



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

SUBDIVISION IMPROVEMENT PLANS 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.

Plat/Plans must be submitted electronically and hard-copy with one 24"x36" set and one 11"x17" set.

GENERAL REQUIREMENTS

1. Date of plan preparation and subsequent revision dates.
2. North arrow and scale between 1":100' and 1":10', as appropriate.
3. Legend.
4. Incorporate Highland City General Notes (GN-00) and all City details, drawings, and notes applicable to each plan.
5. Incorporate all details and requirements from preliminary plat approval.
6. It is owner's responsibility to ensure all proposed non-City utilities and facilities (power, natural gas, cable/fiber, private water facilities, etc.) have been reviewed and approved by the appropriate non-City entity. Failure to obtain required third party approval of subdivision improvement plans will delay approval and recordation of final plat. City review of plans and details for non-city utilities is limited to ensuring work comports with City standards and does not compromise City infrastructure.

COVER SHEET

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. Table of Contents/Sheet List Table.

STREET PLANS

1. Street civil plans and drawings for new streets and modification of existing streets, with all right-of-way improvements.
2. Cross sections per City standard drawings for all streets, with street names and classification.
3. Street profiles showing utilities, conduits, elevations, and other details.
4. Plans and details must show and provide construction details for all fire access/turnarounds, even if temporary.
5. Details and notes, including those required by City standard drawings, design criteria and other applicable standards.

UTILITY PLANS

1. All existing water (culinary and secondary) and sewer lines and facilities, with their location and size.
2. Civil plans and drawings for new utility facilities, showing location, depth, and size (applicant calculations per City standards):
 - a. Culinary water facilities (mains, laterals, manholes, meters, fire hydrants, etc.).
 - b. Sanitary sewer facilities (mains, laterals, manholes, etc.).
 - c. Pressurized irrigation facilities (mains, laterals, manholes, meters, etc.).
 - d. Storm drains and other drainage facilities (storm drains, catch basin, sumps, retention/detention basins, etc.).
3. Details and notes, including those required by City standard drawings, design criteria and other applicable standards.

GRADING AND DRAINAGE PLAN

1. Topographic contours showing proposed finished grade.
2. Delineate watercourses, irrigation ditches, drainage ditches and basins, and other water or drainage features.
3. Civil plans and drawings for modifications to existing watercourses and ditches.
4. Delineate any areas in the floodplain.
5. Civil plans and drawings showing drainage control and all storm water and other drainage facilities.
6. Details and notes, including those required by City standard drawings, design criteria and other applicable standards.



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LANDSCAPE/HARDSCAPE PLAN

1. Location and dimensions of open space, common areas, or park areas and ownership thereof, public or private.
2. Location of all landscape material, lighting, and site furnishings.
3. Planting Data Sheet for public landscaping, including size of plantings and botanical and common names of plantings.
4. Civil plans and drawings showing location, dimensions, and details of fences and walls.
5. Civil plans and drawings showing all parkway details and street median improvements (as applicable).
6. Civil plans and drawings showing all trail improvements, grading, drainage, and landscaping (as applicable).
7. Elevations and/or details indicating color and design of all public site amenities, including but not limited to benches, tables, trash receptacles, fountains, bike racks, etc.
8. Details and notes, including those required by City standard drawings, design criteria and other applicable standards.

STORMWATER POLLUTION PREVENTION PLAN (SWPP)

1. Civil plans and drawings showing location, dimensions, and details of construction entry, washdown, material storage, silt fencing, filters, and other facilities to control and manage stormwater runoff and to reduce pollutants in stormwater.
2. Details and notes for applicable best management practices.
3. Details and notes, including those required by City standard drawings, design criteria and other applicable standards.

OTHER REQUIRED INFORMATION AND SUBMITTALS

Items 1-5 are required for all subdivisions

Items 6-8 are only required if the subdivision involves the circumstances described in each item

1. Geotechnical report.
2. Soils report.
3. Storm drain report and drainage calculations.
4. SWPP permits and documentation:
 - a. Highland City Stormwater Pollution Prevention Plan & Land Disturbance Permit
 - b. Common Plan of Development/SWPP Document
 - c. UPDES Permit (NOI Stormwater Permit)
 - d. State Permit (UTRC00000)
 - e. Stormwater Controls Maintenance Agreement
5. Final Plat - SEPARATE APPLICATION REQUIRED.
6. Other studies, reports, analyses, and calculations supporting or justifying proposed development infrastructure where deviation from City standards is requested or where City standards require applicant determination of infrastructure requirements.
7. Sensitive lands analyses and submittals, per HDC Chapter 8 and preliminary plat approval, including drawings and plans for any mitigation, revegetation, slope correction, or other required work (if not shown on other plans).
8. Approval from irrigation companies for abandonment, use, or other alteration of ditch or other facility.