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SOUTH WEBER CITY SUBDIVISION DEVELOPMENT PROCESS

INTRODUCTION

This document has been prepared and compiled by South Weber City to assist Developers in understanding the current ordinances and the processes whereby proposals for new subdivision developments are reviewed and accepted by the City. The process is divided into four distinct phases, referred to as the Concept Plan, Sketch Plan, Preliminary Plan, and Final Plan. One application is used for the whole process, but each phase has an associated fee. Checklists Step by Step lists the required documents for each phase.

CONCEPT PLAN

(This step in the process is not required, but is strongly suggested for new Developers and for those projects that are still in the very rough stage of development.) The Concept Plan review is intended to provide the Developer with an opportunity to receive input from City staff on a proposed development prior to incurring the costs associated with further stages of the approval process. This review does not create any vested rights to proceed with development in any configuration. Developers may anticipate that the Sketch Plan Committee, Planning Commission, and City Council will raise other issues not addressed at the Concept Plan stage.

SKETCH PLAN

The intent of the Sketch Plan phase of the approval process is to provide the Developer with an opportunity to understand the City's requirements, and for the City to understand the Developer's basic proposal, before the Developer incurs the expense and time involved in preparing preliminary and final plans. The Sketch Plan allows for up-front communication between the City and the Developer to discuss zoning and/or other land use restrictions, incorporation of the proposed development into the City's master plans (including water supply, sanitary sewer, storm drainage, roadways), review of the development approval process, review of pertinent City Ordinances and/or Resolutions, or discussion of any other pertinent items which may be deemed necessary by the City and/or the Developer. Multiple sketch plans may be recommended for extensive changes. The developer will be provided with written minutes and a check list of steps needed before continuing.

PRELIMINARY PLAN

The Preliminary Plan affords the Developer the opportunity of substantiating feasibility of the proposed development on a preliminary level, the nature of the proposed development, and to describe (with supporting design drawings and calculations as described in the following document) proposed improvements such as water, sanitary sewer, storm drainage, streets and roadways, development layout, etc.

FINAL PLAN

Submission of the Final Plan is the final phase prior to acceptance of the Subdivision Plan by the City, and commencement of improvements by the Developer. Documents accompanying submission of the Final Plan include the Final Plat, stamped and certified construction drawings finalized design reports, and other information as listed on the Checklists Step by Step.

APPLICATION AND CHECKLISTS

To assist the Developer, a Checklists Step by Step is available. The checklists have been prepared as a supplement to the adopted ordinances and are provided as an aid to the Developer. They do not, nor are they intended to, fully represent the current adopted ordinances, building standards, master plans or other City requirements. The Developer shall be responsible to comply with all aspects of the adopted ordinances, master plans, resolutions, or other standards imposed by the City.

Subdivision plans should not be submitted to the City for review until each item required by the City is completed; only completed applications will be accepted. Plans which are submitted and found to be deficient will be returned to the Developer for correction and/or additional information.

Complete applications for the Planning Commission will be reviewed and returned to the Developer within two weeks. After the review is complete, the subdivision will be placed on the agenda for the Planning

Commission. If the Planning Commission recommends a final application for approval to the City Council, and all accompanying revisions, corrections, changes, recommendations, alterations, adjustments, and/or modifications to the development plans must be completed and reviewed again by the City Staff before the subdivision will be scheduled for a City Council meeting.

SUBDIVISION ORDINANCE

South Weber City Ordinance, Title 11, Subdivision Regulations, may be found on the South Weber City website: www.southweberCity.com

It is our hope that this information will provide Developers a useful, efficient, and clearly defined approach for subdivision approval. Please contact the Planning Coordinator, Lisa Smith, if you have any questions regarding use of any of the subdivision documents, or if you have any other questions regarding the development approval process.