

Spanish Fork City

Subdivision Waiver Application

40 South Main Street, Spanish Fork, UT 84660
 (801) 798-5000 Ext. 31 Fax (801) 798-5005
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 review, 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 Street, Spanish Fork.
- Planning Commission:** Held the first Wednesday of each month at 7:00 p.m. in the City Council Chambers at 40 South Main Street, Spanish Fork.

- Pre-application meeting with City Planner, City Engineer
 - 7 – Folded 24 x 36 copies & 2 – 11 x 17 copies (All plans to be folded to a 9 x 12 size so that the name of the site plan are visible)
 - A CAD file of site plan (.dwg, .dgn, or .dxf)
 - Preliminary Plat Fees \$909 + \$66 per lot or unit
 - 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

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.

<input type="checkbox"/>	Proposed name of subdivision at lower right hand corner (name must be cleared at the County Records Office)
<input type="checkbox"/>	Name and address of developer a the lower right hand corner
<input type="checkbox"/>	Name and address of engineer/architect/surveyor at the lower right hand corner
<input type="checkbox"/>	Licensed Land Surveyor Stamp and Signature
<input type="checkbox"/>	Title block with name and location
<input type="checkbox"/>	Vicinity map
<input type="checkbox"/>	Standard engineered scale – 1" = 100' or less
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Description of subdivision boundary
<input type="checkbox"/>	Section tie/bearing of section line based on NAD27 State Plane Coordinates
<input type="checkbox"/>	Adjacent property with owners names
<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
<input type="checkbox"/>	Flood zones
<input type="checkbox"/>	Existing power lines (labeled)
<input type="checkbox"/>	Existing gas lines
<input type="checkbox"/>	Existing 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 buildings within 200 feet (homes, sheds)
<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"/>	Proposed public utility easements (10 feet)
<input type="checkbox"/>	Proposed lot numbers
<input type="checkbox"/>	Proposed building setbacks including envelopes for corner and interior lots
<input type="checkbox"/>	Proposed lot dimensions and area in square feet
<input type="checkbox"/>	Minimum of 2 foot contours of existing elevations, with note that all vertical data is based on NAVD29
<input type="checkbox"/>	Typical street cross section

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 tied to NAD27 State Plane Coordinates with any corrections required by staff
<input type="checkbox"/>	Soils Report (if applicable discuss with City Engineer)

Applicant Signature

_____ applicant signature	_____ date
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