

GRANTSVILLE CITY PRELIMINARY PLAT CHECKLIST

**** SPECIAL NOTE:**

Prior to the preliminary plat being submitted to Grantsville City, the survey of the property must be filed with the Tooele County Surveyor's office and the filing number referenced on the prelim drawings.

In addition, poorly-drawn or illegible design and engineering drawings shall be cause for denial of application.

Required items that must accompany the preliminary plat:

- ____ Completed application.
- ____ Payment of fee of \$200.00 per plat and \$75.00 per lot.
- ____ **Four (4)** 24" x 36" complete sets of the preliminary plat and the design and construction drawings at the **first** submittal, which is for the pre-design conference.
- ____ **Four (4)** 24" x 36" complete sets of the corrected preliminary plat and the corrected design and construction drawings at the **second** submittal.
- ____ **Fifteen (15)** reduced size of 11" x 17" copies of the preliminary plat and the design and construction drawings for the **second** submittal.
- ____ An additional 11" x 17" copy for each servicing district, if requested.
- ____ A disc submitted containing preliminary drawings on Auto-CAD.

The following must also be submitted with the preliminary plat;

- ____ Subdivision name approval proof from Tooele County Recorder's office.
- ____ Two (2) copies of a Title Report and vesting documents of conveyance completed within the last six (6) months.
- ____ An open space management plan, as described in Section 21.1.20.
- ____ Geologic technical maps and investigation reports regarding area suitability when land configurations dictate lot configuration and buildable space.
- ____ A traffic study, if required by the Planning Commission during concept approval.

- _____ A copy of the State highway access permit when a new street will connect to a State highway along with any design requirements as established by the Utah Department of Transportation.
- _____ If a plat is revised a copy of the old plat shall be provided for comparison purposes.
- _____ A list of off-site improvements and an estimate of the cost to complete such improvements, stamped by a licensed engineer. A statement identifying the proposed method of bonding for required subdivision improvements, including streets, roads and related facilities, water distribution system, sewage collection system, flood plain protection, storm drainage facilities and such other necessary facilities.
- _____ Copies of proposed protective covenants, trust agreements and homeowners association articles and by-laws.
- _____ A statement identifying the function, ownership and maintenance of any open space areas being proposed and not being dedicated for public use.
- _____ When the subdivider proposes to dedicate any area for public use, including use for schools, streets, roads, parks or other public purposes, a letter of intent to acceptance from the applicable public agency agreeing to such dedication
- _____ A letter of intent to serve from all proposed utility and service providers, including the Grantsville City Fire Department, Irrigation Company, and the Tooele County School District.

The Preliminary Plat Shall Show:

- _____ The filing number for the “Record of Survey” shown on the front and top of the first page of the drawings (this is listed as the Special Note at top also).
- _____ All drawings shall be drawn to a scale not less than one inch = 100 feet and labeled “Preliminary Plat”.
- _____ Located at the top and center of the preliminary plat shall be the proposed name of the subdivision, the section, township, range, principal median, and County,
- _____ A title block, placed on the lower right hand corner of the plat showing:
 1. Name and address of owner(s) of record and name, address and license number of the licensed land surveyor responsible for preparing the preliminary plat; and
 2. Date of preparation of the preliminary plat, and any revision dates.

- _____ Signature blocks for the dated signatures of the City Engineer, Public Works Director, City Planner, County Surveyor, Planning Commission Chair, City Fire Department.
- _____ North arrow, graphic and written scale, and basis of bearings used.
- _____ Tabulation of the number of acres in the proposed subdivision, showing the total number of lots, and the areas of each lot.
- _____ General location of the subdivision and adjoining properties with ownership.
- _____ All deed lines of the subject property and adjoining properties and lines of occupation such as fence lines.
- _____ Legal description of the entire subdivision site boundary.
- _____ Legal descriptions for remainder parcels.
- _____ The 100 foot radius wellhead protection zone on all existing wells within and outside of the subdivision where the protection zone falls within the boundary of the subdivision.
- _____ Bearing and distance tie-in to the historic and dependant survey with at least two established control monuments referenced to the Tooele County Control Network.
- _____ The existing topography contour intervals of no greater than two (2) feet for the entire subdivision site with all elevations based on National Geodetic Survey sea level datum.
- _____ Vicinity map showing significant natural and man made features on the site and within one mile of the subdivision perimeter boundary with a minimum scale of 1 inch = 2000 feet.
- _____ Identification of the minimum building set-back lines for each proposed lot.
- _____ The location of all existing platted lots within, or contiguous to the subdivision site.
- _____ All lots, right-of-ways, and easements created by the proposed subdivision with their boundary, bearing, lengths, widths, name, number, or purpose, shall be given. All lots being created shall include a seven and one-half (7 1/2) foot public utility easement around the side perimeter of each lot and a ten (10) foot P.U.E. along the entire frontage of each lot.

- _____ Addresses of all lots shall be shown. All proposed new streets and roads, whether public or private, shall be numbered, as provided by the City, with the proposed connections to existing City, County, or State roads and streets.
- _____ The cross sections of all proposed streets and roads, showing proposed cuts and fills exceeding three (3) feet. All proposed streets and roads shall be designed to comply with the adopted standards of the City and follow design criteria found in Section 21.6.3 of the Grantsville Land Use Management and Development Code.
- _____ Location and size of existing and proposed culinary water lines and the location of fire hydrants, and secondary water facilities if proposed, to a distance of at least 100 feet beyond the subdivision boundaries.
- _____ Location and size of existing and proposed sanitary sewer lines to a distance of 100 feet beyond the subdivision boundaries.
- _____ Proposed storm drainage system for both surface and flood water, including any drainage easements proposed and existing.
- _____ Layout of proposed power lines, including the source and connection to the existing power supply, together with the location of existing bridges, culverts, utilities, utility easements, and any common space or open space areas including the location and dimensions of all property proposed to be set aside for public or private reservation, with designation of the purpose of the set asides, and conditions, if any, of the dedication or reservation.
- _____ An indication of the use for all proposed lots including required plat notes identifying agricultural protection areas, and other proposed, or required protective and restrictive covenants.
 - _____ Areas within the 100-year flood plain, water courses and proposes storm water drainage systems including culverts, water areas, delineated wetlands, streams, areas subject to occasional flooding, marshy areas, or swamps.
 - _____ Soil types and soil interpretations taken from the National Cooperative Soils Survey.
 - _____ The location of all street signs and traffic control devices required by the City in accordance with the Manual of Uniform Traffic Control Devices.
 - _____ The surveyor shall provide remainder descriptions for all property from the original parcel or lot that is not included in the subdivision.

The infrastructure design and engineering drawings shall include:

- _____ Plan, profile and typical cross-section drawings of the roads, bridges, culverts, sewers, and drainage structures;
- _____ A grading and drainage plan indicated by solid-line contours superimposed on dashed-line contours of existing topography;
- _____ The size and location of proposed sewage systems, culinary water, secondary water, storm drainage, roads, power, gas and other utilities and any man made features and the location and size of existing sewage, culinary water, secondary water, storm drainage, roads, power, gas and other utilities to 200 feet beyond the subdivision;
- _____ Proposed road layouts in dashed lines for any portion of the property to be developed in a later phase;
- _____ Water courses and proposed storm water drainage systems including culverts, water areas, delineated wetlands, streams, areas subject to occasional flooding, marshy areas or swamps;
- _____ The location of all street signs and traffic control devices required by the City in accordance with the Manual of Uniform Traffic Control Devices;
- _____ A signature block for the city engineer on each design and construction drawing;
- _____ A signature block for the city public works director on each design and construction drawing;
- _____ Geologic maps and investigation reports regarding area suitability; and
- _____ A design report stamped by an engineer licensed in the State of Utah as may be required by the city engineer.
- _____ All drawings shall be drawn to a scale not less than one inch equals 100 feet, and shall indicate the basis of bearings, true north, the name of the subdivision, township, range, section, and quarter section, and lot numbers of the property.