Solid waste disposal-a dumpster within a sight-obscuring enclosure is generally required. See Standard Drawing C. Provide a detail or include the standard drawing.
  - v. Loading areas.
  - w. Street lights – See Standard Drawings 23 and Division 18 of the Standard Specifications
    1. The Developer is responsible for providing usable electrical power to energize all streetlights for the development.
    2. Streetlights - Are installed along all streets. They are generally placed at 250-foot intervals along the street frontage. Along 700 North Street they are placed 2 feet in front of the sidewalk (see Standard Drawing #2c). Along State Street they are placed 2 feet behind the sidewalk. On other streets they are generally placed in the 2 feet of street right-of-way behind the sidewalk.
    3. Streetlights - Are placed at intersections, at the end of cul-de-sac's, and mid-block (where the block length exceeds 650 feet).
  - x. Floor drains within buildings-if there are none (other than in restrooms), place a note on the site plan indicating that there will be no floor drains. Floor drains will only be allowed where there is a demonstrated need. Every floor drain needs to have its own grease trap and enter a sampling manhole in a way that allows individual sampling of flow. Units with floor drains must have their own water service. Multi-unit buildings without floor drains may have a single water service and sewer lateral.
  - y. Sampling manholes-see Standard Drawing #12.
  - z. Grease traps-see Standard Drawing #20.
  - aa. How corner and driveway clear view areas are met.
13. Street improvements (if the adjacent street is not fully improved), including applicable items listed in the submittal requirements for Curb, Gutter and Sidewalk and Street Surfacing Improvements listed in the Improvement Plan submittal requirements earlier in this chapter. In the case of development on only one side of an existing street, extend the seal coat to the crown of the road.

14. A note stating which utilities are to be privately owned and maintained when not all utilities are to be privately owned.
15. Tabulations showing square footage of the following:
  - a. Total site
  - b. Landscaping
  - c. Impervious area
  - d. Undeveloped area (if applicable)
16. Existing contours (with elevation labels) at 2' intervals in areas of slope less than 30%, and at 10' intervals in areas of slope greater than 30%.
17. Proposed contours (with elevation labels) at 2' intervals on steeper sites and at 1' intervals on flatter sites.
18. The location of any areas of potential flood hazard within the site or within 200 feet of the subdivision.
19. Storm drainage calculations (see Section 3.01 in this chapter for criteria). These can be submitted on separate 8½" x 11" sheets (they do not have to be included on the site plan).
  - a. Hydrologic calculations-peak flow calculations for the site (submit all input data, calculations and results).
  - b. Detention calculations.
    1. Detention volume requirement-an analysis that identifies the storm whose duration creates the greatest detention volume requirement, given storm duration and stage storage curve and outlet discharge curve.
    2. Stage storage curve - generally required only on large detention basins.
    3. Outlet discharge curve - generally required only on large detention basins.
    4. Orifice calculations showing the maximum release rate is not exceeded.
20. If a parcel includes 2 acres or more of irrigated area describe in detail the method of irrigating and the anticipated peak usage rate (in gallons per minute).
21. Telecommunication conduit must be stubbed to sites that do not currently have access to telecommunications conduit and are located in areas where telecommunication conduit exists. The conduit location does not need to be shown on the site plan for approval. UTOPIA will provide the design of the telecommunications system. Contact Utopia to request the design. The location of the conduit shall be shown on the record drawings. Add the following notes to the site plan:
  1. Telecommunication conduit shall be installed to serve this site. Run the conduit to the site from an existing service box at a nearby site as shown in the telecommunications design. Run the conduit within the public right-of-way or secure easements to run it on private property. Lay the conduit at a minimum depth of cover of 24".
  2. Install one orange ¾" diameter SDR-11 HDPE conduit meeting ASTM 3035, or in different quantities and sizes as shown in the telecommunications design. A twelve (12) gauge solid THHN tracer wire shall be installed inside all conduits according to NESC standards. Telecommunications conduit shall include a 3" caution tape installed in the pipeline trench approximately 12" below the ground surface, with the words "CAUTION: FIBER OPTIC CABLE" printed on it.
22. Include the following notes on all site plans and site plan amendments:
  1. The applicant is responsible for compliance with all requirements of the "Americans with Disabilities Act" (ADA).
  2. All landscaped areas shall have an automatic, underground sprinkling system with a backflow prevention device and a backflow prevention device to the building, unless landscaping is served by the secondary water system.
  3. Water meters are to be located behind back of walk or back of curb in an area that is accessible, not located behind fenced areas or under covered parking.
  4. Lindon Standard Specifications and Drawings apply to construction of public improvements that will be owned or maintained by Lindon City and take precedence over other standards.

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**Long Term Storm Water Pollution Prevention and Maintenance Plan**

A Long Term Storm Water Pollution Prevention and Maintenance Plan is required of developments disturbing greater than or equal to one acre of land, as well as projects less than one acre that are part of a larger common plan of development or sale; however, it is not required on traditional residential subdivisions in which only single family houses will be constructed or on traditional single family lots.

A Storm Water Maintenance Agreement is also required on sites that require a Long Term Storm Water Pollution Prevention and Maintenance Plan.

See Long Term Storm Water Pollution Prevention and Maintenance Plan Requirements and the Storm Water Maintenance Agreement form in Appendix C of this Manual.

**Storm Water Pollution Prevention Plan (SWPPP):**

Lindon City and the State of Utah require that developments having a disturbed area of 1 acre or more obtain a UPDES Storm Water General Permit for construction activities from the Division of Water Quality of the Department of Environmental Quality of the State of Utah. Obtaining the permit includes preparation of a Storm Water Pollution Prevention Plan (SWPPP) and a Notice of Intent (NOI). Online application is available on the internet at [www.waterquality.utah.gov/UPDES/stormwatercon.htm](http://www.waterquality.utah.gov/UPDES/stormwatercon.htm). Note that when a development of over 1 acre is phased, the permit is required for each phase, even if each phase is less than 1 acre in size. Development projects such as construction of a single family home or any other site disturbing less than 1 acre must also obtain the applicable permit when they are part of a larger common plan of development or sale.

**The SWPPP can be prepared during or after the development approval phase**, but it must be reviewed for completeness by Lindon City. Submit the SWPPP and the SWPPP Preconstruction Submittal and Review Checklist electronically to the Planning Department. Maps must be legible when printed at 11" x 17". When the City finds it to be satisfactory the City Engineer or the Public Works Department will sign the SWPPP Preconstruction Submittal and Review Checklist.

The Public Works Department will only schedule a preconstruction meeting after the SWPPP Preconstruction Submittal and Review Checklist has been signed.

See Storm Water Pollution Prevention Plan Requirements in Appendix C of this Manual.

**Small Site SWPPP**

In developments disturbing less than 1 acre, and that are not required to obtain a UPDES Storm Water General Permit for Construction Activities, Lindon City requires a plan to prevent storm water pollution. It simply consists of a site plan showing best management practices (and associated location of each), and accompanying BMP Fact Sheets. The BMP Fact Sheets are to be on plan sheets, rather than on separate 8 ½" x 11" sheets.

**Small Site SWPPPs are to be included in the plans.** On sites requiring a Small Site SWPPP, the plans will not be considered finalized without the Small Site SWPPP.

**Low Impact Development**

Lindon City requires the use of low impact development techniques consistent with requirements set forth by the State of Utah. Appendix C of this manual, Storm Water Management, contains ideas that may be suitable. Additional ideas and guidance can be found in the Appendix "A Guide to Low Impact Development within Utah".

**Sensitive Areas:**



If the site is within a Sensitive Area District (as defined in Section [17.56.050](#) of the Lindon City Code), the applicant needs to meet with the Development Review Committee to review the proposed development. The Development Review Committee determines the subsequent course of action as outlined in Section [17.56](#) of the Lindon City Code.

### **Storm Water Management**

Refer to Storm Water Performance Criteria and Design Guidelines in Appendix C of this manual.

### **Wetlands**

Contact the Army Corp of Engineers whenever wetlands impact the development. Submit the Army Corp of Engineers' response to the City.

### **Utility Notification**

Note that developments with new public utility service will not be considered finalized until the Utility Notification Form is returned to the Lindon City Community Development Office, signed by the affected entities (signatures do not all need to be on the same form).

### **Pavement Section Design**

Provide a pavement section design whenever the development includes street widening or new streets. Use the pavement section design criteria in Division 3 of this chapter.

In the case of street widening document subgrade soil bearing capacity and traffic assumptions.

In the case of developments that include new streets, document the following:

1. Pavement section design method used
2. Data related to the pavement section design criteria in Division 3 of this chapter
3. Design life
4. Pavement materials characteristics
5. Traffic volumes, vehicle class distribution, directional and lane distribution
6. ESALs
7. Structural number values (provided and required)
8. Reliability of satisfactory performance
9. Recommended pavement section

### **Utility Trench Patching**

Where utility connections in an existing street require patching, replace the asphalt pavement as follows:

1. When utilities are spaced 12' or less apart, a single patch shall be placed such that no existing asphalt is left between patches.
2. If the edges of the asphalt patch fall within a travel lane or within five (5) feet of a pre-existing longitudinal patch, widen the patch and sawcut at a lane line or the crown line of the road.
3. When the utility trench is confined on both sides, make the patch a minimum of three (3) feet wide to provide enough width for proper compaction.

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**Soils Report**

The soils report shall be prepared by a geotechnical engineer licensed in the state of Utah. When a soils report is required for a site plan, the following shall be included, as applicable:

1. Subsurface soil conditions and characteristics
  - a. Bearing capacity
  - b. Settlement, collapse or expansion potential
  - c. Soil suitability
2. Groundwater conditions
3. Foundation design recommendations
4. Additional information regarding natural or man-made hazards that exist on the property
5. Recommendations regarding site grading and compaction
6. Recommendations regarding constructability issues

**Finalizing Plans**

The following are required before site plans will be considered finalized:

1. All requirements must be met and engineering issues resolved.
2. Water shares must be turned in or fee in lieu of shares paid (if not previously done).
3. The Improvement Completion Assurance and Improvement Warranty (as they are applicable) are in place
4. The Lindon City Utility Notification Form, signed by each organization listed on it, must be submitted.
5. When an irrigation ditch is to be crossed, piped or modified, documented approval of the owner/operator
6. Construction Phase Services and other fees are paid.

**Engineer's Opinion of Probable Cost:**

After the site plans are finalized, submit an engineer's opinion of probable cost of improvements electronically to the Planning Department. This is to contain an itemized list of quantities, and should be submitted after approval of final improvement drawings. A contractor's bid may satisfy this requirement. It is used by the City Engineer in establishing the Improvement Completion Assurance amount.

## SECTION 2.07 AMENDED SITE PLANS

Disclaimer: The requirements in this section are provided for the convenience of preparing submittals. They are not intended to contain a comprehensive listing of all requirements of the Lindon City Code.

Deliver the following items to the Planning Department with the Amended Site Plan Application:

1. Application Form – submit the completed online application form and notarized owners consent signed by all owners of land within the boundaries of the site
2. Application Fee

In addition, submit the following items to the Planning Department electronically (pdf versions). This can be done by emailing the files to [planningdept@lindoncity.org](mailto:planningdept@lindoncity.org) (maximum total size of attachments is 15 MB), emailing a link to the files on a cloud-based service. **Plans must be legible when printed at 11” x 17”.**

1. Amended Site Plans
2. Small Site SWPPP (if applicable – see below)
3. Long Term Storm Water Pollution Prevention and Maintenance Plan and Storm Water Maintenance Agreement (if applicable)
4. Colored Building Elevations (show dimensions, colors, and proposed materials).
5. One copy of the Soils Report—only required for developments that are on lots of record (lots not in a subdivision). This requirement does not apply to single family residential buildings.
6. Completed Industrial Waste Questionnaire
7. Utility Notification Form signed by affected entities (if applicable – see below)
8. Written response to review comments with the plans submitted electronically (only required on resubmittals).
9. Landscape plans

May be submitted at the plan approval phase or later (see below):

10. Storm Water Pollution Prevention Plan (if applicable – see below)

### **Amended Site Plan Compliance Requirements**

The following are compliance requirements for events needing an amended site plan (as defined in Section [17.17.130](#) of the Lindon City Code):

1. Change in land use of a property
  - a. Bring to substantial compliance
2. New building or structures added to property
  - a. Greater than 1,000 sq. ft.
    1. Bring to substantial compliance
  - b. Accessory building on 1,000 sq. ft.
    1. Substantial compliance or can be waived by the Planning Director
3. Exterior changes to dimensions of an existing structure
  - a. 0-9% increase in building square footage
    1. Meet architectural design standard for the zone
    2. Meet parking standards to accommodate the increased square footage
  - b. 10-19% increase in building square footage
    1. Meet architectural design standard for the zone
    2. Meet parking standards to accommodate the increased square footage
  - c. 20-30% increase in building square footage
    1. Meet architectural design standard for the zone
    2. Meet parking standards to accommodate the increased square footage

3. Meet landscape requirements
- d. Over 30% increase in building square footage
  1. Bring to substantial compliance
4. Cosmetic changes to structure exterior
  - a. No approvals needed

### **Amended Site Plan Submittal Requirements**

Site plans to be brought into substantial compliance need to address the following requirements found in Section 2.05 of this manual:

1. Landscaping
2. Storage and exterior displays
3. Off-street parking
4. Vehicular access and circulation
5. Off-street loading and unloading
6. On-site surface water drainage
7. Off-site curb, gutter, and sidewalk
8. Piping of irrigation ditches
9. Solid waste containers and enclosures
10. Street lights
11. Fencing and/or screening
12. Architectural standards applicable to the zone in which the site is located
13. Any other areas required under [17.17.115](#) or additional standards

### **Long Term Storm Water Pollution Prevention and Maintenance Plan**

A Long Term Storm Water Pollution Prevention and Maintenance Plan is required of developments disturbing greater than or equal to one acre of land, as well as projects less than one acre that are part of a larger common plan of development or sale; however, it is not required on traditional residential subdivisions in which only single family houses will be constructed or on traditional single family lots.

A Storm Water Maintenance Agreement is also required on sites that require a Long Term Storm Water Pollution Prevention and Maintenance Plan.

See Long Term Storm Water Pollution Prevention and Maintenance Plan Requirements and the Storm Water Maintenance Agreement form in Appendix C of this Manual.

### **Storm Water Pollution Prevention Plan (SWPPP):**

Lindon City and the State of Utah require that developments having a disturbed area of 1 acre or more obtain a UPDES Storm Water General Permit for construction activities from the Division of Water Quality of the Department of Environmental Quality of the State of Utah. Obtaining the permit includes preparation of a Storm Water Pollution Prevention Plan (SWPPP) and a Notice of Intent (NOI). Online application is available on the internet at [www.waterquality.utah.gov/UPDES/stormwatercon.htm](http://www.waterquality.utah.gov/UPDES/stormwatercon.htm). Note that when a development of over 1 acre is phased, the permit is required for each phase, even if each phase is less than 1 acre in size. Development projects such as construction of a single family home or any other site disturbing less than 1 acre must also obtain the applicable permit when they are part of a larger common plan of development or sale.

**The SWPPP can be prepared during or after the development approval phase**, but it must be reviewed for completeness by Lindon City. Submit the SWPPP and the SWPPP Preconstruction Submittal and Review Checklist electronically to the Planning Department. Maps must be legible when printed at 11" x 17". When the City finds it to be satisfactory the City Engineer or the Public Works Department will sign the SWPPP Preconstruction Submittal and Review Checklist.

The Public Works Department will only schedule a preconstruction meeting after the SWPPP Preconstruction Submittal and Review Checklist has been signed.

See Storm Water Pollution Prevention Plan Requirements in Appendix C of this Manual.

### **Small Site SWPPP**

In developments disturbing less than 1 acre, and that are not required to obtain a UPDES Storm Water General Permit for Construction Activities, Lindon City requires a plan to prevent storm water pollution. It simply consists of a site plan showing best management practices (and associated location of each), and accompanying BMP Fact Sheets. The BMP Fact Sheets are to be on plan sheets, rather than on separate 8 ½" x 11" sheets.

**Small Site SWPPPs are to be included in the plans.** On sites requiring a Small Site SWPPP, the plans will not be considered finalized without the Small Site SWPPP.

### **Low Impact Development**

Lindon City requires the use of low impact development techniques consistent with requirements set forth by the State of Utah. Appendix C of this manual, Storm Water Management, contains ideas that may be suitable. Additional ideas and guidance can be found in the Appendix "A Guide to Low Impact Development within Utah".

### **Sensitive Areas:**

If the site is within a Sensitive Area District (as defined in Section [17.56.050](#) of the Lindon City Code), the applicant needs to meet with the Development Review Committee to review the proposed development. The Development Review Committee determines the subsequent course of action as outlined in Section [17.56](#) of the Lindon City Code.

### **Storm Water Management**

Refer to Storm Water Performance Criteria and Design Guidelines in Appendix C of this manual.

### **Wetlands**

Contact the Army Corp of Engineers whenever wetlands impact the development. Submit the Army Corp of Engineers' response to the City.

### **Utility Notification**

Note that developments with new public utility service will not be considered finalized until the Utility Notification Form is returned to the Lindon City Community Development Office, signed by the affected entities (signatures do not all need to be on the same form). If the amended site plan does not affect any of the entities on the Utility Notification Form, then the form does not need to be submitted.

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**Soils Report**

The soils report shall be prepared by a geotechnical engineer licensed in the state of Utah. When a soils report is required for an amended site plan, the following shall be included, as applicable:

1. Subsurface soil conditions and characteristics
  - a. Bearing capacity
  - b. Settlement, collapse or expansion potential
  - c. Soil suitability
2. Groundwater conditions
3. Foundation design recommendations
4. Pavement design
5. Additional information regarding natural or man-made hazards that exist on the property
6. Recommendations regarding site grading and compaction

**Utility Trench Patching**

Where utility connections in an existing street require patching, replace the asphalt pavement as follows:

1. When utilities are spaced 12' or less apart, a single patch shall be placed such that no existing asphalt is left between patches.
2. If the edges of the asphalt patch fall within a travel lane or within five (5) feet of a pre-existing longitudinal patch, widen the patch and sawcut at a lane line or the crown line of the road.
3. When the utility trench is confined on both sides, make the patch a minimum of three (3) feet wide to provide enough width for proper compaction.

**Finalizing Plans**

The following are required before Amended Site Plans will be considered finalized:

1. All requirements must be met and engineering issues resolved.
2. Water shares must be turned in or fees in lieu paid (if not previously done)
3. The Improvement Completion Assurance and Improvement Warranty (as they are applicable) are in place
4. The Lindon City Utility Notification Form, signed by each organization listed on it, must be submitted.
5. When an irrigation ditch is to be crossed, piped or modified, approval of the owner/operator should be documented.
6. Construction Phase Services and other fees are paid.

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**SECTION 2.08 TEMPORARY SITE PLANS**

Disclaimer: The requirements in this section are provided for the convenience of preparing submittals. They are not intended to contain a comprehensive listing of all requirements of the Lindon City Code.

Deliver the following items to the Planning Department with the Temporary Site Plan Application:

1. Application Form – submit the completed online application form and notarized owners consent signed by all owners of land within the site
2. Application Fee

In addition, upload the following items with your online application to the Planning Department electronically (pdf versions). This can be done by emailing the files to [planningdept@lindoncity.org](mailto:planningdept@lindoncity.org) (maximum total size of attachments is 15 MB), emailing a link to the files on a cloud-based service. **Plans must be legible when printed at 11" x 17"**.

1. Temporary Site Plans
2. Written Description of Proposed Use

The following shall be included on Temporary Site Plans (as they apply):

1. The layout of the facility or property where the temporary use will occur. This can be a professionally prepared drawing, a hand drawing, or a sketch on an aerial photo.
2. The location and size of any buildings, tents, canopies, parking, landscaping, signage, etc.
3. The location and size of any outdoor storage or product display areas.

The following shall be included in the written description of the proposed use (as they apply):

1. Describe the business and the activities that will occur on the site. Describe the operating characteristics. Include the proposed hours of operation and the number of employees. Include any additional information, such as photographs of the temporary use or business activities, or websites that provide additional descriptions of the business or use.
2. Identify the estimated parking demand for customers and employees. Describe how safe pedestrian access will be provided to the site in a way that doesn't conflict with vehicular traffic.
3. Describe any increases in traffic, light, noise, odor, dust or pollution generated by the proposed use. Describe any impacts from the proposed use that may adversely affect neighboring businesses or properties.
4. Describe how restroom facilities will be provided at the site for employees and patrons (portable toilet, shared with another business, etc.). Indicate whether any trash cans will be placed on the site.
5. State whether or not the facility will be connected to a power source, will require city water service, and whether or not the business or use will have any "process water" discharged to the city sewer system.

Restrictions associated to temporary sites and additional information:

1. No motor vehicle, mobile home, shipping container, or trailer from which sales are transacted or product displayed shall be accessible for the public to enter therein.
2. Signs are regulated by the provisions of the Sign Ordinance found in Lindon City Code Chapter 18
3. Any temporary use approval does not except the applicant or operator from any other required permits or conditions, such as obtaining a business license or health department permit.
4. Within 14 days after the expiration of the temporary site plan all structures or materials such as tents, poles, display bins, etc. shall be removed (does not apply to seasonal agricultural or horticulture sales).

This may not include all of the temporary site plan requirements for all sites, but is intended to help facilitate the discussion of the use for the Development Review Committee meeting. If you have any questions concerning the requirements for temporary site plans, please contact the Lindon City Planning Department at 801-785-7687. Additional information including the Lindon City Code is available at [www.lindoncity.org](http://www.lindoncity.org).



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**SECTION 2.09 LAND DISTURBANCE**

Disclaimer: The requirements in this section are provided for the convenience of preparing submittals. They are not intended to contain a comprehensive listing of all requirements of the Lindon City Code.

Deliver the following items to the **Public Works** Department with the Land Disturbance Permit Application:

1. Application Form – submit the completed application form signed by all owners of land within the site
2. Application Fee

In addition, submit the following items to the **Public Works** Department electronically (pdf versions). This can be done by emailing the files to [pubworks@lindoncity.org](mailto:pubworks@lindoncity.org) (maximum total size of attachments is 15 MB) or emailing a link to the files on a cloud-based service. **Plans must be legible when printed at 11” x 17”.**

1. SWPPP (if applicable)
2. Small Site SWPPP drawing (11”x17”) and BMPs (if applicable)
3. Drawing detailing the nature of the disturbance
4. Copies of Federal or State permits required for the project

The following shall be included on SWPPP drawings (as they apply):

1. Vicinity map and area of disturbance
2. Existing and proposed contours (if there are steep slopes)
3. Location of best management practices (BMPs) to address storm drainage water quality

**Exemptions from Land Disturbance Permit:**

The following activities do not require a Land Disturbance Permit (as detailed in Section 13.23.200.2 of Lindon City Code):

1. Any emergency activity that is immediately necessary for the protection of life, property or natural resources.
2. Actions that the City determines, and documents in writing, that are necessary to remove or alleviate an emergency condition.
3. Existing nursery and agricultural operations conducted as a permitted main or accessory use.
4. Bona fide agricultural and farming operations, provided that the agricultural and farming operations constitute the principal use of the parcel and provided that such use of the parcel does not conflict with the City’s zoning ordinance.
5. Mowing, brush clearing, tree cutting, or similar activities which do not grade, dig, excavate, or otherwise kill the surface growth and root system of the ground cover.
6. Any development or use that has received an approved Storm Water Pollution Prevention Plan or UPDES Permit.

**Storm Water Pollution Prevention Plan (SWPPP):**

Lindon City and the State of Utah require that developments having a disturbed area of 1 acre or more obtain a UPDES Storm Water General Permit for construction activities from the Division of Water Quality of the Department of Environmental Quality of the State of Utah. Obtaining the permit includes preparation of a Storm Water Pollution Prevention Plan (SWPPP) and a Notice of Intent (NOI). Online application is available on the internet at [www.waterquality.utah.gov/UPDES/stormwatercon.htm](http://www.waterquality.utah.gov/UPDES/stormwatercon.htm). Note that when a development of over 1 acre is phased, the permit is required for each phase, even if each phase is less than 1 acre in size. Development projects such as construction of a single family home or any other site disturbing less than 1 acre must also obtain the applicable permit when they are part of a larger common plan of development or sale.

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The SWPPP must be reviewed for completeness by Lindon City. Submit the SWPPP and the SWPPP Preconstruction Submittal and Review Checklist electronically to the Planning Department. Maps must be legible when printed at 11" x 17". When the City finds it to be satisfactory the City Engineer or the Public Works Department will sign the SWPPP Preconstruction Submittal and Review Checklist. The Land Disturbance Permit cannot be issued until after the SWPPP is approved by Lindon City.

See Storm Water Pollution Prevention Plan Requirements in Appendix C of this Manual.

### **Small Site SWPPP**

In developments disturbing less than 1 acre, and that are not required to obtain a UPDES Storm Water General Permit for Construction Activities, Lindon City requires a plan to prevent storm water pollution. It simply consists of a site plan showing best management practices (and associated location of each), and accompanying BMP Fact Sheets. The BMP Fact Sheets are to be on plan sheets, rather than on separate 8 ½" x 11" sheets.

On sites requiring a Small Site SWPPP, the Land Disturbance Permit will not be issued without the Small Site SWPPP.

## **SECTION 2.10 CONSTRUCTION PHASE**

Improvement plans/site plans must be finalized and the Storm Water Pollution Prevention Plan and completed checklist (if applicable) must be reviewed by Lindon City before Lindon City will schedule a preconstruction meeting.

### **Storm Water Pollution Prevention Plan (SWPPP):**

Lindon City and the State of Utah require that developments having a disturbed area of 1 acre or more obtain a UPDES Storm Water General Permit for construction activities from the Division of Water Quality of the Department of Environmental Quality of the State of Utah. Obtaining the permit includes preparation of a Storm Water Pollution Prevention Plan (SWPPP) and a Notice of Intent (NOI). Online application is available on the internet at [www.waterquality.utah.gov/UPDES/stormwatercon.htm](http://www.waterquality.utah.gov/UPDES/stormwatercon.htm). Note that when a development of over 1 acre is phased, the permit is required for each phase, even if each phase is less than 1 acre in size. Development projects such as construction of a single family home or any other site disturbing less than 1 acre must also obtain the applicable permit when they are part of a larger common plan of development or sale.

**The SWPPP can be prepared during or after the development approval phase**, but it must be reviewed for completeness by Lindon City. Submit the SWPPP and the SWPPP Preconstruction Submittal and Review Checklist electronically to the Planning Department. Maps must be legible when printed at 11" x 17". When the City finds it to be satisfactory the City Engineer or the Public Works Department will sign the SWPPP Preconstruction Submittal and Review Checklist.

The Public Works Department will only schedule a preconstruction meeting after the SWPPP Preconstruction Submittal and Review Checklist has been signed.

See Storm Water Pollution Prevention Plan Requirements in Appendix C of this Manual.

### **Cut Sheets**

Prior to construction of public sanitary sewers, storm drains and curb & gutter, three sets of cut sheets and the full size (24" x 36") relevant sheets of the improvement drawings shall be submitted for review. All submittals of these drawings and attached cut sheets are to be made to the Public Works Department. Alternatively, electronic files of the cut sheets and relevant sheets may be emailed to [pubworks@lindoncity.org](mailto:pubworks@lindoncity.org) (maximum total size of attachments is 15 MB) or by emailing a link to the files on a cloud-based service. **Plans must be legible when printed at 11" x 17"**.

### **Pavement Design**

Submit a pavement mix design to the Public Works Department for review 10 working days prior to paving as outlined in the Lindon Standard Specifications.

### **Dewatering Plan**

In instances where construction and installation of utilities will likely be occurring below the groundwater level a dewatering plan must be prepared and submitted to the Public Works Department for review. Excavation to depths where groundwater is expected to exist may not commence until the Public Works Department has reviewed the plan and takes no exception to it.

Where groundwater is found during construction to be more of a problem than anticipated, the Public Works Representative/Engineer may halt construction and require a dewatering plan as deemed appropriate.

### **Record drawings**

The record drawings need to show the public improvements and shall consist of two paper copies and one electronic

copy in portable document format (PDF). If they are available in CAD or GIS format, the city welcomes, but does not require them in these formats, in addition to PDF format.

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**DIVISION 3****DESIGN CRITERIA**

This division contains additional design criteria that are to be used on designs in the City. The City Engineer shall have authority to modify the criteria as needed to meet changing or unusual needs or conditions. Some design criteria is also found in Section [17.32](#) of the Lindon City Code.

**SECTION 3.01 STORM DRAINAGE CRITERIA**

Refer to Storm Water Performance Criteria and Design Guidelines in Appendix C of this manual.

**SECTION 3.02 STREET DESIGN CRITERIA**

The following street design criteria apply to all street designs in the City. Additional design criteria are specified in the Lindon City Code.

**1. Functional Classification**

Refer to the Lindon City [Street Master Plan Map](#) for functional classification designation on existing and future planned streets.

**2. Design Speed**

- a. Local street shall be designed to at least 25 mph
- b. Collector streets shall be designed to at least 35 mph

**3. Horizontal Curves**

Changes in horizontal alignment of over one degree shall be made using horizontal curves. In some cases horizontal alignment changes on local streets may be allowed without a horizontal curve if the resulting alignment functions as a two legged intersection.

- a. Local streets shall have a centerline radius of at least 150 feet.
- b. Collector streets shall have a centerline radius of at least 300 feet.

**4. Street Profile Design**

Streets shall be designed with vertical curves where grade changes greater than 1% occur.

**5. Intersection Design**

Curb returns shall be designed such that there is a smooth transition from one leg of the intersection to another, using vertical curves where grade changes greater than 2% occur. The designer shall include enough information on the plans to demonstrate compliance. In most cases, this requires profiling the top back of curb through the curb returns.

**6. Curb Ramp Design**

Curb ramps shall be designed in accordance with current ADA standards and guidelines, and shall be the Accessibility Standards found in the Lindon Standard Specifications (see Division 12, Concrete Curb and Gutter and Sidewalk).

**7. Cross Sections**

Refer to the Lindon City Standard Drawings found in Chapter 5 for street cross sections. Cross sections are applied to streets depending on location, functional classification, and existing/planned non-vehicular improvements. See the Planning Director or City Engineer for more information.

#### **8. Local Streets in Non-Residential Zones**

In non-residential zones local streets shall be built to collector street standards.

#### **9. Roadway Widening**

Where the roadway is widened, place asphalt as follows:

1. If the sawcut line would fall within a travel lane or within five (5) feet of a preexisting longitudinal patch, extend the widening and sawcut at a lane line or the crown of the road.
2. When the roadway widening is confined on both sides, make the widening patch a minimum of three (3) feet wide to provide enough width for proper compaction.

### **SECTION 3.03 PAVEMENT SECTION DESIGN CRITERIA**

The following street design criteria apply to the design of pavement sections on public streets:

1. Use a 20 year design life
2. Obtain and use sufficient quality and quantity of data on existing soil conditions to provide a design with a very high likelihood of not experiencing premature localized failure related to existing soil conditions.
3. Provide a design consistent with the material characteristics in the Lindon Standard Specifications.
4. Account for construction traffic
5. Account for traffic increases over time
6. Account for condition in which water is getting into the pavement section through cracks
7. Provide a design that resists frost heave and thaw weakening (no frost susceptible soils in the top 19.5")
8. Analyze the adequacy of underlying support for each layer, not just the asphalt layer.
9. When considering alternate pavement sections, favor thicker base layers rather than thicker asphalt layers, since it is more practical to increase asphalt thickness than base thickness if necessary in the future.

**DIVISION 4****PLANNING AND ZONING FORMS, APPLICATIONS, AND SCHEDULES**

The following applications, schedules, and forms can be found on the Lindon City Website at [www.lindoncity.org](http://www.lindoncity.org)

1. Online Land Use Application (click on “Submit a Land Use Application”)
2. Planning Commission and City Council Meeting Schedule
3. Utility Notification Form
4. Public Utility Easement Vacation, Abandonment, Relocation or Encroachment

**DIVISION 5****PUBLIC WORKS FORMS, APPLICATIONS, AND SCHEDULES**

The following applications, schedules, and forms can be found on the Lindon City Website at [www.Lindoncity.org](http://www.Lindoncity.org)

1. SWPPP Preconstruction Submittal and Review Checklist
2. Long Term Storm Water Pollution Prevention and Maintenance Agreement
3. Land Disturbance Permit
4. Industrial Waste and Pretreatment Questionnaire
5. Storm Water Maintenance Agreement
6. Right-Of-Way Encroachment Permit
7. Meter Set Request