

Pleasant View City

Minor Subdivision Application Submittal Checklist

Minor Subdivision Application (Ch. 17.10)

- Completed and signed application
- Owner's Affidavit, if applicable
- Fees paid
- First Submittal
 - Title Report
 - American Land Title Association (ALTA) Survey
 - Preliminary Plat and Site Information (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
 - Existing owners of adjoining property and parcel ID number
 - Adjacent subdivisions name and phase, if applicable
 - Legal description of entire subdivision boundary
 - Legal description of remainder parcel,
 - Adjacent rights-of way, including dimensions
 - Water conveyance facilities within 100' of subdivision boundary (Utah Code 10-9a-603)
 - Rights-of-way
 - Bearings and distances of centerlines
 - Widths
 - Road coordinate and name, if desired
 - 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)
 - Easements
 - Bearings, lengths, widths, purposes
 - Detention pond parcel

- Preliminary Plans (signed and sealed, may be labeled “Preliminary”) (all items as applicable)
 - 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 (“heat” map) (ref: City Code 17.18.050)
 - Existing structures to be demolished
 - Existing structures to remain
 - Detention pond location
 - Existing springs or wells
 - Source protection zone boundaries
 - Existing septic tanks
 - 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)
 - Culinary water
 - Secondary water
 - Sanitary sewer
 - Storm drain
 - Land drain
- Draft Storm Water Report (detention calculations) (see City PW Standards)
- Draft Storm Water Quality Report (LID and retention) (use DWQ’s template)
- Geotechnical Investigation (see City PW Standards)
- Will serve letters or Adequate Public Facilities determination
 - Culinary water
 - Secondary water
 - Sanitary sewer
 - Central Weber Sewer Improvement District
- 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
- Subsequent Submittals

- Final Subdivision Plat (all items as applicable)
 - Signed and sealed
 - Name of Subdivision
 - City, County, State
 - Section/Township/Range, Base and Meridian
 - Name and address of owner/developer
 - Name and address of surveyor
 - Surveyor's certificate
 - Narrative
 - Approval authorities' signature blocks (City Council ,Planning Commission, City Engineer, as applicable)
 - Owner endorsements with notary acknowledgments
 - Dedication language for all rights-of-way, easements, parcels, etc.
 - Date of preparation
 - North arrow, bar scale, basis of bearing
 - Legend
 - Vicinity map
 - Existing surveyed property boundaries
 - Existing owners of adjoining property and parcel ID number
 - Adjacent subdivisions name and phase
 - Legal description of entire subdivision boundary (written and depicted)
 - Legal description of remainder parcel
 - Adjacent rights-of way
 - Street rights-of-way, including centerline call and width
 - Lots, including number, address, size, lot line calls
 - Existing structures to remain
 - Curve and line tables (curve data to include length, radius, delta, chord length, and chord bearing)
 - R-lot notations and restrictions
 - Easements (PUE, MUE, specific utility, access, snow storage, temporary turnaround, etc.)
 - Location of all monuments, corners, and other points, both found and erected
 - Plat notes as required by approval authority in accordance with City and State Codes
 - Location of common space, open space, or other reservations
 - Notation of any self-imposed restrictions, including proposed final restrictive covenants, and all other restrictions as required by the Approval Authority
 - Protection strips
 - No access/limited access lines
 - Delineated wetlands
 - Source protection zone boundaries
 - Floodplains

- Weber County Surveyor review
- Updated Title Report (if more than 6 months since original submittal)
- Tax Clearance
- Complete Improvement Plans (signed and sealed) (all items as applicable)
 - Cover sheet, index of drawings, general notes, legend
 - Existing and proposed road plans, plan and profile
 - Right-of-way widths
 - Street centerline radii
 - Back of curb radii
 - Street alignment with future/existing roads (connectivity)
 - Street cross sections
 - Pavement section/design
 - Vertical/horizontal road alignment and design including design 200' past subdivision boundary
 - Road slopes
 - Intersection offsets
 - Street monuments
 - Signage and striping
 - Street lights, junction boxes, and conduit
 - Cul-de-sac length(s)
 - Snow storage easement location
 - Temporary turnaround(s)
 - ADA compliance
 - Existing and proposed utility plans, plan and profile (water, secondary water, sewer, storm drain, land drain)
 - Culinary water (pipe size, material, fittings, valves, fire hydrants, radius if curved, services location and size, distance to sanitary sewers, pressure zone boundaries, PRV locations and details, etc.)
 - Any and all rule [exceptions](#) and permits from the DDW must be provided prior to final plan approval (e.g. inadequate water/sewer clearance, stream crossing, etc.)
 - Secondary water (pipe size, material, fittings, valves, radius if curved, services location and size, etc.)
 - Sanitary sewer (pipe size, material, slope, manholes, services location and size, etc.)
 - Storm drain (pipe size, material, slope, $Q_{required}$ and $Q_{capacity}$, manholes, structures, etc.)
 - Land drain (pipe size, material, slope, manholes, services location and size, etc.)
 - Site, grading, and drainage plans

- Detention pond grading, design, and details (side slopes, surface material, capacity, high water elevation, overflow elevation, top of berm elevation, etc.)
- Control structure detail(s)
- Demolition of existing structures
- Retaining walls
- Fencing
- Community mailbox location
- Canal and/or irrigation company compliance (i.e. piping or crossing canal)

■ Applicable City Standard details or detail sheets

- Final Storm Water Report (signed and sealed) (see City PW Standards)
- Final Storm Water Quality Report (signed and sealed) (use DWQ's template)
- UDOT Access Permit (when applicable)
- Estimate of infrastructure improvements (as per Utah Code 10-9a-604.5)
- Improvement completion assurance (as per City Code 17.20.020)
- Agreements (e.g. development, pioneering, etc.) (when applicable)
- CC&R's (when applicable)
- Proof of Inclusion in a Secondary Water District
- Plan approval from outside entities (Pineview Water, Bona Vista Water Improvement District, North View Fire District, canal companies, etc.)
- Off-site easements (when applicable)
- Storm Water Construction Activity Permit (SWPPP)
- Storm Water Connection Permit (when applicable)