

Spanish Fork City

Subdivision Waiver Application

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 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 4 to 5 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. in the City Council Chambers at 40 South Main, Spanish Fork.
- Planning Commission:** Held the first Wednesday of each month at 6:30 p.m. in the City Council Chambers at 40 South Main, Spanish Fork.

- Pre-application meeting with City Planner & City Engineer
- Preliminary Plat Fees \$1,339.00 + \$73 per lot/unit
- 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)
- Subdivision Waiver Basic Requirements checklist

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

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

Table with the following information

<input type="checkbox"/>	Total acreage of area proposed for development
<input type="checkbox"/>	Total number of lots
<input type="checkbox"/>	Density in units per acre

Required Prior to being placed on DRC Agenda

<input type="checkbox"/>	One 24 X 36, 11 x 17 and CAD file with any corrections required by staff
<input type="checkbox"/>	Soils Report (if applicable discuss with City Engineer)