

Preliminary Subdivision Checklist

110 S. Center Street, Santaquin, Utah 84655
801-754-1011 www.santaquin.org



Note: Applications and required plans must be submitted through the online application portal. All submitted subdivision proposals will be reviewed in accordance with the Santaquin City Standards and Specifications, City Code, and State Code.

The City will determine if the submittal is complete within five (5) business days of the submittal. If it is a complete submittal, the project must be reviewed and redlines returned within fifteen (20) business days from the date of the submittal.

Preliminary plans will be reviewed by the Development Review Committee (DRC). The DRC can either table the item or forward a recommendation to the Planning Commission. Once a recommendation has been given, the plans will be reviewed by the Planning Commission, which is the land use authority for preliminary plans.

Meetings: City Council meetings are held on the 1st and 3rd Tuesdays of each month at 7:00 p.m. Development Review Committee (DRC) meetings are held on the 2nd and 4th Tuesdays of each month at 10:00 a.m. Planning Commission meetings are held on the 2nd and 4th Tuesdays of each month at 7:00 p.m. Architectural Review Committee meetings as scheduled as needed. Meetings are held at Santaquin City Hall (110 S Center Street) in the City Council Chambers.

Preliminary Submission Requirements

- Completed online preliminary subdivision application.
- Application fee per Santaquin City Fee Schedule, which covers a maximum of four (4) reviews. Additional reviews may require additional fees, based on staff time required.
- Electronic PDF Files of all plans submitted with the application.
- Complete geotechnical report prepared, stamped, dated & signed by a licensed geotechnical engineer, including mapping of geological features (including, but not limited to outcroppings, rock falls, slide areas, and alluvial fans.)
- All plans must be prepared by a licensed surveyor and/or engineer.
- Phasing plan, if applicable.
- Traffic study, if required by City Engineer.
- Storm Drain Report prepared, stamped, dated & signed by a licensed engineer.
- A PLSS Certificate needs to be completed with the County and submitted to the city.
- Building elevations (PUD, Multi-Family, and Mixed-Use Developments). Building elevations are not required at preliminary submittal but are required for a complete application for final plan submittal. Staff recommends building elevations be submitted as soon as possible.
- If the applicant is not the owner of the property, an owner's affidavit (acknowledging and approving the application).
- The Santaquin branch of USPS acknowledgement of the development.
- UDOT, railroad, and irrigation company approval, if applicable.

Plan Requirements

Cover Sheet, which includes, but is not limited to, the following:

- Title block, including the following:
 - Proposed name of plat (Name will require clearance from the County Recorder's Office).
 - Name, address, and phone number of Property Owner(s) and Developer(s).
 - Name, address, phone number of Engineer/Surveyor.
 - Location of plat (Santaquin, Utah County, Utah or Santaquin, Juab County, Utah).

- Original drawing date and each subsequent revision date.
- Vicinity Map.
- Density table with the following:
 - Zoning designation.
 - Total number of lots.
 - Total acreage within the proposed development.
 - Total acreage of the lots.
 - Total acreage of roadway dedication, if applicable.
 - Total acreage of green or open space, if applicable.
 - Total acreage of unbuildable areas, if applicable.
 - Density (units per gross acre).
- Table of contents
- Add the following notes to the cover sheet.
 - "The Developer and the General Contractor understand that it is his/her responsibility to ensure that all improvements installed within this development are constructed in full compliance with all State and Santaquin City Codes, Ordinances and Standards. These plans are not all inclusive of all minimum codes, ordinances and standards. This fact does not relieve the Developer or General Contractor from full compliance with all minimum State and Santaquin City Codes, Ordinances and Standards."
 - "All recommendations made in a pertinent geotechnical report/study shall be followed explicitly during construction of buildings and site improvements."

Plat Sheet, which includes, but is not limited to, the following

- Title block (as described on cover sheet).
- North arrow and scale.
- Vicinity Map.
- Proposed lot layout showing the following:
 - Lot dimensions, property line bearings and frontage lengths.
 - Proposed addressing.
 - Lot size in square feet.
 - Buildable area in square feet and show the buildable area.
 - Typical lot setback drawing for corner & interior lots.
 - Public utility easements.
 - Street rights-of-way with proposed names and width.
 - Street centerlines, including curve length and radius, intersections and center point of bulbs and turnarounds.
- Written legal boundary description/narrative.
- Section tie or block monumentation using County approved coordinates (clearly label coordinate system used).
- Adjacent subdivisions or properties with owner names and addresses or tax identification numbers.

Site Plan (if in a PUD or contains multi-family), which includes, but is not limited to, the following:

- Proposed parking areas, pavement markings, sidewalks, trails and pathways
 - Include tabulation of the following
 - Number of parking stalls required (per SSC 10.48)
 - Number of parking stalls provided (include garage parking as applicable)
 - Number of ADA parking stalls
- ADA compliance (parking with van accessible unloading area and sign)
- Site access (existing and proposed approaches).
- Public travel lanes and/or internal drive aisles.
- Trash enclosure area with site obscuring fence and a detail of the trash enclosure (materials of the trash enclosure must be similar to the materials on the main building).
- Fencing plan that shows the location, materials and height of proposed fencing. Include a detail and picture of the proposed fencing.
- Location and type of amenities being proposed along with a detail of the amenity.

Utility Plan Sheet, which includes, but is not limited to, the following:

- Title block (as described on cover sheet).
- Proposed lot layout showing the following:
 - Lot number.
 - Lot property lines.
 - Show phasing, if subdivision is being phased.
- Location of street signs, traffic regulatory signs, and cluster mailboxes.
- Symbols legend distinguishing between existing & proposed features.
- Existing improvements showing the location of all existing features, including:
 - Roads, structures, and fences, historic roads and access trails.
 - Existing water courses culverts and irrigation ditches.
 - Floodplain zones.
 - Existing utilities including water mains and valves, fire hydrants, sewer mains and manholes, irrigation lines, power lines, gas lines, communication lines, storm water system features, street lights and traffic regulatory signage in and adjacent to the proposed subdivision.
 - Existing public utility easements, e.g. gas, water, sewer, irrigation, power, etc.
 - Existing easement for other utilities, entities or persons.
- Proposed utilities including but not limited to:
 - Location of all proposed utility (e.g. culinary water, pressure irrigation, sanitary sewer, etc.) service laterals.
 - Location and size of all proposed water mains and valves.
 - Location of all connections to existing water and sewer mains.
 - Location and size of all proposed sewer mains and manholes.
 - Location and size of all proposed pressurized irrigation lines.
 - Location of all proposed fire hydrants.
 - Location and size of all proposed streetlights.
 - Proposed changes to existing water courses, culverts or irrigation ditches.
 - Location of all existing survey monuments.
 - Pressure irrigation main line pipe slope direction.
 - Pressure irrigation flushing air inlet and removal facility and drains.
 - Culinary water blow-offs.
- Proposed right-of-way improvements including but not limited to:
 - Streets with proposed names, centerlines and widths.
 - Typical street cross sections.
 - Curb, gutter, sidewalks and trails.

Storm Drain/Grading Plan, shall include, but not be limited to:

- Title block (as described on cover sheet).
- North arrow and scale bar.
- Existing topography (2' minimum contours, survey grade) shown as light or dashed lines.
- Proposed grading shown as solid lines (2' minimum contours, 5' in hillside overlay zone, survey grade).
- Show location and height of all retaining walls.
- Proposed storm drain system including:
 - Label on site storm drainage retention areas.
 - Label off-site storm drainage areas.
 - Location of curb boxes, sumps, and/or other storm drainage systems.
 - Label slopes at various locations and grade breaks.
- Calculations for storm drainage systems, including percolation tests performed by a licensed Geotechnical engineer or witnessed by a City representative (calculations shall be signed, stamped & dated by a professional engineer).
- Erosion and dust mitigation plan.
- Show retaining walls, if any, providing engineering calculations for all retaining walls 4' or taller in height.
- Vegetation re-establishment plans, if applicable.

Plan & Profile Sheets, which include, but are not limited to:

- Title block (as described on cover sheet).
- Designing engineer's stamp, signature and date on each sheet.

- Plan and profile for each street, sewer, and/or storm drain alignment at a vertical scale of 1" to 1', 2', 3' or 1' to 4' including:
 - Location and slopes of existing utilities and topography.
 - Proposed centerline road grades and vertical curves.
 - Slope and location of proposed sewer and storm drain systems features.
 - Invert elevations for proposed sewer, water and storm drain system features.
 - Finished elevations of all sewer manholes and storm water inlets/manholes.

Detail Sheets, which include, but are not limited to:

- Title block (as described on cover sheet).
- Details for all proposed improvements and utilities.
- Designing engineer's stamp, signature & date on each sheet.
- All details drawn in compliance with the Santaquin City Standards and Specifications.