

Subdivision Process Checklists

Electronic forms are preferred for all documents

Concept Plan Recommendations *

- 1 electronic copy of the plat/parcel map of the area
- Legal Description of entire proposed project
- 1 electronic Preliminary Drawing/Sketch (this can be very informal and will be used only to provide the basic layout of the proposed subdivision)
- Proposed name of subdivision
- Locations and ownership of all adjacent tracts of land
- Locations of existing and proposed streets
- Configuration of proposed lots
- Approximate locations of land proposed to be set aside for park or playground use or other public use
- Proposed future drainage scheme
- Total acreage of the entire tract proposed for subdivision
- General knowledge of existing land characteristics (i.e. slope, wetlands)

Sketch Plan Requirements *

- Ownership Affidavit
- Land Survey/Legal Description (to be listed on the plat)
- Proposed Name of Subdivision
- Phase Lines (if applicable)

One electronic PDF form shall be submitted of the following (north arrow pointing up or to the right):

- Context Plan** within 300' that includes, but is not limited to the following:
 - Existing Topography
 - Existing Utilities
 - Existing Natural Features, Drainage Channels, Special Views, Existing vegetation to be preserved
 - Existing Buildings
 - Existing Ingress and Egress Points
 - Location, names, and existing widths of adjacent streets
- Site Plan** that includes, but is not limited to the following:
 - All existing easements (utilities, access, etc.)
 - Vicinity Map
 - Aerial Base (can be obtained from: Google Earth or Davis County)
 - Date, North point, Written & Graphic Scales
 - Name, Address, Phone Number for Engineer and/or surveyor who prepared plans
 - Location and dimensions of proposed sites to be dedicated or reserved for open space or recreational use
 - Location and dimensions of proposed sites to be reserved in private ownership for community use
 - Location and ownership information of all canals, ditches, and/or waterways within the subdivision
 - Boundaries of Sensitive Lands as shown in General Plan
 - Names of Surrounding Property Owners

- Data Table that includes:
 - Number of lots/units
 - Buildable area of each lot
 - Percentage of buildable land
 - Percentage of landscaping or open space
 - Density of dwelling units per acre
- Proposed transportation system (including trails) and street layout (width and proposed right of way cross sections)
- Fire Flows in the Area (Contact Fire Department 801-476-8907)
- Grading and Storm Drainage Plan

Developments Other Than Standard Residential

- Building footprint (if known)
- Number of proposed parking spaces (common & private)
- Landscaping Plan
- Lighting Plan
- Signage Plan

Preliminary Plan Requirements *

- Complete all conditions/requirements set by the Sketch Plan committee
- 1 Set of Mailing Labels – listing the names/mailling addresses for property owners within 300’ for the outer boundaries of the property
 - A list of delineating parcel numbers for each of the surrounding property owners
- Current Title Report and proof of Title Insurance
- Draft of easements/agreements with adjacent property owners (if applicable)
- Draft of Covenants, Conditions, and Restrictions (if applicable)
- Complete Utility Notification Form
- A letter of approval from applicable Secondary Water provider stating date of plans reviewed and date approved
- A written statement from the Army Corps of Engineers regarding wetland mitigation (if applicable)
- Preliminary Storm Drain Calculations (See Storm Drain Ordinance)
- Geotechnical report if recommended at Sketch Plan
- Traffic Impact study if recommended at Sketch Plan

One electronic PDF form shall be submitted of the following (north to face up or to the right):

- Information to Include on all Drawings:** This is in addition to information required by sketch plan application, and is not limited to the following:
 - The approved name of the subdivision and the words “Preliminary Plat – Not to be Recorded” listed on each page
 - Written indication of design criteria to be used in design of improvements
 - Dimensions shown in feet and decimals
 - Bearings shown in degrees, minutes, and seconds
 - Contours at two-foot intervals for predominant ground slopes between level and ten percent
 - Contours at five-foot intervals for predominant ground slopes greater than ten percent
 - Location and sizes of proposed sanitary sewers and other sewage disposal facilities

- Location and sizes of culinary water facilities
- Location and size of storm drainage facilities and detention basins
- Wetland Delineation if recommended at Sketch Plan
- Boundaries of areas subject to flooding or storm water overflow in accordance with FEMA's flood plain mapping
 - Width and direction of flow of all watercourses
 - Include existing and proposed irrigation and natural runoff channels/courses
- Location, proposed names, widths and typical cross section of streets, curbs, gutter, sidewalks, and other improvements of proposed street rights-of-way and access easements
- Dimensions and locations of all existing or proposed dedications, easements, and deed restrictions
- Location of any improvements that may be required to be constructed beyond the boundaries of the subdivision (as appropriate)
- Type and size of fencing shown along canals, waterways, and agricultural land

Final Plan Requirements *

- Complete all conditions/requirements set by the Planning Commission at Preliminary Approval
- Finalized Draft of Covenants, Conditions, and Restrictions (if applicable)
- Finalized Storm Drain Calculations
- Any applicable agreements finalized, signed, and proof of recording with county provided (agreements with South Weber City must be finalized and remain unsigned)
- Electronic finalized set of certified, stamped construction drawings and specifications as prepared by a licensed civil engineer**

One electronic PDF form shall be submitted of the following (the north area to point up or to the left):

- Format of Final Plat for Recording Required by the County

**All plans must be prepared and stamped by a licensed and/or certified professional including, but not limited to, architects, landscape architects, land planners, engineers, surveyors, transportation engineers or other professionals as deemed necessary by the City Planner.*