

Spanish Fork City

Preliminary Plat Application (200 or more lots/units)

40 South Main Street, Spanish Fork, Utah 84660
 (801) 804-4580 Fax (801) 804-4510
www.spanishfork.org



A developer must submit the Preliminary Plat drawings to be reviewed by City Staff. Once the Preliminary Plat drawings are reviewed and all corrections are made the Plat will be placed on the Development Review Committee Agenda. After DRC recommends approval the Preliminary Plat will go to the Planning Commission and City Council for their review.

Project Information

Application Date:	Zone:	Number (Office Use Only):
Project Name:		Area:
Project Address:		Units:

Developer Information

Company/Contact:		Attn:	
Address:		Telephone:	
City:	State:	Zip:	Alt. Telephone:
Email Address:		Fax:	

Engineer, Architect or Surveyor

Company/Contact:		Attn:	
Address:		Telephone:	
City:	State:	Zip:	Alt. Telephone:
Email Address:		Fax:	

City Development Process and Requirements

- Staff Review Time:** Approximately 6 to 7 weeks depending on the amount of projects needing review. The more complete an application the less time it takes for corrections and redlines.
- Development Review Committee (DRC):** Held every Wednesday at 10:00 a.m.
- Planning Commission:** Held the first Wednesday of each month at 6:30 p.m.
- City Council:** Held the first three Tuesdays of each month at 6:00 p.m.

All meetings are held in the City Council Chambers at 40 South Main Street in Spanish Fork.

- Preliminary Plat Fees \$1,339.00 + \$22 per lot/unit
- Pre-application meeting with Planning Department, City Engineer
- 7 – Folded 24 x 36 copies & 2 – 11 x 17 copies of preliminary plat (All plans to be folded to a 9 x 12 size so that the name of the plat is visible)
- A CAD file of preliminary plat (.dwg, .dgn, or .dxf)
- Preliminary Plat Basic Requirements checklist
- Soils report & Storm water report
- Preliminary Title report
- Neighborhood meeting (within 500 feet) as per 15.4.04.080

If any of these items are not submitted with the subdivision application City Staff maintains the right to deny the application.

Preliminary Plat Basic Requirements

In order to speed up the process of review the following items need to shown on all plats. **Any items not shown could slow down the process of review and could be returned to the developer as incomplete. For a complete list go to 15.4 of the Land Use Code.**

Required on Preliminary Plat prior to Staff Review

<input type="checkbox"/>	Proposed name of subdivision at lower right hand corner (name must be cleared at the County Recorders Office)
<input type="checkbox"/>	Name, address and phone number of developer at the lower right hand corner
<input type="checkbox"/>	Name, address and phone number of engineer/architect/surveyor at the lower right hand corner
<input type="checkbox"/>	Licensed Land Surveyor or Engineer Stamp and Signature
<input type="checkbox"/>	Title block with name and location
<input type="checkbox"/>	Vicinity map and north arrow
<input type="checkbox"/>	Standard engineered scale – 1" = 100' or less
<input type="checkbox"/>	Description of subdivision boundary
<input type="checkbox"/>	Section tie/bearing of section line based on NAA83 State Plane Coordinate System - US Survey Feet
<input type="checkbox"/>	Adjacent property with owners names and buildings within 200 feet (homes, sheds)
<input type="checkbox"/>	Existing fences
<input type="checkbox"/>	Existing, platted streets with names and widths within 200 feet of proposed site
<input type="checkbox"/>	Existing water courses, culverts, and irrigation ditches, flood zones
<input type="checkbox"/>	Existing power lines (labeled), gas lines, water mains, fire hydrants and valves with pipe size
<input type="checkbox"/>	Existing sewer mains and manholes with pipe size
<input type="checkbox"/>	Existing storm drains
<input type="checkbox"/>	Existing easements - gas, water, sewer, power, etc..
<input type="checkbox"/>	Proposed streets with widths
<input type="checkbox"/>	Proposed change in water courses
<input type="checkbox"/>	Proposed water mains, fire hydrants and valves with pipe size
<input type="checkbox"/>	Proposed sewer mains and manholes, with sizes
<input type="checkbox"/>	Make sure all street corners meet current Engineering & ADA Standards and other required Easements and Rows
<input type="checkbox"/>	Proposed public utility easements (10 feet)
<input type="checkbox"/>	Proposed lot numbers with lot dimensions and area in square feet
<input type="checkbox"/>	Proposed building setbacks including envelopes for corner and interior lots, location of clustered mailboxes
<input type="checkbox"/>	Proposed project phasing
<input type="checkbox"/>	Soils & storm water report
<input type="checkbox"/>	Minimum of 2 foot contours of existing elevations, with note that all vertical data is based on NAVD88
<input type="checkbox"/>	Typical street cross section
<input type="checkbox"/>	Preliminary Title Report

Surface drainage plan

<input type="checkbox"/>	25-year storm calculations
<input type="checkbox"/>	On-site retainage of 25-year storm
<input type="checkbox"/>	Design of .2 cfs/acre outlet to city storm drain system
<input type="checkbox"/>	Spot elevations of proposed grade, FL and TBC

Table with the following information

<input type="checkbox"/>	Total acreage of area proposed for development
<input type="checkbox"/>	Total number of lots and total acreage in lots
<input type="checkbox"/>	Density in units per acre
<input type="checkbox"/>	Total acres and percent of open space

Additional requirements for Master Planned Developments (PUD)

<input type="checkbox"/>	Designate open space areas and ownership and landscape concepts (e.g. fences, walls, entry treatments, signage, lightening, etc.)
<input type="checkbox"/>	Packet that includes the following: (1) summary of project, (2) description of project (landscaping, playgrounds, streetscapes, etc.), (3) preliminary CC&Rs, (4) any proposed amended development standards (setbacks, lot sizes), (5) A general description of the architecture, materials, and colors of the dwelling types within the project.

Required Prior to being placed on DRC Agenda

<input type="checkbox"/>	One 24 X 36, 11 x 17 and CAD file tied to NAD88 State Plane Coordinate US Survey feet with any corrections required by staff.
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