

ORDINANCE NO. 2024-1

AN ORDINANCE OF PLEASANT GROVE CITY, UTAH COUNTY, UTAH, AMENDING CITY CODE TITLE 11 CHAPTER 7 “PLAN AND PLAT REQUIREMENTS” UPDATING THE CURRENT REVIEW PROCESS FOR SUBDIVISIONS AND ENACTING SUBSECTION 7 ESTABLISHING NEW STANDARDS FOR THE APPLICATION, REVIEW AND APPROVAL PROCESS FOR PROPOSED NEW RESIDENTIAL SUBDIVISIONS, SINGLE-FAMILY, DUPLEXES AND TOWNHOMES ONLY, AND PROVIDING FOR AN EFFECTIVE DATE (PLEASANT GROVE CITY, APPLICANT).

WHEREAS, During the 2023 State of Utah legislative session, the legislature passed Senate Bill 174 which establishes a new process for subdivision review and approval for new residential subdivisions; and

WHEREAS, the applicant, Pleasant Grove City, proposes to comply with SB 174 by adopting new definitions and amending its process for review and approval of residential subdivisions for single-family units, duplexes and townhomes; and

WHEREAS, the applicant also proposes to update the current process for review and approval for new commercial subdivisions within the city; and

WHEREAS, on January 11, 2024, the Pleasant Grove City Planning Commission held a public hearing to consider amending Section 11-7: Plan and Plat Requirements of the Pleasant Grove Municipal Code; and

WHEREAS, at its public hearing the Pleasant Grove City Planning Commission determined that the requested amendments to the Pleasant Grove Municipal Code are in the public’s best interest and are consistent with the written goals and policies of the General Plan; and

WHEREAS, the Pleasant Grove City Planning Commission recommended to the Pleasant Grove City Council that the request to add Section 11-7: Plan and Plat Requirements to the Pleasant Grove Municipal Code be approved; and

WHEREAS, on January 17, 2024, the Pleasant Grove City Council held a public hearing to consider the request; and

WHEREAS, at its meeting the Pleasant Grove City Council was satisfied that the amendments to the Pleasant Grove Municipal Code are in the best interest of the public and are consistent with the written goals and policies of the General Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Pleasant Grove City, Utah County, State of Utah that the Pleasant Grove Municipal Code Title 11 Chapter 7 “Plan and Plat Requirements be amended as follows:

SECTION 1. Section 11-7: Plan and Plat Requirements, is hereby amended as follows:

CHAPTER 7

PLAN AND PLAT REQUIREMENTS

SECTION:

11-7-1: Approval Required

11-7-2: Subdivision Application And Review Procedure **for all subdivisions except Single-Family Dwellings, Two-Family Dwellings, and Townhomes**

11-7-3: Concept Plan

11-7-4: Preliminary Plat

11-7-5: Final Plat

11-7-6: Vacating Or Changing Subdivision Plat

11-7-7: Subdivision Application And Review Procedure for Residential Subdivisions for Single-Family Dwellings, Two-Family Dwellings, and Townhomes

11-7-78: Site Plan Requirements For Permitted And Conditional Uses

11-7-1: APPROVAL REQUIRED:

It shall be unlawful for any person to subdivide any tract of land or sell, exchange, offer for sale, purchase, or offer to purchase any parcel of land which is any part of a subdivision of a larger tract of land within the municipal boundaries of Pleasant Grove City, where the said transaction would result in the "subdivision" of land, as herein defined. Nor shall any person offer for recording any deed conveying a parcel of land, or any interest therein which would amount to a subdivision as hereafter described, unless he shall first make or cause to have made a plat thereof. Said plat must be approved by ~~the designated land use authority~~ Planning Commission and the City Engineer if there are three (3) or less lots (minor plat), or the City Council if there are more than three (3) lots (major plat), and recorded in the Office of the Utah County Recorder before such sale or exchange or purchase is effected. The approval of the final plat shall be obtained by complying with all of the requirements of this title and all other applicable laws and regulations. No building permits will be issued by the City until a subdivision is approved by the City and recorded. (Ord. 2017-25, 5-16-2017)

11-7-2: SUBDIVISION APPLICATION AND REVIEW PROCEDURE FOR ALL SUBDIVISIONS EXCEPT SINGLE-FAMILY DWELLINGS, TWO-FAMILY DWELLINGS, AND TOWNHOMES:

The following steps or procedures must be followed in order to obtain approval of a subdivision:

A. Subdivider notifies Community Development Director **or designee**. Community Development Director **or designee** furnishes subdivider with platting requirements affecting the land to be subdivided.

B. **As an optional step, the** Subdivider prepares **a** concept plan and submits one pdf format electronic file copy, together with required fees, to Community Development Director **or designee** for review.

1. Community Development Director, in conjunction with City Engineer, and others as deemed appropriate, meets with the subdivider to review concept plan and make recommendations.

D. Subdivider prepares preliminary plat and typical engineering drawings, including streets, sewer, water, grading and drainage, and submits one pdf format electronic file copy of the same with required fees and supporting documentation to the Community Development **Department** Director. ~~The concept plan shall have been approved by the Community Development Director before the City staff or Planning Commission shall review submittals for preliminary plat approval.~~

E. Community Development **Department** Director, in conjunction with City Engineer, and others as deemed appropriate, reviews preliminary plat and refers the plat to the Planning Commission with recommendations.

F. Planning Commission approves, disapproves or approves preliminary plat with modifications.

G. Subdivider prepares and submits final plat and finalized engineering drawings on one pdf format electronic file copy, together with required fees and supporting documentation to the Community Development Director. The preliminary plat shall have been approved by the Planning Commission in a public meeting before the City staff or City Council shall review submittals for final plat approval.

H. Community Development Director reviews final plat, in conjunction with the City Engineer, and others as deemed appropriate, and if it is a major plat having more than three (3) lots, road dedications, and/or City easements, **with the exception of subdivisions for single-family dwelling, two family dwellings, or townhomes**, refers the plat to the City Council with recommendations.

I. City Engineer approves, disapproves or approves all minor final plats (having 3 or less lots) with modifications. City Council approves, disapproves or approves, **with the exception of subdivisions for single-family dwelling, two family dwellings, or townhomes**, all major final plats (having more than 3 lots, road dedications, and/or City easements) with modifications.

J. Subdivider posts bond or other security and executes the subdivision improvements agreement with City, guaranteeing required improvements.

K. Subdivider surrenders water rights to the City in the amount determined by the City Engineer.

L. City records final plat in Office of the County Recorder within thirty (30) days. (Ord. 2017-25, 5-16-2017)

11-7-3: CONCEPT PLAN:

Approval of a concept plan by the Community Development Director shall remain effective for a period of twelve (12) months. Thereafter, such approval shall expire unless a preliminary plan for the proposed development has been submitted to the Planning Commission and approved, or a mutually agreed upon extension has been granted by the Planning Commission. **Concept Plans are reviewed and assessed by the Development Review Committee, the committee is formed by Community Development Staff, Public Works staff, Fire Department Staff, and anyone who the Community Development Director or City Engineer consider to be necessary to be present at the review meeting.** The Community Development Director ~~Department~~ shall consider and act on the application for concept plan approval at the next **regular DRC**

(Development Review Committee) meeting following a seven (7) day review and processing period. The review and processing period shall be measured from the date on which the complete concept plan application is received by the Community Development Director Department. A concept plan shall include the following:

- A. Name: The proposed name of the development.
- B. Vicinity Plan: A vicinity plan showing a simple sketch of the proposed layout of streets, lots and other features, including existing utilities and watercourses in relation to the existing and planned streets within one-half (1/2) mile of the development as determined by the Community Development Director. The plan may be a pencil sketch, or may be made directly on an aerial photograph. The plans shall be prepared and submitted as a pdf format electronic file copy, at a scale of not smaller than one inch equals four hundred feet (1" = 400').
- C. Lot And Street Layout: A proposed lot and street layout, indicating general scaled dimensions of lots to the nearest foot.
- D. Acreage: The acreage of the entire tract proposed for the development. (Ord. 2000-23, 7-18-2000)

11-7-4: PRELIMINARY PLAT:

Approval of a preliminary plat by the Planning Commission shall remain effective for a period of twelve (12) months. Thereafter, such approval shall expire unless a final plat for the proposed development has been submitted to the Planning Commission and approved, or a mutually agreed upon extension has been granted by the Planning Commission. In the event a final plat is submitted which covers only a portion of the area included in the approved preliminary plat, it must follow a development phasing plan, approved with the preliminary plat. The approval of the preliminary plat for the remainder of the area shall remain effective for a period of three (3) years, with possible approval of a one-year extension, after City Council approval of said final plat. All final plats within the area of the approved preliminary plat must be submitted for approval within this period. If not, a new preliminary plat must be submitted for Planning Commission approval. The Planning Commission shall consider the application for preliminary plat approval at its next regular meeting following a twenty-- five (25) day review, processing and public notice period. This period shall be measured from the date on which the complete preliminary plat application is received by the Community Development Director. At a regular Planning Commission meeting on the second and fourth Thursday of the month, the Planning Commission shall act on the application for preliminary plat approval or may postpone action to allow the developer time to provide material or additional information needed by the Planning Commission to determine appropriate action. A preliminary plat shall consist of: (Ord. 2017-25, 5-16-2017)

- A. Development Plan: A plan, on pdf format electronic file copy D-size sheets (24 inches by 36 inches), showing the proposed development layout drawn to a scale of one inch equals one hundred feet (1" = 100') or larger, which shall show:
 - 1. The proposed name of the development.
 - 2. The location of the development as part of a larger tract with a vicinity plan showing the relative location of the development to adjacent streets and geographic features.
 - 3. The names and addresses of the subdivider, the engineer or surveyor of the development, and the owners of the land immediately adjoining the land to be subdivided.
 - 4. Information sufficient to locate accurately the property shown on the plan, with reference to survey markers or monuments (i.e., legal description of property to be subdivided).
 - 5. The boundary lines of the tract to be subdivided in heavy lines.
 - 6. The location, width and other dimensions of all existing or planned streets, and other important features such as watercourses, exceptional topography and buildings within the tract.

7. Existing sanitary sewers, storm drains, water supply mains, irrigation ditches and other waterways, and easements within the tract and within one hundred feet (100') of the boundary of the proposed development.

8. The location, width and other dimensions of the proposed lots, streets, alleys, easements, parks, and other open spaces, with proper labeling of spaces to be dedicated to the public.

9. North point, scale, and date.

B. Engineering Drawings: Preliminary engineering drawings, including typical cross sections and plans regarding the width and type of proposed pavement; location, size and type of proposed off site and on-site water mains and sanitary sewers; drainage facilities and other proposed improvements, such as sidewalks, curbs and gutters, parks and fire hydrants.

C. Grading Plans: Preliminary grading plans showing existing grades with dashed line contours and proposed grading superimposed with solid line contours.

D. Drainage Plan: Preliminary drainage plan, in accordance with title 8, chapter 6 of this Code, by which the subdivider proposes to detain the stormwater runoff from a 10-year storm and meet Low Impact Development design requirements as described in title 8, chapter 6 and title 11, chapter 7 of this Code. The presence of stormwater which flows onto the subdivided area and ultimate disposal of the stormwater leaving the subdivided area must be considered. The subdivider is responsible for controlling storm runoff throughout all stages of construction of the development improvements. Facilities capable of conveying peak runoff from a 10-year storm to a point of on site or approved off site detention or retention is required. Detention or retention must be provided to limit the discharge into downstream drainage facilities to historical flows off of the property, as provided in title 8, chapter 6 of this Code. Written permission by the irrigation company board must be presented indicating the irrigation company's approval to discharge stormwater into any irrigation company owned ditch; or any ditch or other facility which discharges into an irrigation company owned ditch farther downstream. Stormwater inundation areas around any natural water courses in the vicinity for a 100-year storm must be identified. Construction of buildings shall not be permitted in these areas.

E. Vegetative Plan: For a development proposed in hillside areas, a vegetative plan shall also be submitted. The plan shall show the location of existing vegetation, the location of vegetation proposed to be removed, and a revegetation proposal.

F. Environmental Impact Assessment: Environmental impact assessment, prepared by a licensed professional engineer, or other person qualified by training or experience as determined by the Planning Commission, indicating, or describing the measures that will be taken with respect to:

1. Control of erosion within the subdivided area.
2. Reseeding of cuts, fills, and slopes.
3. Disposition of any geologic hazards or soil conditions that may cause injury to persons or damage to improvements which may be constructed on the development such as buildings, water, sewer lines and streets.

4. Prevention of fire and control of dust.

5. Prevention of the accumulation of weeds and debris.

6. Prevention of the destruction of beneficial vegetation.

7. Disposal of surface water and disposition of flood hazards.

8. Maintenance of existing surface and ground water drainage patterns.

G. Geotechnical Report: A geotechnical report of an original geotechnical investigation of the proposed subdivision site. The geotechnical report shall be certified by a licensed professional engineer. The geotechnical report shall include, with additions as deemed necessary by the City Engineer, the following information:

1. A plot plan showing the location of all test borings and excavations.

2. Descriptions and classifications of the materials encountered.

3. Elevation of the water table, if encountered.
 4. Recommendations for pavement design.
 5. Recommendations for foundation type and design criteria, including soil strength, bearing capacity, and provisions to mitigate the effects of expansive soils, liquefaction and adjacent loads.
 6. Expected total and differential settlement. Upon completion of the earthwork and prior to placing any structures on the earthwork, the subdivider shall provide the City with a letter from a licensed professional engineer certifying that the recommendations set forth in the geotechnical report were carried out.
- H. Ownership; Interest: Sufficient documentation to show the subdivider has a vested interest in the subject property or has the owner's permission to subdivide.
- I. Ditches, Canals And Waterways: For all proposed developments through which an irrigation ditch, canal or other such waterway passes, the subdivider must obtain a letter of agreement, addressed to the Community Development Director, from the owner of said ditch, canal or waterway specifying any required improvements or possible relocation. All open ditches within or along the boundaries of a development must be piped, except for the channels provided for in the master stormwater management plan, wherein the channels are to remain in an open, nonpiped condition (subsection 8-6-5B of this Code). Notice of any water channels to remain open, pursuant to the master stormwater management plan, will be designated on the official plat map before being presented for recordation.
- J. Utilities: A letter from each utility company involved, addressed to the Community Development Director, stating that they have reviewed the plan and are setting forth their comments concerning the extent of services and the design of utility easements.
- K. State Roads: A letter from UDOT if the property abuts a State road. (Ord. 2000-23, 7-18-2000; amd. Ord. 2020-16, 7-21-2020)

11-7-5: FINAL PLAT:

Approval of a final plat by the City Engineer or the City Council shall remain effective for a period of twelve (12) months. Thereafter, such approval shall expire unless an extension has been granted by the City Engineer or the City Council, whichever granted the original approval.

A. Requirements: A final plat shall be prepared on all developments. Said plat shall consist of a sheet of approved mylar having outside or trim line dimensions of twenty four inches by thirty six inches (24" x 36"). The borderline of the plat shall be drawn in heavy lines, leaving a margin of at least one and one-half inches (1½") on the left hand side of the sheet for binding, and at least one-half inch (½") on the other three (3) sides of the sheet. The plat shall be so drawn that the top of the sheet is either north or east, whichever accommodates the drawing best. All lines, dimensions and markings shall be made on the mylar with approved waterproof black India drawing ink, or equivalent. The actual map shall be made on a scale of one inch equals one hundred feet (1" = 100') or larger, unless approved otherwise by the Planning Commission. Details and the workmanship on finished drawings shall be neat, clean cut and readable. The prepared form adopted by Utah County is preferred. A poorly drawn or illegible plat is sufficient cause for rejection.

B. Number Required: The subdivider shall also furnish the City one pdf format electronic file copy of the final plat when submitting the original.

C. Action By City Council: The City Council shall consider and act on the application for final plat approval for a major plat at its next regular meeting following a review and processing period or may postpone action to allow the subdivider time to provide material or additional information needed by the City Council to determine appropriate action. The review and processing period shall be measured from the date on which the complete final plat application is received by the Community Development Director. (Ord. 2017-25, 5-16-2017)

- D. Information Required: The final drawings or plats shall contain the following information:
1. Subdivision name and the general location of the development.
 2. A north point and scale on the drawing and the date.
 3. Accurately drawn boundaries, showing the proper bearings and division, properly tied in state plane coordinates to section monuments. These lines should be heavier than street and lot lines to clearly define said development boundaries.
 4. The names, widths, lengths, bearings and curve data on centerlines of all proposed public streets, alleys or easements; also the boundaries, bearings and dimensions of all portions within the development, as intended to be dedicated to the use of the public; the lines, dimensions, bearings and numbers of all lots and other parcels reserved for any reason within the development. All lots and parcels are to be numbered consecutively under a definite system. All proposed streets shall be named or numbered in accordance with the street naming and numbering system of the City. **Show existing and proposed spot elevations of existing and proposed property corners.**
 5. The location of existing watercourses.
 6. The location of all required monuments.
 7. The description and locations of all monuments set and established by the County or the United States government that are adjacent to or near the proposed development.
 8. Address block with addresses as assigned by the Engineering Division.
 9. A notice of shallow groundwater or other potentially harmful conditions where such conditions exist, as determined by the City Engineer.
 10. The standard forms approved by the planning commission lettered for the following:
 - a. Description of land to be included in development.
 - b. Licensed land surveyor's certificate of survey.
 - c. Owner's dedication.
 - d. Notary public's acknowledgment.
 - e. Planning commission's certificate of approval.
 - f. City engineer's certificate of approval.
 - g. The city council's certificate of acceptance attested by the city recorder.
- E. Supplementary Documents And Submissions: The following documents shall be submitted with the final drawing and shall be considered part of the final plat submission:
1. Drawings, stamped and signed by a licensed professional engineer, showing layout, profile and detailed design for sewer lines, water lines and storm drainage improvements.
 2. Plan, profile and typical cross section drawings of all streets, bridges, culverts and other structures.
 3. The proposed grading plan shall be indicated by solid line contours superimposed on dashed line contours of existing topography for the area of the final plat. Such contours shall be two foot (2') intervals for ground slopes within the tract that are predominately between level and five percent (5%) grade, and five foot (5') intervals for ground slopes within the tract that are over five percent (5%) grade. In case of predominantly level topography throughout the development, one foot (1') contour intervals may be required.
 4. Final drainage plan, in accordance with title 8, chapter 6 of this code, by which the subdivider proposes to detain the storm water runoff from a 10-year storm and meet Low Impact Development design requirements as described in title 8, chapter 6 and title 11, chapter 7 of this Code . The presence of storm water which flows onto the subdivided area and ultimate disposal of the storm water leaving the subdivided area must be considered. The subdivider is responsible for controlling storm runoff throughout all stages of construction of the development improvements. Facilities capable of conveying peak runoff from a 10-year storm to a point of on site or approved off site detention or retention is required. Detention or retention must be provided to limit the discharge into downstream drainage facilities to historical flows off of the property, as provided in title 8, chapter 6 of this code. Written permission by the Pleasant Grove

irrigation company board must be presented indicating the irrigation company's approval to discharge storm water into any irrigation company owned ditch; or any ditch or other facility which discharges into an irrigation company owned ditch farther downstream. Storm water inundation areas around any natural watercourses in the vicinity for a 100-year storm must be identified. Construction of buildings shall not be permitted in these areas.

5. Erosion control plan, if required by the city engineer.
6. Fully executed development improvements agreement on a form furnished by the community development department.
7. A summary statement containing the following:
 - a. Total area within the development.
 - b. Total area of each lot.
 - c. Total number of proposed dwelling units.
 - d. Estimated total peak water demand on the city water system expressed in gallons per day.
 - e. Estimated total peak sewer flow to be treated by city treatment facilities expressed in gallons per day.
 - f. Estimated maximum flow (100-year storm) through any natural watercourses lying within the area being subdivided.
 - g. Total impervious and landscaped areas.
8. Monument record for required benchmarks.
9. A policy of title insurance or a preliminary title report showing that the persons listed as the owners in the owner's dedication certificate on the plat have sufficient control over the premises to effectually dedicate streets within the development and to follow through with all other requirements of the development ordinance. (Ord. 2000-23, 7-18-2000; amd. Ord. 2020-16, 7-21-2020)

11-7-6: VACATING OR CHANGING SUBDIVISION PLAT:

A. A petition to vacate, or amend an entire plat, or to vacate a street or alley in a subdivision, shall conform to Utah Code Annotated section 10-9-808.

B. Petitions to adjust lot lines between adjacent properties may be executed upon the appropriate deed, and the recordation of an amended plat drawn according the provisions of section [11-7-4](#) of this chapter if:

1. The adjoining property owners consent to the lot line adjustment, including owners adjacent to the subject property across the street, if applicable;
 2. No new dwelling lot or housing unit results from the lot line adjustment;
 3. The lot line adjustment does not result in violation of applicable zoning ordinances; and
 4. The lot line adjustment does not result in remnant land that did not previously exist.
- (Ord. 2000-23, 7-18-2000)

11-7-7: SUBDIVISION APPLICATION AND REVIEW PROCEDURE FOR RESIDENTIAL SUBDIVISIONS FOR SINGLE-FAMILY DWELLINGS, TWO-FAMILY DWELLINGS, AND TOWNHOMES:

A. **Applicability:** This section applies to land use decisions arising from subdivision applications for single-family dwellings, two-family dwellings, or townhomes. This section does not apply to land use regulations adopted, approved, or agreed upon by the City Council exercising land use authority in the review of land use applications for zoning or other land use regulation approvals. The review cycle restrictions and requirements of this section do not apply to the review of single-family dwellings, two-family dwellings, or townhomes subdivision applications affecting property within identified geological hazard areas under the City Code.

B. Defined Terms:

"*Administrative land use authority*" means an individual, board, or commission, appointed or employed by Pleasant Grove City, including the staff or the planning commission.

"*Administrative land use authority*" does not include Pleasant Grove City Council or a member of the City Council

"*Review cycle*" means the occurrence of:

1. the applicant's submittal of a complete subdivision land use application;
2. the City's review of that subdivision land use application;
3. the City's response to that subdivision land use application, in accordance with this section; and
4. the applicant's reply to the City's response that addresses each of the municipality's required modifications or requests for additional information.

"*Subdivision improvement plans*" means the civil engineering plans associated with required infrastructure and municipally controlled utilities required for a subdivision.

"*Subdivision ordinance review*" means review by the City to verify that a subdivision land use application meets the criteria of the City's subdivision ordinances, such as Title 11.

"*Subdivision plan review*" means a review of the applicant's subdivision improvement plans and other aspects of the subdivision land use application to verify that the application complies with municipal ordinances and applicable standards and specifications, such as Title 10 and the City's Standard Drawings.

"*Complete Application*" means an application that meets the requirements for residential subdivisions as posted online under "Complete Application Submittal Requirements." Pleasant Grove City will notify the applicant by writing, within a period of 2 business days, if the application is considered complete or incomplete, and in the case of incomplete, the elements that are missing in the proposed submittal.

"*Review Cycles*" A review cycle will only be valid if the submitted application is considered by staff to be a complete application. Pleasant Grove City has the right to request up to 4 review cycles based on the discretion of staff.

C. Land Use Authority for Review and Approval of single-family dwellings, two-family dwellings, or townhomes residential subdivisions.

1. Pleasant Grove City hereby designates the Planning Commission as the administrative land use authority authorized to review and approve preliminary subdivision applications during a Public Meeting. No member of the City Council may serve on the Planning Commission or administrative land use authority.
2. Pleasant Grove City hereby designates the City Engineer and the Public Works Director as the administrative land use authority authorized to review and approve final subdivision applications.

D. Review Process:

1. Subdivider notifies Community Development Director or designee of their intent to subdivide. Community Development Director or designee furnishes subdivider with platting requirements affecting the land to be subdivided.
2. Pre-Application Meeting/Concept Plan: As an optional step, the Subdivider prepares a concept plan and submits one pdf format electronic file copy, together with required fees, to Community Development Director or designee for review.
 - a. Purpose: The pre-application meeting is optional and might be requested by any person seeking to subdivide land within Pleasant Grove City. The purpose of a pre-application meeting is to review a concept plan and give initial feedback.
 - b. Authority: No decisions may be made at the pre-application meeting.

- c. If an applicant requests the pre-application meeting, Pleasant Grove City shall, within 15 business days after the request, schedule the meeting to review the concept plan and give initial feedback.
 - d. During the pre-application meeting, the Development Review Committee (DRC) which is a committee composed of staff and other agency representatives as appropriate, meets with the applicant to review the proposed concept plan and make recommendations.
 - e. After the DRC pre-application meeting, Pleasant Grove City will provide within a period of 2 business days the following information in writing:
 - i. copies of applicable land use regulations;
 - ii. a complete list of standards required for the project;
 - iii. preliminary and final application checklists; and
 - iv. feedback on the concept plan.
3. Preliminary Plat: A preliminary plat is required for any subdivision of land. Approval of the preliminary plat is required before an application for a final plat may be submitted. The purpose of a preliminary plat is to review and approve details and drawings of the subdivision layout, lots, streets, easements, public improvements, utility facilities, and similar requirements.
- a. Subdivider prepares preliminary plat and required engineering drawings, including streets, sewer, water, grading, and drainage, and submits one pdf format electronic file copy of the same with required fees and supporting documentation to the Community Development Department. A list of all items comprising a complete preliminary subdivision land use application is published on the City's website. The Community Development Department will notify the applicant in writing within a period of 2 business days if the application is considered complete or incomplete. In the case that the application is considered incomplete, Pleasant Grove City will notify applicant in writing of the missing elements.
 - b. No later than 15 business days after the day on which an applicant submits a complete application, the municipality shall complete a review of the applicant's preliminary subdivision land use application for a residential subdivision for single-family dwellings, two-family dwellings, or townhomes, including subdivision improvement plans and provide the applicant with written comments.
 - c. In reviewing the preliminary subdivision land use application, the City may require:
 - i. Additional information relating to an applicant's plans to ensure compliance with municipal ordinances and approved standards and specifications for construction of public improvements; and
 - ii. Modifications to plans that do not meet current ordinances, applicable standards or specifications, or do not contain complete information.
 - d. The City's request for additional information or modifications to plans under Subsection (D)(4)(i) or (ii) shall be specific and include citations to all City ordinances, standards, or specifications that require the modifications to plans, and shall be logged in an index of requested modifications or additions.
 - e. Once an application for a preliminary subdivision Plat is complete and all comments from staff have been addressed, the Community Development Department will schedule the request for the next available Planning Commission meeting.

- f. Following the public meeting, the Planning Commission may approve, approve subject to conditions, or disapprove the preliminary plat based on written findings and recommendations regarding compliance with approval requirements.
 - g. Approval Standards: All preliminary plat applications shall be reviewed for compliance with the submittal requirements set forth in in this section and applicable provisions of this title, this Code, Construction Codes, and City standards and specifications.
 - h. Appeal: Any applicant adversely affect by a final decision of the Planning Commission regarding approval of a preliminary plat may appeal that decision pursuant to the Appeal procedures in Section 11-7-7(6) below.
 - i. Effect of Approval: Subject to the expiration provisions of subsection 11-7-7-(D)(3)(j) of this section, approval of a preliminary plat shall authorize the applicant to submit an application for approval of a final plat.
 - i. Approval of a preliminary plat may not be deemed approval of any other procedure or permit required by this title or this Code.
 - 1. A final plat application which is timely submitted shall be reviewed in accordance with the provisions of this title existing on the date when a complete preliminary plat was submitted.
 - j. Expiration; A preliminary plat shall be deemed withdrawn, and shall expire and have no further force or effect as provided for in Section 11-7-4 of this Code.
4. Final Plat: An application for approval of a final plat may be submitted following preliminary plat approval. Approval of a final plat is required before a final plat may be recorded. The purpose of a final plat is to ensure the subdivision and related public improvements conform to the requirements of the approved preliminary plat for the subject property and applicable provisions of this title and other regulations before the plat is recorded in the Office of the Utah County Recorder.
- a. Subdivider prepares and submits complete final plat and finalized engineering drawings on one pdf format electronic file copy. The preliminary plat shall have been approved by the Planning Commission in a public meeting before the City staff shall review submittals for final plat approval. After the submittal for final plat approval, staff shall inform the applicant in writing within 2 business days if the application is considered complete or incomplete.
 - b. The application and list of all items comprising a complete final subdivision land use application is published on the City's website and at the City Office.
 - c. No later than 20 business days after the day on which an applicant submits a complete application, the municipality shall complete a review of the applicant's final subdivision land use application for a residential subdivision containing single-family dwellings, two-family dwellings, or townhomes and provide written comments.
 - d. In reviewing the final subdivision land use application, the City may require:
 - i. Additional information relating to an applicant's plans to ensure compliance with municipal ordinances and approved standards and specifications for construction of public improvements; and
 - ii. Modifications to plans that do not meet current ordinances, applicable standards or specifications, or do not contain complete information.
 - e. The City's request for additional information or modifications to plans under Subsection (D)(4)(i) or (ii) shall be specific and include citations to all City ordinances, standards, or specifications that require the modifications to

- plans, and shall be logged in an index of requested modifications or additions.
5. Pleasant Grove City Staff reviews final plat, in conjunction with the City Engineer, and others as deemed appropriate.
 - a. Pleasant Grove City requires 4 review cycles in total. Those total 4 review cycles could happen during preliminary or final plat approval. A review cycle is not complete unless the applicant has responded to each request from the City. The applicant shall provide written explanation that is comprehensive and specific, including citations to standards and ordinances for the design and an index of requested revisions or additions for each required correction.
 - b. Subject to Subsection (5) (c), unless the change or correction is necessitated by the applicant's adjustment to a plan set or an update to a phasing plan that adjusts the infrastructure needed for the specific development, a change or correction not addressed or referenced in a municipality's plan review is waived.
 - c. A modification or correction necessary to protect public health and safety or to enforce state or federal law may not be waived.
 - d. If an applicant makes a material change to a plan set, the City has the discretion to restart the review process at the first review of the final application, but only with respect to the portion of the plan set that the material change substantively effects.
 - e. If an applicant does not submit a revised plan within 20 business days after the municipality requires a modification or correction, the municipality shall have an additional 20 business days to respond to the plans.
 - f. After the applicant has responded to the final review cycle, and the applicant has complied with each modification requested in the municipality's previous review cycle, the municipality may not require additional revisions if the applicant has not materially changed the plan, other than changes that were in response to requested modifications or corrections.
 - i. In addition to revised plans, an applicant shall provide a written explanation in response to the City' review comments, identifying and explaining the applicant's revisions and reasons for declining to make revisions, if any.
 - ii. The applicant's written explanation shall be comprehensive and specific, including citations to applicable standards and ordinances for the design and an index of requested revisions or additions for each required correction.
 - iii. If an applicant fails to address a review comment in the response, the review cycle is not complete and the subsequent review cycle by the City may not begin until all comments are addressed.
 6. If, on the fourth or final review, the City fails to respond within 20 business days, the City shall, upon request of the property owner, and within 10 business days after the day on which the request is received:
 - a. for a dispute arising from the subdivision improvement plans, assemble an appeal panel in accordance with State Legislature [Subsection 10-9a-508\(5\)\(d\)](#) et seq. to review and approve or deny the final revised set of plans. Unless otherwise agreed by the applicant and the municipality, the panel shall consist of the following three experts:
 - i. one licensed engineer, designated by the City;
 - ii. one licensed engineer, designated by the land use applicant; and

- iii. one licensed engineer, agreed upon and designated by the two designated engineers as appointed in subsection (a) i and ii.
- b. A member of the panel assembled by the City under Subsection (a) may not have an interest in the application that is the subject of the appeal.
- c. The land use applicant shall pay:
 - i. 50% of the cost of the panel; and
 - ii. the City's published appeal fee.; or
- d. for a dispute arising from the subdivision ordinance review, advise the applicant, in writing, of the deficiency in the application and of the right to appeal the determination to a designated appeal authority.
- 7. Subdivider posts bond or other security and executes the subdivision improvements agreement with City, guaranteeing required improvements.
- 8. Subdivider surrenders water rights to the City in the amount determined by the City Engineer or Public Works Director.
- 9. City Records final plat in Office of the County Recorder within thirty (30) days.

11-7-78: SITE PLAN REQUIREMENTS FOR PERMITTED AND CONDITIONAL USES:

All site plans shall be subject to a public hearing and shall require planning commission and staff approval prior to the issuance of a building permit. Approval of a site plan by the planning commission shall remain effective for a period of twelve (12) months. Thereafter, such approval shall expire unless a motion to extend has been granted by the planning commission. Minor site plan amendments such as additions to buildings under two hundred (200) square feet, enhancements to landscaping, architecture, or any other additions which exceed ordinance requirements, for the approved development, may be granted by the community development director.

A. The following items shall be submitted with permitted and conditional use site plan applications:

- 1. Eight (8) full size sets (24 inches by 36 inches) which include the site plan, grading/drainage plan, utility plan, and site and engineering detail pages, landscape/irrigation plan, lighting plan, and architectural elevations of the proposed building(s).
- 2. One reduced size set (11 inches by 17 inches) of the site plan, landscape plan, and architectural renderings of the proposed building(s).
- 3. Meet the wastewater discharge criteria required by the Timpanogos Special Service District.
- 4. Application and fee, with signed affidavit.

If the site is within a sensitive lands district (as defined in section [11-8-3](#) of this title), the applicant needs to meet with the development review committee to review the proposed development. The development review committee determines the approval process that is to be followed.

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

- 1. A vicinity map showing the relative location of the plan to adjacent streets and geographic features.
- 2. Project name and address.
- 3. North point and graphic scale (no smaller than 1 inch equals 100 feet).
- 4. Name and address of adjoining property owners.
- 5. Name and address of developer.
- 6. Name and address of surveyor and engineer.
- 7. Boundary lines of the site shown in heavy lines and sufficient information to define its location.
- 8. Dimensions and square footage of the site.

9. Names and locations of adjacent streets.
 10. Locations, widths, and dimensions of existing and proposed buildings, structures, improvements, easements, platted streets, alleys, drive accesses, landscape areas, open spaces, parking areas and exceptional topography within the tract and within one hundred feet (100') of the proposed site including the following:
 - a. Clearly indicate which improvements are existing and which are proposed.
 - b. Buildings. Include a notation as to whether they will remain, be modified or be demolished; show finished floor elevation based on USGS datum.
 - c. Building elevation. Show dimensions and materials proposed.
 - d. Indicate the IBC construction type of the building and square footage.
 - e. Parking. Show dimensions of stalls and aisles, and the number of stalls provided. All parking areas are to be hard surfaced and must comply with ADA requirements. Parking areas are to provide the minimum number of parking spaces and satisfy all requirements as defined in the off street parking standards of this code.
 - f. Show the pavement design.
 - g. Grading. Show existing contours as dashed lines and design contours represented by solid lines. Show as many spot elevations on the asphalt surface as will be needed for construction. Show direction and magnitude of slopes. (Illustrate on separate grading/drainage page.)
 - h. Curb and gutter. Show spot elevations and slopes in plan view. (Illustrate details on separate civil engineering page.)
 - i. Sidewalks and ADA Ramps. Show width and spot elevations in plan view. (Illustrate details on separate civil engineering page.)
 - j. Solid waste disposal including a sight obscuring enclosure.
 - k. Loading areas.
 - l. Streetlights, street signs, and stop signs.
 11. Striping plans for all intersections being affected by the development showing stop bars and crosswalks.
 12. Location of postal easement(s) as required by the United States postal service. Submit evidence of approval from the postal service.
 13. Location of existing and proposed fire hydrants. Generally they are to be within two hundred twenty five feet (225') of structures. Valves are to be placed at the main line connection. On buildings requiring a fire suppression system, show the location of the fire department connection. A fire hydrant must be located within one hundred feet (100') of the fire department connection.
 14. Tabulations showing square footage of the following:
 - a. Total site.
 - b. Landscaping.
 - c. Impervious area.
 - d. Undeveloped area (if applicable).
 15. Fencing locations, heights and types are to be shown according to the requirements of the underlying zone.
- C. The following information is to be found on civil engineering pages, separate from the site plan:
1. The location of existing and proposed sanitary sewers, storm drains, water supply mains, irrigation ditches and waterways within the tract and within one hundred feet (100') of the proposed site including the following:
 - a. Clearly indicate which improvements are existing and which are proposed.
 - b. Location of all valves for pressurized water systems.
 - c. Storm drainage facilities. Location, landscape, size and elevations of detention areas; locations, sizes, invert elevations and grate elevations of inlet boxes and manholes; locations,

sizes, types, lengths, slopes, and elevations of pipes; locations, type, size, elevations and design details for LID facilities. Show and label elevations of maximum water surface contours in detention or retention areas. Include details of any special structures, including outlet control structures including orifice plate(s).

d. Clearly show where roof drainage will discharge.

e. Floor drains within buildings. If there are none, place a note on the site plan indicating that there will be no floor drains.

f. Utility service lines. Show locations, fittings, types and sizes.

g. Water meters. Place behind sidewalk (or curb); vaults are required when meter is in asphalt or concrete.

h. Irrigation ditches. Size, direction of flow and any proposed changes to them. Changes or improvements to irrigation ditches will require a letter of approval from the owners of the ditch.

i. Grease traps. See standard drawing #20.

j. Sampling manholes. See standard drawing #12.

D. Landscaping and irrigation plans are to include the following (as they apply):

1. Drawn to a scale no smaller than one inch equals thirty feet (1" = 30').
2. Existing trees and vegetation and identification of those that are to remain.
3. The location and labels of all proposed vegetation.
4. Plant lists or schedules with the botanical and common name, quantity, spacing and size of all proposed landscape material at the time of planting.

5. Location and description of other landscape improvements, such as earth berms, walls, fences, screens, sculptures, fountains, water features, street furniture, lights and courts.

6. An underground automatic sprinkling system showing the location of service connection, valves, lines, heads, etc. Show the anticipated peak usage rate (in gallons per minute).

7. The required landscape percentage, buffers and landscape units as required by the underlying zone of the proposed site.

8. Plans are to be stamped and signed by a licensed landscape architect.

E. Architectural plans are to include the following:

1. At least two (2) elevations so that all sides of the development are presented (include height). Perspectives, models or other graphic materials may be submitted at the option of the applicant and the community development director.

2. Proposed color scheme of entire building, including roof.

3. Site photographs (snapshots) of the site and adjacent properties.

4. Color and texture chips of actual samples of materials is to be submitted by the applicant or as required by the community development director.

5. Description of building materials being used.

F. Other items to be included with the site plan submittal (as they apply):

1. Traffic impact study, signed and stamped by a professional engineer, if required by the community development director/city engineer.

2. Storm drainage calculations signed and stamped by a professional engineer (see section 3.01 in the "Public Works Standard Specifications And Drawings Manual" for criteria). These can be submitted on separate eight and one-half inch by eleven inch (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. Hydraulic calculations; capacity calculations for each segment of the pipe system.

- c. 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 allowable discharge rate is not exceeded.
- d. Low Impact Development Calculations.
 - (1) For all developments greater than 1 acre in size, provide calculation of the Project Volume Retention Goal (V_{goal}) as described in the "Storm Water Technical Manual" in Appendix A of the "Public Works Standards Specifications and Drawings"
 - (2) Show the V_{goal} volume on the plans.
 - (3) For developments in single family residential zones, the MS4 LID Residential Development Fee will be calculated based on this volume, in accordance with the current adopted fee schedule.
 - (4) For all other development:
 - (a) Provide infiltration, evapotranspiration and bioretention facilities for the full V_{goal} volume in accordance with the requirements of the Storm Water Technical Manual.
 - (b) If conditions exist as outlined in the Storm Water Technical Manual that prevent such developments from infiltrating the full volume, a partial retention approach shall be utilized. Whatever volume of water cannot be infiltrated shall be treated using LID practices prior to discharging offsite.
 - (c) Provide copies of all checklists and calculations for proposed LID measures specified in the Storm Water Technical Manual
- 3. Erosion and sediment control plans showing the following:
 - a. Location and type of erosion control measures to minimize erosion and prevent sediment on the site from being carried off site.
 - b. Location and type of sediment control measures to prevent sediment from entering storm drainage facilities.
 - c. Description of when the measures are to be implemented and when they are to be removed.
 - d. Construction storm water management plan. See section G, construction site storm water management plan contents, of part 3, storm water technical manual of the Pleasant Grove City storm water management program in appendix A of the manual.
 - e. Postconstruction storm water management plan. See section H, construction site storm water management plan contents, of part 3, storm water technical manual of the Pleasant Grove City storm water management program in appendix A of the manual.
- 4. Developments having a disturbed area of five (5) acres or more require a UPDES storm water general permit for construction activities from the department of environmental quality of the division of water quality of the state of Utah. Obtaining the permit includes preparation of a storm water pollution prevention plan and a notice of intent. The permit form is available on the internet in a PDF format at <http://www.deq.state.ut.us/eqwq/updes/swconst.pdf>. The developer shall submit a copy of the notice of intent before the site plan will be considered finalized. Note that when a development of over five (5) acres is phased, the permit is required for each phase, even if each phase is less than five (5) acres in size.
- 5. Include the following notes on all site plans and site plan amendments:
 - a. The applicant is responsible for compliance with all requirements of the "Americans with disabilities act" (ADA).
 - b. Detailed fire protection plans shall be submitted with the building plans. Additional requirements may be identified during the plan review by the fire department, which may be mandated by the international fire code. Plan reviews must be completed prior to the building permit being issued.
 - c. 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.

d. A sampling manhole and holding tank (grease trap) shall be installed in accordance with city standards as required by the city.

e. 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. (Ord. 2007-20, 4-3-2007; amd. Ord. 2020-16, 7-21-2020; Ord. 2020-29, 12-15-2020)

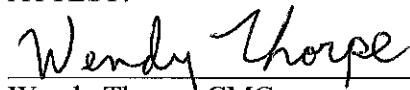
SECTION 2. SEVERABILITY. The sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable. If any such section, paragraph, sentence, clause, or phrase shall be declared invalid or unconstitutional by the valid judgment or decree of a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any of the remaining sections, paragraphs, sentences, clauses, or phases of this Ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and posting as provided by law.

SECTION 4. APPROVED AND ADOPTED AND MADE EFFECTIVE by the City Council of Pleasant Grove City, Utah County, Utah, this 17th day of January, 2024.


Guy Fugal, Mayor

ATTEST:


Wendy Thorpe CMC

(SEAL)



Motion: Council Member Jensen

Second: Council Member Rogers

<u>ROLL CALL</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor Guy L. Fugal	_____	_____	_____	_____
Dianna Andersen	<u>X</u>	_____	_____	_____
Steve Rogers	<u>X</u>	_____	_____	_____
Eric Jensen	<u>X</u>	_____	_____	_____
Cyd LeMone	<u>X</u>	_____	_____	_____
Todd Williams	<u>X</u>	_____	_____	_____

CERTIFICATE OF POSTING ORDINANCE
Pleasant Grove City Corporation

I, the duly appointed recorder for the City of Pleasant Grove, hereby certify that a summary of the foregoing Ordinance No. 2024-1 was posted on the State (<http://pmn.utah.gov>) website on this 19 day of January, 2024.

Dated this 19th day of January, 2024.

Wendy Thorpe
Wendy Thorpe, CMC, City Recorder

