

1 13.10.050: **SUBMISSION REQUIREMENTS:**

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3 A. *Conceptual Plat:* Unless waived by the community development director as not applicable,  
4 the following items shall be submitted for conceptual subdivision review:

- 5  
6 1. All information required by section 13.03.040 of this title;  
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8 2. A scaled drawing of, ~~and information pertaining to,~~ the proposed subdivision. Such  
9 drawing shall include:  
10 a. Name of development;  
11 b. Name, phone number and business address of applicant/developer and engineer or  
12 land surveyor responsible for the preparation of the drawing;  
13 c. Name, phone number and business address of property owner;  
14 d. Date of preparation, scale, north arrow and current zoning designation;  
15 e. A vicinity map containing sufficient information to locate accurately the property shown  
16 on the plat;  
17 f. The number of proposed lots with lot widths and area;  
18 g. Names and locations of existing and proposed fronting streets, public or private;  
19 h. Existing contours;  
20 i. Existing location of all significant trees as defined in chapter 13.76 of this title.

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22 B. *Preliminary Plat:* Following Conceptual Plat approval the applicant shall submit to the  
23 community development director the following:

- 24  
25 1. A completed preliminary plat application and fee together with the approved conceptual  
26 plat.  
27  
28 2. Three (3) full size paper copies and one 11-inch by 17-inch size copy of the preliminary  
29 plat, drawn to scale by a licensed engineer, architect, or land surveyor. A preliminary plat  
30 shall include the following:  
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32 a. In a title block located in the lower right hand corner the following shall appear:  
33  
34 (1) The proposed name of the subdivision, which name shall be verified by the  
35 community development department to be free of duplication;  
36  
37 (2) The location of the subdivision, including: current property address, and section,  
38 township and range;  
39  
40 (3) The names and addresses of the owner, the subdivider, if different than the  
41 owner, and the designer of the subdivision; and  
42  
43 (4) The date of preparation, scale (no less than 1 inch to equal 40 feet) and the north  
44 arrow.  
45  
46 b. A preliminary plat shall show existing conditions:  
47  
48 (1) The location of and dimensions to the nearest monument;  
49  
50 (2) All abutting property under the control of the subdivider, even though only a  
51 portion is being subdivided;  
52  
53 (3) The location, width and names of all existing public or private streets, and drive  
54 entrances within two hundred feet (200') of the subdivision and of all prior platted  
55 streets or other public ways, railroad and utility rights of way, parks and other public

1 open spaces, permanent buildings and structures, permanent easements and section  
2 and corporation lines, within and adjacent to the tract;

3  
4 (4) The location of all existing wells, active and abandoned, and of all reservoirs  
5 within the tract and to a distance of at least two hundred feet (200') beyond the tract  
6 boundaries;

7  
8 (5) Existing sewers, water mains, culverts or other underground facilities within the  
9 tract and to a distance of at least two hundred feet (200') beyond the tract  
10 boundaries, indicating pipe sizes, grades, manholes and exact location;

11  
12 (6) Existing ditches, canals, natural drainage channels, and open waterways;

13  
14 (7) Boundary lines of ~~adjacent~~ abutting tracts of unsubdivided land, showing  
15 ownership where possible;

16  
17 (8) Contours at vertical intervals of not more than two feet (2'). The 100-year flood  
18 level of all watercourses, if any, shall be indicated in the same datum for contour  
19 elevations;

20  
21 (9) All installed fire hydrants on or within five hundred feet (500') of the proposed  
22 subdivision; and

23  
24 (10) Current zoning designation.

25  
26 (11) Parcels under the control of the applicant but not included in the subdivision  
27 shall be marked and included in the development and the boundary completely  
28 indicated by bearings and distances including accurate outlines and legal  
29 descriptions of any areas to be dedicated or reserved for public use, with the  
30 purposes indicated thereon, and of any area to be reserved by deed or covenant for  
31 common uses of all property owners.

32  
33 c. A preliminary plat shall show proposed development:

34  
35 (1) The boundary lines of the proposed subdivision indicated by a solid heavy line  
36 and the total approximate acreage encompassed therein;

37  
38 (2) Layout, numbers, and typical dimensions of lots;

39  
40 (3) Parcels of land intended to be dedicated or temporarily reserved for public use or  
41 set aside for use of property owners in the subdivision;

42  
43 (4) Easements for water, sewers, drainage, utility lines and any other easements  
44 required by the planning commission's conceptual approval;

45  
46 (5) Details of all proposed realignments of existing ditches, canals, natural drainage  
47 channels, and open waterways;

48  
49 (6) Locations of all proposed streets, including typical street cross sections, and  
50 dimensions of public streets, private streets, and driveways within two hundred feet  
51 (200') of the plat (proposed street names shall be verified by the Salt Lake County  
52 assessor's office to be free of duplications).

53  
54 3. Where the plat submitted covers only a part of the subdivider's tract, a sketch of the  
55 prospective street system of the unplatted parts of the subdivider's land shall be submitted,

1 and the street system of the part submitted shall be considered in relationship to existing  
2 master street plans; and

3  
4 4. Where required, written evidence of any agreements with ~~adjacent~~ abutting property  
5 owners relative to the subdivision development. These agreements shall include those  
6 relative to drainage, easements, protection strips, property line agreements or exchanges  
7 and improvement bonds.

8  
9 5. Where the subdivision abuts a public street, a detailed street tree plan, which shows  
10 compliance with the provisions of section 13.77.080, "Street Tree Protection", of this title.

11  
12 6. A will-serve letter from each utility company serving the project stating the company has  
13 reviewed the plat and is setting forth its comments concerning the extent of service  
14 availability; and acceptance of the proposed location of all utility easements. A copy of the  
15 plat approved by the utility company shall be returned to the technical review committee,  
16 initialed and stamped by the company.

17  
18 7. A copy of proposed protective covenants, articles of incorporation, association or  
19 condominium, if applicable.

20  
21 ~~8. Appropriate supporting documents showing compliance with state and federal standards~~  
22 ~~such as air emissions, site pollution prevention measures, and water discharge~~  
23 ~~standards.~~ Information required for the city to establish financial guarantee for any  
24 improvements to be placed on public property.

25  
26 ~~409.~~ To mitigate possible adverse impacts from the proposed development, the technical  
27 review committee shall determine from a review of the preliminary plat whether the soil,  
28 slope, vegetation, and the drainage characteristics of the site are such as to require  
29 substantial cutting, clearing, grading, and other earthmoving operations in the construction of  
30 the development, or otherwise create an erosion hazard and, if so, the community  
31 development director shall require the applicant to provide soil erosion, geological hazard and  
32 sedimentation control plans and specifications. Such control plans and specifications shall be  
33 prepared by a qualified professional with the costs of preparation of such plans and  
34 specifications being borne by the applicant.

35  
36 ~~410.~~ The following additional information shall be submitted to the community  
37 development director for preliminary plat review if determined necessary by the community  
38 development director and the technical review committee:

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40 a. A traffic study prepared by a qualified traffic engineer or other qualified person; and

41  
42 b. Evidence that the applicant has sufficient control to effectuate the proposed use.

43  
44 ~~4211.~~ Where applicable, a geotechnical study including groundwater depths, soil stability  
45 and seismic hazard potential.

46  
47 12. Civil construction drawings with sufficient detail for construction of all improvements,  
48 stamped by the project engineer including:

49  
50 a. Horizontal Control

51 b. Demolition

52 c. Grading and Drainage

53 d. Erosion control

54 e. Utilities, on-site and off-site

55 f. Roadway design

56 g. Civil details, general notes, etc.

1            h. Appropriate supporting documents showing compliance with state and federal  
2            standards such as; air emissions, site pollution prevention measures and water discharge  
3            standards.

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5 C. *Final Plat*: The following items shall be submitted to the community development director for  
6 final plat review:

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8            1. A completed final plat application and fee together with the approved and updated  
9 preliminary plat;

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11            2. If applicable, a trust agreement for perpetual care funds as required as part of the  
12 preliminary plat approval;

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14            3. Title report as required by the city attorney.

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16            ~~34.~~ Three (3) full size paper copies and one 11-inch by 17-inch size copy of the final plat,  
17 drawn to scale by a licensed engineer, architect, or land surveyor. ~~as required by subsection~~  
18 ~~C8 of this section.~~

19  
20 ~~4. Engineering plans designed and drawn to minimum or higher standards and including:~~

21 ~~a. Typical street cross sections;~~

22 ~~b. Profiles of all streets, water, sewer and drainage lines. These profiles should be shown on~~  
23 ~~separate sheets but to a scale no smaller than one inch equals twenty feet (1" = 20') vertical~~  
24 ~~and one inch equals forty feet (1" = 40') horizontal; and~~

25 ~~c. A plat showing lot lines, site grading, street improvements, drainage, and public utility locations.~~  
26 ~~Also submission of engineering feasibility studies if required by the planning commission. The~~  
27 ~~plat shall be drawn to a scale not less than one inch equals one hundred feet (1" = 100'), and~~  
28 ~~shall indicate the basis of bearings, true north point, name of project, and quarter section,~~  
29 ~~block and lot number of the property under consideration;~~

30 ~~d. Details of any proposed drainage structures, cribbing, terraces, retaining walls and/or surface~~  
31 ~~protection, not including vegetation cover, revegetation plan as required to mitigate impacts~~  
32 ~~of grading or excavation and required for the support of adjoining property.~~

33  
34 ~~5. A notice of covenants, conditions and other restrictions if applicable.~~

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36 ~~6. Title report as required by the city attorney.~~

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38 ~~7. All additional engineering data, plans and information required to clarify the project.~~

39 ~~8. Drawings for final subdivision plat approval shall meet the following standards:~~

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41            a. Drawings shall be prepared and certification made as to plat accuracy by a registered  
42 professional licensed to do such work in the state of Utah. The final plat shall be drawn  
43 on a sheet approved by the Salt Lake County recorder (mylar original). The final plat shall  
44 be drawn with all lines, dimensions and markings made in waterproof black drawing ink.  
45 A workmanlike execution of the plat shall be made in every detail. A poorly drawn or  
46 illegible plat is sufficient cause for final plat rejection.

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48            b. The information on the plat shall include the following:

49            (1) Name of development;

50            (2) Name and address of owner or owners of record;

51            (3) Total acreage of development project; total number of lots and acreage of each;

52            (4) Township, range, section (and quarter section, if portion);

53            (5) Graphic scale;

54            (6) North arrow and basis thereof;

55            (7) Date of preparation;

56            (8) Zoning designation as of date of approval; and

1 (9) Legal description.  
2

3 c. The bearings, distances and curve data of all perimeter boundary lines shall be  
4 indicated outside the boundary line, not inside with the lot dimensions, and tied to two (2)  
5 existing land monuments (and state plane coordinates when required by the city  
6 engineer). Boundary lines shall be drawn heavier than street and lot lines.  
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8 d. Accurate angular and linear dimensions for all lines, angles and curves used to  
9 describe streets, alleys or similar areas to be reserved for public use and other important  
10 features. All streets, walkways and alleys shall be designated as such and streets shall  
11 be numbered; bearings and dimensions shall be given. The plat shall contain the  
12 dedication to the city of all streets and highways included in the proposed subdivision.  
13 Street monuments shall be installed by the subdivider's engineer or land surveyor at such  
14 points designated on the final plat as are approved by the community development  
15 department. Standard precast monuments shall be placed prior to the release of the  
16 improvement bond. Where it is proposed that streets be constructed on property  
17 controlled by a public agency or utility company, approval for the location, improvement  
18 and maintenance of such streets shall be obtained from the public agency or utility  
19 company and entered on the final plat in a form approved by the city attorney.  
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21 e. All bearings and lengths shall be given for all lot lines, except that bearings and  
22 lengths need not be given for interior lot lines where the bearings and lengths are the  
23 same as those of both end lot lines. Lot lines shall show dimensions in feet and  
24 hundredths. Pipes or other such physical markers shall be placed at each lot corner.  
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26 f. On curved boundaries and all curves in the plat, sufficient data shall be given to  
27 enable the reestablishment of the curves on the ground. Lengths shall be shown to  
28 hundredths of a foot, and angles and bearings shall be shown to seconds of arc. This  
29 curve data shall include the following for circular curves:

- 30 (1) Radius of curve;
  - 31 (2) Central angle;
  - 32 (3) Tangent;
  - 33 (4) Arc length; and
  - 34 (5) Chord (bearing and length).
- 35

36 g. An identification system for all lots and blocks and names of streets.  
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38 h. The bearings, dimensions, and locations of all easements within the subdivision. The  
39 following note shall be included:  
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41 *Utilities shall have the right to install, maintain, and operate their equipment above and*  
42 *below ground and all other related facilities within the public utility easements identified*  
43 *on this plat map as may be necessary or desirable in providing utility service within and*  
44 *without the lots identified herein, including the right of access to such facilities and the*  
45 *right to require removal of any obstructions including structures, trees and vegetation that*  
46 *may be placed within the PUE. The utility may require the lot owner to remove all*  
47 *structures within the PUE at the lot owner's expense, or the utility may remove such at*  
48 *the lot owner's expense. At no time may any permanent structures be placed within the*  
49 *PUE or any other obstruction which interferes with the use of the PUE without the prior*  
50 *written approval of the utilities with facilities in the PUE.*  
51

52 i. All lands within the boundaries of the plat shall be accounted for either as lots,  
53 walkways, streets, alleys, excepted parcels, common areas, building areas, parking  
54 areas, drainage facilities, landscape areas, and permanent open space, etc.  
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56 j. All dimensions of irregularly shaped lots shall be indicated in each lot.

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k. Parcels that are not contiguous shall not be included in one plat, nor shall more than one plat be made on the same street. Contiguous parcels owned by different parties may be included in one plat, provided all owners join in dedication and acknowledgment.

l. The accurate location of all monuments, fire hydrants and streetlights to be installed shall be shown by the appropriate symbol. All United States, state, county or other official bench marks, monuments or triangulation stations in or adjacent to abutting the property, shall be preserved in precise position.

95. The final plat requires:

- a. A registered land surveyor's certificate of survey;
- b. The owner's certificate of dedication;
- c. A notary public's acknowledgment;
- d. The planning commission's certificate of approval;
- e. The city engineer's certificate of approval;
- f. The Salt Lake ~~Valley~~ County health department's certificate of approval;
- g. The community development director's certificate of approval;
- h. The city attorney's certificate of approval;
- i. The city manager's certificate of approval; and
- j. A one and one-half inch by five inch (1 1/2" x 5") space in the lower right hand corner of the drawing for the county recorder's use.
- k. Where applicable, the city council's certificate of approval.

~~106.~~ For all plats that include private streets, the following note shall be included: "No City Maintenance Provided on Private Streets".

~~117.~~ Where applicable, a note referring to a conditional use permit pertinent to the development.

~~128.~~ The city may request a computer file of the plat. The file shall be compatible with the city's electronic mapping system.

~~13. Parcels under the control of the applicant but not included in the subdivision shall be marked and included in the development and the boundary completely indicated by bearings and distances including accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for common uses of all property owners.~~

~~14.~~  
9. If a plat is revised, the redlined copy of the old plat shall be returned for comparison purposes.

D. *Vacating, Altering, Or Amending A Plat:* Each petition to vacate, alter, or amend an entire plat or a portion of a plat shall include:

13.10.050:

- 1           1. The name and address of each owner of record of the land contained in the entire plat;
- 2
- 3           2. The signature of each of these owners who consents to the petition; and
- 4
- 5           3. All information as required by subsection C of this section.
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- 7   E. *Vacating A Street, Right Of Way, Or Public Access Easement:* A petition to vacate some or all
- 8       of a public street, right of way, or public access easement shall include:
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- 10          1. The name and address of each owner of record of land that:
- 11             a. Abuts the public street, right of way, or easement; or
- 12
- 13             b. Is accessed exclusively by or within three hundred feet (300') of the public street, right
- 14       of way, or easement; and
- 15
- 16          2. The signature of each owner under subsection E1a of this section who consents to the
- 17       vacation.
- 18
- 19          3. All information as required by subsection C of this section. (Ord. 2012-15, 9-20-2012)