

Preliminary Plat & Subdivision Improvement Plans

Application Requirements

Per NLMC 12D-404:

A. Contents of Preliminary Subdivision Plat. All preliminary subdivision plat applications filed with the City are required to provide the following information:

1. Application. A preliminary subdivision plat application shall be completed and signed by the owner(s) as identified on the property assessment rolls of the County, or by an authorized agent of the owner(s) of the land proposed to be subdivided. The preliminary subdivision plat application shall be accompanied by the fee as outlined in the City's fee schedule.
2. A title report of all associated parcels of land within the subdivision boundary with a title commitment date of not more than thirty (30) days from the date of application submittal. A preliminary title report shall indicate all easements, restrictions, covenants and reservations of record. All easements shall be clearly shown on the preliminary subdivision plat.
3. A narrative describing ownership, use and maintenance responsibilities for all common and public improvements, utilities, and Open Space.
4. Reports as listed in section 12D-117(B), unless otherwise waived or modified by the Land Use Authority, each of which shall be prepared by a professional with the appropriate license and/or training in the field, as specified in section 12D-117(B). Also, any additional studies and reports that may have been recommended by the DRC, City Staff or Planning Commission and required by the City Council.
5. A narrative describing in detail how the findings, recommendations, or conclusions contained within the resulting studies and reports (as required by 12D-117(B)) have been integrated into the design of the proposed subdivision.
6. Pursuant to the provisions of NLMC Section 12I "Dedication Of Water System Shares Or Water Rights", the applicant shall submit an assessment of the water shares or water rights to be transferred and dedicated to the city. Alternatively, the applicant may submit a calculation for the payment of a fee in lieu.
7. Preliminary Subdivision Plat. A preliminary subdivision plat shall be prepared by a registered land surveyor licensed to do such work in the State of Utah. A poorly drawn or illegible plat shall be sufficient cause for its rejection by the City. The preliminary plat shall contain the following information:
 - a. Form of presentation. The information required in this chapter as part of the preliminary subdivision plat submittal shall be shown graphically or by note on plans, or by letter, and may comprise several sheets showing various elements of required data. All mapped data for the same plat shall be drawn at the same standard engineering scale of no more than one inch equals one hundred feet (1" = 100'). Scales shall be adjusted to produce an overall drawing measuring (24" x 36"). Each sheet of the preliminary subdivision plat shall contain the name of the project, scale, sheet number, and north arrow.

b. Identification and descriptive data. Required identification and descriptive data shall be:

- (1) Proposed name of subdivision.
- (2) The legal description by metes and bounds, dimension, section, township, and range; reference by dimension and bearing to a section corner, quarter section corner or other legal land subdivision corner.
- (3) Name, address and phone number of subdivider.
- (4) Name, address and phone number of engineer, surveyor, and landscape architect or land planner preparing the plat.
- (5) Scale, north point and date of preparation including dates of any subsequent revisions.
- (6) Vicinity map clearly showing proposed division in relationship to adjacent subdivision, main arterial routes, collector streets, utilities and so forth.

c. Existing conditions data. Required data regarding existing conditions shall be:

- (1) Topography by contours related to USGS survey, datum or other datum approved by the City Engineer, shown on the same map as the proposed subdivision layout. Contour interval shall be not more than five feet (5'). Any area with a slope thirty percent (30%) or greater shall be shown by cross hatching and any areas proposed to be designated as non-buildable shall be shown by shading. Any area which the soils report rates as "Very Limited" shall also be identified.
- (2) The location of all wells, proposed, active and abandoned, and of all reservoirs within the tract and to a distance of at least one hundred feet (100') beyond the tract boundaries.
- (3) The location, width and names of all existing or recorded streets both within the proposed subdivision and within two hundred feet (200') of the proposed subdivision and of all prior platted streets or other public ways, railroad and utility rights-of-way, parks and other public open spaces, permanent buildings and structures, houses or permanent easements, and section and corporation lines, within and adjacent to the tract; and also showing the location of public utilities and other important features and existing structures within the land adjacent to the land to be subdivided, including railroads, exceptional topography, water table within five feet (5') feet of ground surface, airports and air approaches to the airport.
- (4) The location of any irrigation systems whether culinary or secondary, along with recording information for any existing easements that may accompany these facilities.
- (5) Name, book and page numbers of any recorded adjacent subdivision having common boundary with the tract. Boundary lines of adjacent tracts of un-subdivided lands showing the names and addresses of the owners thereof.
- (6) By note, the existing zoning classification of the tract.

- (7) By note, the acreage or square footage of the tract.
- (8) Location and principal dimensions for all water courses including the location of streams or drainage channels with flood prone areas specifically designated as flood plains using the requirements for storm water control found in the City's Design Standards Technical Manual. Existing flow rates shall be calculated and stated as to whether flow is constant or intermittent.
- (9) Existing sewers, storm drains, water mains, culverts, or other underground facilities within the tract and to a distance of at least one hundred feet (100') beyond the tract boundaries, indicating pipe sizes, grades, manholes and exact locations.
- (10) The location of existing bridges, culverts, surface or subsurface drainage ways, wetlands, geologic hazards, floodplains, canals, utilities, public buildings, pumping stations or appurtenances, within subdivision or within three hundred (300) feet thereof.
- (11) Where the plan submitted covers only a part of the subdivider's tract, or is part of a larger vacant area, the plan shall show the location of the subdivision as it forms part of the larger tract or parcel of land. In such case, a sketch of the prospective future street system of the unplanned parts shall be submitted and the street system of the part submitted shall be considered in the light of adjustments and connections with the future street system of the larger area.
- (12) Location and nature of any prominent natural features.

d. Proposed Conditions Data. Required data regarding proposed conditions shall be:

- (1) Street layout, including location, width and proposed names of public streets, alleys, crosswalks, easements; connections to adjoining platted tract, parks and other open spaces, and proposed street lighting.
- (2) Typical lot dimensions (scaled); dimensions of all corner lots and lots of curvilinear sections of streets; each lot numbered individually; total number of lots; total amount of open space, all sensitive lands, and non-buildable areas.
- (3) Designation of all land to be dedicated or reserved for public or common use with use indicated.
- (4) If plat includes land for which multi-family, commercial or industrial use is proposed, such areas shall be clearly designated together with existing zoning classifications and status of zoning change, if any.
- (5) Building setback lines.
- (6) Easements for water, sewer, drainage, utility lines and other purposes, if required. Any easements associated with the subdivision's secondary water distribution system, whether on-site or off-site, shall be depicted and referenced on the plat. Off-site secondary water easements shall be secured and recorded prior to the recording of a final subdivision plat to allow the recording information to be referenced on the final plat. Said off-site easements shall be

granted in favor of any entity making down-stream secondary water connections. On-site secondary water easements shall be accompanied by dedication language that specifically dedicates said easements in favor of the associated secondary water owner's association that is established to accompany the subdivision or any entity making down-stream secondary water connections.

- (7) Typical street cross - section and preliminary street profiles where required by the City Engineer or Public Works Director.
- (8) A tentative plan or method by which the subdivider proposes to handle storm water as required in the City's Design Standards Technical Manual and to be included in a water drainage plan for the subdivision.
- (9) A tentative plan for culinary water improvements and waste disposal improvements for all lots proposed within the subdivision.
- (10) Meets and bounds locations of all non-buildable areas and open space.

e. Proposed Utility Methods. Required data regarding proposed utility methods shall include:

- (1) Sewage Disposal. It shall be the responsibility of the subdivider to furnish the appropriate health authority such evidence as that department may require to its satisfaction as to the design and operation of sanitary sewage facilities proposed. The existing City sewage collection system must be used unless otherwise authorized by the City.
- (2) Water Supply. Evidence shall be given of adequate delivery capabilities for peak instantaneous flow plus flow from demands. All developments must connect to the City's existing culinary system.
- (3) Storm Water Disposal. Preliminary calculations and a layout of the proposed system shall be provided.

B. Contents of Subdivision Improvement Plans. Subdivision improvement plans for the proposed subdivision shall be submitted together with the preliminary subdivision plat and designed in accordance with the City's Design Standards Technical Manual and shall contain all required improvements listed in 12D-114. Subdivision improvement plans shall be designed, stamped and signed by an engineer licensed in the State of Utah qualified to perform such work.