

Preliminary Plans and Preliminary Plat Checklist

The following checklist outlines the requirements of Pleasant Grove City for preliminary plans and preliminary plats. Use of this checklist will help minimize the review time, and the number of resubmittals required for approval. Failure to include all items listed may result in a rejection of the submittal.

- Application, including owner's affidavit.
- Appropriate application fee. (11-7-2:D)

The following must be submitted with the Community Development Application:

- Five (5) 24" x 36" sets of the preliminary plans and the preliminary plat with a scale of 1"=100' or larger. (11-7-2:D, 11-7-4:A)
- One (1) electronic (Adobe Acrobat – pdf) copy of the preliminary plans and the preliminary plat.
- A copy of the most recent review comments with a written response to each comment, if not the first submittal.
- A policy of title insurance, or a preliminary title report, showing the names of the property owners. (11-2-2)
- Boundary Line Adjustments (BLA's) and deeds to ensure no nuisance strips are created.
- One (1) hard copy **AND** one (1) electronic copy of the geotechnical report (11-7-4:G) which includes:
 - A plot showing the location of all test borings and excavations. (11-7-4:G.1)
 - Descriptions and classifications of materials encountered. (11-7-4:G.2)
 - The elevation of the water table in each test pit or bore hole, if encountered. (11-7-4:G.3)
 - Recommendations for pavement design meeting a minimum of the Pleasant Grove City standards for local, collector, and arterial streets. (11-7-4:G.4)
 - 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. (11-7-4:G.5)
 - Expected total and differential settlement. (11-7-4:G.6)
 - Identify locations of sensitive lands or soils (i.e. slide areas, collapsible soil, expansive soil, etc.) that impact development of the property and recommendations for mitigation of these areas with the proposed development plan. (11-8-7)
- Letter(s) from owners/operators of all irrigation facilities in the area. A letter from Pleasant Grove Irrigation Company will always be required as the minimum requirement. (11-7-4:I)
- Letters from each public utility company (including Rocky Mountain Power, CenturyLink, and Questar Gas as a minimum requirement) stating their ability to provide services to the proposed development. (11-7-4:J)
- Under certain circumstances the following may be required:
 - If the subdivision will be developed in phases, there must be a phasing plan which includes proposed phase numbers/ordering. Phasing must be completed in a logical sequence, and in an orderly manner, without leapfrogging. (11-2-3)

Project Name/ Project #: _____

- If the new plat vacates a lot or parcel of an existing plat review the existing plat for easements recorded on the area being vacated. Verify that existing easements are shown and labeled on the new plat. If the easement is no longer needed, the developer will need to vacate the easement either on the plat or with a separate easement vacation document recorded with the plat.
- If there are areas with standing or flowing water, waterlogged soil, evidence of the presence of water in the past, soil consisting of predominantly decomposed plant material, or as required by the City Engineer submit a wetlands survey report from a qualified Wetlands Specialist.
- If the development abuts a state road submit a preliminary letter from UDOT commenting on and/or approving the proposed access and improvements. (11-7-4:K)
- If the property contains any sensitive lands as defined by Section 11-8 of the City Municipal Code assure that all requirements of the Development Review Committee (DRC) are met. Additional requirements may result from additional information provided. (11-8)
- If a lot is subject to “steep slope” conditions (11-8-14), the following is required:
 - A grading permit from the City engineer. (11-8-14:A.1)
 - Drainage and erosion control plan. (11-8-14:B)
 - Vegetation and re-vegetation plan. (11-8-14:C)
 - Fire protection report. (11-8-14:D)
 - Geotechnical report. (11-8-7)
 - Meet all other requirements of the Hillside Development ordinance. (11-8-14)
- If a Flag Lot (10-15-14) is part of a development application, the following is required:
 - Compliance with stem and common stem requirements. (10-15-14:G-H)
 - Off street parking. (10-15-14:I)
 - Compliance with zone specific setback, area, and width requirements. (10-15-14:N)
 - Submittal of Covenants, Conditions, and Restrictions (CC&R’s). (10-15-14:M)

The following shall be included in the **Preliminary Plans**:

- On the FIRST sheet show:
 - A vicinity location map showing the location of the development as part of a larger tract and the relative location to streets and other geographic features. (11-7-4:A.2)
 - Name and approximate address of the proposed development. Verify the name is unique in Utah County by going to <http://www.utahcounty.gov/LandRecords/DevelopmentSearchForm.asp>. (11-7-4:A)
 - Name, address, phone number(s), and email of the developer, engineer, and surveyor. (11-7-4:A.3)
 - Property owners’ names and parcel numbers of both the adjoining properties and those within the subdivision. (11-7-4:A.3)
 - Boundary lines of the tract to be subdivided in heavy lines. The creation of nuisance strips will not be permitted. (11-7-4:A.5)
 - North arrow, scale bar, and print date. (11-7-4:A.9)
- If DRC was held, verify that all requirements of the DRC have been addressed.
- Clearly label the existing features as to “remain” or “be removed”. Identify all proposed features.

Project Name/ Project #: _____

- Location and dimensions of all existing and proposed streets, buildings, and exceptional topography within the tract and the surrounding 200 feet. (11-7-4:A.6,8)
- Boundaries of all proposed lots. The creation of nuisance strips will not be permitted. (11-7-4:A.8)
- Location and dimensions of existing and proposed irrigation features, and other waterways within the tract and within the surrounding 100 feet. (11-7-4:A.6,8)
- Location of all wetlands.
- Locations and dimensions of all proposed parks and open spaces. (11-7-4:A.8)
- Roadway dedications to the City should be written as follows: “Dedicated to Pleasant Grove City”. Label the square feet of the area being dedicated.
- A vicinity plan showing how adjacent undeveloped property may be developed in the future.
- A preliminary street improvement plan which includes:
 - Proposed streets (plan view), sidewalks, curbs and gutters, and ADA curb ramps. Identify the widths, horizontal curve radii, slope, and direction of slope for all items listed. All streets will be assigned a numerical street address and must be shown on the plan when it is provided. Curb returns shall meet minimum radii requirements defined in Pleasant Grove City Standard Drawings. (11-7-4:B; Standard Drawings 1, 1A, 2D, 2E, 2F)
 - Typical cross sections of all streets within and adjacent to the development showing the width, type, and thicknesses of the pavement design. Thicknesses should be as presented in the Geotechnical report, or per City minimum requirements, whichever is greater. (11-7-4:B).
 - Temporary dead end streets, longer than 150 feet, shall conform to Pleasant Grove City Standard Drawings. (10-15-42; Standard Drawings 24 and 24A)
 - Cul-de-sacs require a minimum pavement diameter of 96 feet (IFC Appendix D103.1) and meet all requirements of the Street Standards ordinance for cul-de-sacs. (11-3-4:B)
 - Location of street lights, street signs, and stop signs. (10-15-44; Standard Drawing 26)
- A preliminary grading plan which includes:
 - Existing elevations shown by light (gray scaled) dashed contours. The contours must be labeled with elevations. (11-7-4:C)
 - Design elevations represented by solid contours using two foot intervals for average slopes less than 25% and five foot intervals for average slopes greater than 25%. In flat areas 1 foot intervals may be required. The contours must be labeled with elevations. (11-7-4:C; 11-7-5:E.3)
 - Label the location and elevation of the benchmark for the project. The elevations must be tied to a found USGS datum.
 - The location of any areas of potential flood hazard within 200 feet of the subdivision. (11-7-4:F.7)
- A preliminary drainage and irrigation plan which includes:
 - Location, size, type, length, and grade of proposed and existing drainage features within 100 feet of the development or to the next manhole, whichever is greater. (11-7-4:A.7; 11-7-4:B)
 - Manholes being placed at 400 foot maximum intervals, inlets, catch basins, stubs, and plugs. Indicate that there is to be a 2 foot sediment trap in all inlet boxes and manholes. (Standard Drawing 7)
 - Any existing drainage features conveying water though the property and the required improvements. (11-7-4:A.7)

Project Name/ Project #: _____

- Location, size, and type of all existing irrigation features and any improvements on irrigation features. (11-7-4:I)
- A preliminary pressurized irrigation plan which includes:
 - Location and size of proposed and existing pipes, valves, air inlet and removal facilities, irrigation drains, and temporary blow offs, etc. within 100 feet of the development. Main lines should be located 10 feet west and/or south of street centerlines. (11-7-4:A.7; 11-7-4:B)
- A preliminary sanitary sewer plan which includes:
 - Location, size, and type of proposed and existing pipes within 100 feet of the development. Pipes should be located 5 feet west and/or south of street centerlines. (11-7-4:A.7; 11-7-4:B)
 - Manholes being placed at 400 foot maximum intervals, grease traps, and stubs.
 - A minimum of four feet of cover over all pipes and four feet of cover over pipes at any property boundary.
- A preliminary culinary water plan which includes:
 - Location and size of proposed and existing pipes within 100 feet of the development. Main lines should be located 5 feet east and/or north of street centerlines. (11-7-4:A.7; 11-7-4:B)
 - Location of proposed and existing meters, valves, hydrant blow offs, temporary blow offs, stubs, and plugs, etc. (11-7-4:A.7; 11-7-4:B)
 - Proposed fire hydrants. Spacing should allow for at least one hydrant within 225 feet of the center of the frontage of each every lot. (11-7-4:B; IFC Appendix C105.1)

Note: Street improvement, grading, drainage and irrigation, pressurized irrigation, sanitary sewer, and culinary water plans may be combined as long as clarity is maintained.

The following shall be included on the **Preliminary Plat** (must be a separate sheet):

- Name of the proposed plat. (11-7-4:A.1)
- Property owners' names and parcel numbers of both the adjoining properties and those within the subdivision. (11-7-4:A.3)
- Boundary lines of the tract to be subdivided in heavy lines. (11-7-4:A.5)
- Legal description of property to be subdivided, including a tie to a known USGS monument. This legal description should match boundaries of the surrounding parcels and right-of-ways. The boundary should close within 0.03 feet. (11-7-4:A.4)
- North arrow, scale bar, and print date. (11-7-4:A.9)
- Label and dimension the widths, areas (including buildable areas), required setbacks, and frontages of all lots. These must meet zone-specific requirements. (Title 10)
- Locations and dimensions of existing and proposed public utility easements (PUE's) and any other existing or proposed private utility easements. PUE's must be at least 10 feet around the boundaries of each lot.
- Location and dimensions of all existing and proposed streets, buildings, and exceptional topography within the tract and the surrounding 200 feet. (11-7-4:A.6,8)
- Clearly label the existing features as to "remain" or "be removed". Identify all proposed features.
- Location of street lights, street signs, and stop signs. (10-15-44; Standard Drawing 26)
- Locations and dimensions of all proposed parks and open spaces. (11-7-4:A.8)