

## Subdivision Application Submittals

### PRELIMINARY SUBDIVISION APPLICATION SUBMITTAL

- Completed and signed application
- Owner's Affidavit, if applicable
- Fees paid
- Title Report
- American Land Title Association (ALTA) Survey
- Preliminary Plat (see checklist)
- Preliminary Plans (see checklist)
- Draft Storm Water Report (detention calculations) (see [County Standards](#))
- Draft Storm Water Quality Report (LID and retention) (use [DWQ's template](#))
- Geotechnical Investigation (see [Chapter 108-22 Natural Hazards Areas](#)) (This should include a street cross-section)
- Geological Hazards Report (if any geological hazards are identified/suspected in Geotechnical Investigation or if subdivision is located in a Sensitive Lands Area)
- Traffic Study (if Needed 20 Units or Greater)
- Flood Plain (If applicable)
- Stream/River Corridor Setback (If applicable)
- Will serve letters or Adequate Public Facilities determination
  - Culinary water
  - Secondary water
  - Sanitary sewer
  - Sewer Improvement District or Body Politic Approval
- UDOT Pre-Application Meeting and Access Application, if applicable
- UTA proof of contact (if subdivision boundary is located within 100' of existing or proposed rail lines)
- Compliance with Master Planned streets and utilities
- Roadway Connectivity Plan
- Pathway's

## PRELIMINARY SUBDIVISION CHECKLIST

- Preliminary Plat (all items as applicable)
  - Name of Subdivision
  - City, County, State
  - Name and address of owner/developer
  - Name and address of surveyor
  - Date of preparation and revision dates
  - North arrow, bar scale, basis of bearing
  - Legend
  - Existing surveyed property boundaries
  - Overall proposed subdivision and phasing (future proposed development extension, if applicable)
  - Existing owners of adjoining property and parcel ID number
  - Adjacent subdivisions name and phase
  - Legal description of entire subdivision boundary
  - Legal description of remainder parcel, if applicable
  - Adjacent rights-of way (Public/Private), including dimensions
  - Water conveyance facilities within 100' of subdivision boundary (Utah Code 10-9a-603)
  - Railroad lines
  - Pathways
  - Rights-of-way
    - Bearings and distances of centerlines
    - Widths
    - Road coordinate and name, if desired
    - Area to be dedicated if on an existing road
    - Roadway Connectivity Plan
  - Lots
    - Lot number
    - Bearings and distances of lot lines
    - Gross area (sq ft)
    - Setback lines including front, side, and rear, including dimensions
    - Width of each lot at required setback line (parallel to right-of-way)
    - Buildable area (sq ft)
    - Lots classified as a Restricted Lot Section 101-2-13
  - Easements
    - Bearings, lengths, widths, purposes
    - If offsite easement submit document
  - Possible geologic hazards/sensitive lands
  - Flood Plain with BFE or study to support BFE (if applicable)
  - Detention pond parcel
- Preliminary Plans (all items as applicable) (See Sec 106-1-5)
  - Site, grading, and drainage plans, 2D

- Existing and proposed contours (10' major, 2' minor, or better)
- Existing drainages and watercourses
- Existing irrigation canals and ditches
- Slope calculations and slope map of existing conditions
- Existing structures to be demolished
- Existing structures to remain
- Detention pond location
- Existing springs or wells (well protection zone)
- Source protection zone boundaries
- Existing septic tanks
- Existing hazards
- Existing Culverts
- Existing and proposed road plans, 2D
  - Right-of-way widths
  - Centerline radii
  - Cul-de-sac radii and lengths
  - Temporary turnaround locations
  - Sight triangles
  - Block lengths
  - Street light locations
- Existing and proposed utility plans, 2D (water, secondary water, sewer, storm drain, land drain)
  - Existing on-site utilities, public and private
  - Culinary water
  - Existing Fire hydrants
  - Secondary water
  - Sanitary sewer (With Flow line Elevation)
  - Storm drain (With Flow line Elevation)
  - Land drain (With Flow line Elevation)