



5400 West Civic Center Drive ~ Suite 1
Highland, UT 84003
Phone (801) 772-4506 Fax (801) 756-6903
Community Development Department

PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

The items and details described below must be present on the plans or separately submitted in order for an application to be complete.

Please review, address, and incorporate the development review checklist, standard drawings, and design criteria in your submittals.

Missing, incomplete, or incorrect items and details in submittals will delay review and require additional review cycles and fees.

All plans must be to the same scale. Plat/Plans must be submitted electronically and hard-copy with one 24"x36" set and one 11"x17" set.

PRELIMINARY PLAT

1. Name and address/location of development.
2. Vicinity Map showing area within 1/2 mile of the subject site.
3. Name, address, and phone number of developer and/or owner.
4. Name, address, phone number, and professional seal of engineer/architect or firm preparing plans.
5. Date of plan preparation and subsequent revision dates.
6. North arrow and scale between 1":100' and 1":20'.
7. Legend.
8. Legal description.
9. Zoning of development and all abutting and/or adjacent properties.
10. Location, identification, and dimensions of the development and existing and proposed site elements and data:
 - a. Dimensions of development boundaries.
 - b. Location of all adjoining subdivisions with subdivision name.
 - c. Location and property lines of lots and parcels abutting the development.
 - d. Proposed street layout and right of way dedications, including location and width of all streets, alleys, crosswalks, and easements. Label proposed street names.
 - e. Proposed fire access and turnaround areas and easements.
 - f. Cross sections of the streets contained in or adjacent to the subdivision and their classification.
 - g. Pedestrian circulation elements (e.g. sidewalks, walkways, trails, etc.).
 - h. Lot layout, including scaled dimensions of typical lots, including area by square footage; width and depth of all corner lots and lots on street curves; number each lot consecutively.
 - i. Proposed municipal and public utility easements within lots.
 - j. Dimensions and ownership information of current easements, conservation areas, open space areas, etc.
 - k. Dimensions and proposed use and ownership of proposed easements, remnant parcels, and tracts.
 - l. Extent and proposed use of all land to be dedicated or reserved for public use.
 - m. Delineation of 50' slope setback from slopes within and adjacent to the development greater than 40 percent.
 - n. Watercourses, ditches, canals, wetlands, and other conveyance facilities or water features, including easements.
 - o. Phase lines, if applicable.
11. Site data table including the following information:
 - a. Existing zoning of the site.
 - b. Gross and net area of site.
 - c. Total buildable area.
 - d. Number of lots within subdivision. If zoning allows different tiers or classification of lots, provide number of lots in each tier or classification.
 - e. Minimum and average lot area, as dimensions and square footage. If zoning allows different tiers or classification of lots, provide minimum and average lot areas for each tier or classification.



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PRELIMINARY LANDSCAPE/HARDSCAPE PLAN

1. Location and description of proposed fences and walls.
2. Location and dimensions of open space, common areas, or park areas and ownership thereof, public or private.
3. Location and description of trails and associated landscaping and facilities.
4. Location and dimensions of right-of way landscaping, including parkway details and street medians.

PRELIMINARY GRADING AND DRAINAGE PLAN

1. Topographic contours or spot elevations.
 - a. Topographic contours at a maximum of two-foot interval for grades up to fifteen percent.
 - b. Topographic contours at a maximum of five-foot interval for grades in and within 50' of the development, for slopes over fifteen percent, separately identifying slope areas between 15% to 30%, 30% to 40%, and over 40%.
 - c. Delineation of 50' slope setback from slopes in and within 50' of the development greater than 40 percent that cover areas at least 25' vertical (upslope or downslope) and 50' horizontal.
2. Existing watercourses, irrigation ditches, drainage ditches and basins, and other water or drainage features.
3. Proposed modifications to existing watercourses and ditches.
4. Delineate any areas in the floodplain.
5. Location of retention/detention basins and other drainage facilities.

PRELIMINARY UTILITY PLAN

1. All existing water and sewer lines and facilities, with their location and size.
2. Proposed utility easements.
3. Proposed location and size, as determined by applicant calculations per City standards, of the following:
 - a. Culinary water lines.
 - b. Sanitary sewer lines.
 - c. Pressurized irrigation lines.
 - d. Storm drains and other drainage facilities (sumps, retention/detention basins, etc.).
4. Proposed fire hydrant locations.
5. Proposed location of backflow preventers, if permitted.
6. Existing and proposed locations of electric, natural gas, telephone, CATV, and other lines.

OTHER REQUIRED INFORMATION AND SUBMITTALS

Items 1-8 are required for all subdivisions

Items 9-12 are only required if the subdivision involves the circumstances described in each item

1. Owner's affidavit.
2. Project narrative summarizing the subdivision, impact and benefits to the community, compliance with zoning and general plan, street and pedestrian connectivity, utility and water requirements, and other features or amenities.
3. Project data sheet.
4. Legal description of property being subdivided in Word/searchable PDF.
5. ALTA survey.
6. Title report.
7. Vicinity Map showing property and other properties within 1/2 mile of the development.
8. Property ownership map and list of names and addresses of each owner of record of each property within 500 feet, with pre-stamped and pre-addressed envelopes (#10) for each such owner.
9. Traffic impact study for any of the following subdivisions: non-residential; at least 20 lots or units; unique or unusual access or topography; new, material impact to street network that has not been studied or planned.
10. Sensitive lands analyses and submittals, per HDC Chapter 8, if the development contains or impacts environmentally sensitive areas, flood hazards, geologic hazards, or steep slopes (over 15%).
11. Approval from irrigation companies for abandonment, use, or other alteration of ditch or other facility.
12. Proposed phasing plan demonstrating utility and circulation infrastructure connectivity throughout each phase.