

# Commercial - Site Plan Application

t.801/423-2300 | f.801/423-1443 | email [staff@elkridgecity.org](mailto:staff@elkridgecity.org) | web [www.elkridgecity.org](http://www.elkridgecity.org)

**This application and the Site Plan Check List will be returned to the applicant if either are submitted incomplete.**

## PROJECT DESCRIPTION / ENGINEERING INFORMATION

### PROJECT DESCRIPTION

Project Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Proposal: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

### ENGINEERING FIRM INFORMATION

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Engineer Name: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ email: \_\_\_\_\_

## APPLICANT / AUTHORIZED AGENT INFORMATION / SIGNATURES

### OWNER INFORMATION

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Fax: \_\_\_\_\_  
email: \_\_\_\_\_

### APPLICANT OR AUTHORIZED AGENT INFORMATION

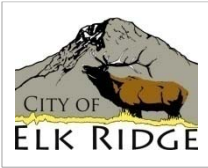
Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Fax: \_\_\_\_\_  
email: \_\_\_\_\_

### SIGNATURES

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

### SUBMITTAL INFORMATION (filled in by staff)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Fee amount paid: \_\_\_\_\_ Date: \_\_\_\_\_  
Complete application and check list verified by: \_\_\_\_\_ Date: \_\_\_\_\_



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Use this as a check list to make sure all required items are submitted

**This form and application will be returned to the applicant if submitted incomplete.**

## A. SITE PLAN AND REQUIRED PLANS

### Required for all developments

Applicant checks black box (or writes NA) to acknowledge item is complete

Staff checks red box to acknowledge item is complete

### 1. SUBMISSION REQUIREMENTS

- Completed Subdivision Final Plat Application form
- 5 copies 24"×36" of all necessary plans (1/8" in height or larger lettering)
- 2 copies 11"×17" of all necessary plans
- PDF of all submittals on CD/DVD
- CAD digital files (AutoCAD or DFX format) on CD/DVD
- Final geotechnical report prepared, stamped, dated & signed by a licensed geotechnical engineer
- Final application fee (see city fee schedule)
- All plans drawn by a licensed surveyor and/or engineer
- Final CC&R's, as necessary
- Letters from Nebo SD and affected utilities (SESD, Qwest, Comcast, Questar) agreeing they can serve development
- Letter from post office approving central mail box locations
- Letter from county that taxes are paid (including rollback) and no debts or liens are placed on the property
- Title report of subject property
- Complete corrections from preliminary review on all drawings

### 2. ALL PLAN SHEETS BASE DATA

All plan sheets shall include:

- Title block, including the following:
  - Name of subdivision plat
  - Name, address, telephone number of engineer/surveyor, and wet stamp
  - Name, address, and telephone number of subject property owner(s)
  - Name, address, and telephone number of developer
  - Location of plat (Elk Ridge, Utah County, Utah)
  - Original drawing date and each subsequent revision date
- Subdivision plat drawing, drawn to scale of 1" = 40', 1" = 50' or 1" = 60'
- Lot layout - showing the following:
  - Proposed lots and lot numbers
  - Lot sizes in square feet
  - Building envelopes
  - Roads and trails
  - Open space areas
  - Drainage areas and easements
- Vicinity map of the subdivision with its distinguishable location within the city
- North arrow

### 3. PLANS AND REQUIREMENTS FROM PRELIMINARY

- A COVER SHEET drawn as required for preliminary submittal and including all corrections required as a part of preliminary subdivision review
- A FINAL PLAN SHEET drawn as required for the PRELIMINARY PLAN submittal including each lot address provided by the city and including all corrections required as a part of preliminary subdivision review
- A UTILITY PLAN SHEET drawn as required for preliminary submittal and including all corrections required as a part of preliminary subdivision review including any changes to storm drainage calculations and the addition of street signs and regulatory signs supplied by the city
- A RE-VEGETATION/RETENTION PLAN SHEET as required for preliminary submittal and including all corrections required as a part of preliminary subdivision review
- An EROSION CONTROL PLAN SHEET as required for preliminary submittal and including all corrections required as a part of preliminary subdivision review
- A LANDSCAPE PLAN SHEET as required for preliminary submittal and including all corrections required as a part of preliminary subdivision review

# City of Elk Ridge Final Subdivision Plat Checklist

## B. CONSTRUCTION AND DETAILS SHEETS

### Required for all developments

- Applicant checks black box (or writes NA) to acknowledge item is complete
- Staff checks red box to acknowledge item is complete

#### 1. DETAIL SHEETS

- Details for all proposed improvements and utilities
- Designing engineer's stamp, signature & date on each sheet
- All details drawn in compliance with the city of Elk Ridge Development and Construction Standards Details

#### 2. PLAN AND PROFILE SHEETS

- Designing engineer's stamp, signature & date on each sheet
- Plan and profile for each street, sewer, and/or storm drain alignment at a vertical scale of 1" = 1', 2', 3' or 4'
  - Centerline road grades
  - Grades and locations of all utilities
  - Proposed centerline road grades and vertical curves
  - Slope and location of proposed sewer and storm drain systems
  - Invert elevations for proposed sewer, water and storm drain system features
  - Finished elevations of all sewer manholes and storm sumps/manholes
- Curb, gutter, sidewalk, and street surfacing drawings shall show:
  - Centerline, top back of curb on each side of street with stations and elevations clearly indicated
  - Where the top back of curb elevations parallel the centerline elevations, appropriate notes can replace showing the top back of curb in the profile, adequate elevations and stations must be given to demonstrate adequate slope through the curb returns
  - Flow direction and type of cross drainage structures at intersections with adequate flow line elevations
  - Street cross section showing cross slopes to gutter as shown on the standard cross section drawings
  - Standard utility line locations
  - The pavement section design (as per Geotechnical Study)
  - Existing ground at centerline and at each side of the road (if they differ more than 2 feet)
  - For existing road when designing curb and gutter, show the cut line where existing asphalt is to be cut prior to widening
  - Show spot elevations along existing edge of asphalt to demonstrate appropriate cross slope from existing asphalt to new lip of gutter
  - Show the spot elevations along the cut line if it differs significantly from the existing edge of asphalt
  - Details of ADA ramps at intersections
- Sewer drawings shall show:
  - Location, size, length, pipe type, and grade of sewer mains
  - Manhole size, location and flow line and rim elevation (maximum manhole spacing is 400')
  - Detailed connection into existing sewer mains
  - Lateral locations or note specifying locations
- Storm drain drawings shall show:
  - Location, size, length, pipe type, and grade of all storm drain lines
  - Manhole size, location and flow line elevations (maximum manhole spacing is 400')
  - Inlet size, location, grate elevations and flow line elevation
  - Detailed connection into existing storm drain mains
- Culinary water drawings shall show:
  - Location, size, and pipe type of water mains, valves, fittings and hydrants (maximum hydrant spacing is 500')
  - Resolution of vertical conflicts with gravity lines
  - Service locations or note specifying locations
- Structures Drawings
  - A separate sheet of details for structures that are to be constructed shall accompany each set of plans
  - All structures shall be designed in accordance with minimum requirements established by city of Elk Ridge Development and Construction Standards Details and shall be clearly dimensioned and described

# City of Elk Ridge Final Subdivision Plat Checklist

## C. FINAL PLAT FOR RECORDING

### Required for all developments

- Applicant checks black box (or writes NA) to acknowledge item is complete
- Staff checks red box to acknowledge item is complete

### 1. FINAL PLAT

- Complete final plan is the basis of the final plat
- The right title block shall include the following:
  - "Surveyor's Certificate of Survey" with signature line and date
  - "Boundary Description"
  - "Owners' Dedication" with lines for owners' signatures, lines for owners' printed name, date line, and place for notary to sign date
  - "Planning Commission's Certificate of Approval" with signature lines for Planning Commission Chair, Planning Commission Secretary, and date line
  - "City Council's Certificate of Approval" with signature lines for 5 city council members, the city recorder, and date line
  - "South Utah Valley Electric Service District Certificate of Approval" with signature line and date line
  - Area at bottom for each the Surveyor's, Public Notary, City Recorder, and County Surveyor's seals
- A one-and-one half by five-inch space in the lower right-hand corner of the plat for the county recorder
- Other details as deemed necessary
- The following is needed at the city council meeting for final approval:
  - Final plat printed on mylar
  - The margin box shall use a heavy line with a left margin of at least 1 ½ inches and the remaining margins at least 1 inch
  - Permanent, waterproof ink shall be used

### APPLICANT SUBMITS PLANS TO CITY – NEXT STEPS

- Staff reviews submittal items for completeness.
- Incomplete submittals shall be returned to the applicant.
- Submission of final subdivision plans does not guarantee placement on any agenda for review by any reviewing body. Application must be found complete to be forwarded.
- Once plans are submitted, staff will have two weeks to review for completeness. If found complete, a Technical Review Committee (TRC) meeting will be scheduled. If incomplete, the applicant will be asked to resubmit the plan(s) with the appropriate changes.
- TRC meets Friday mornings.
- The TRC committee will review with the applicant the plans merits and red line any needed changes. Depending on corrections/changes, more than one TRC could be required. TRC redlines must be corrected and found complete prior to scheduling planning commission meeting.
- Once accepted by the TRC, the plan will be scheduled on the next available planning commission meeting.
- Planning commission meetings are held the 2<sup>nd</sup> Thursday of each month. Submittals to the planning commission must be turned in 2 weeks prior to a meeting.
- The planning commission will review the plan to see if it adheres to the development code. The commission can approve the plan, approve with conditions or changes, table the plan for additional changes or information, or deny it with findings based on code.
- If not tabled, the commission shall make a recommendation to the city council for their final action on the plat.
- City council meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month.
- Project representative is required to attend TRC, planning commission and city council meetings or item will be tabled.
- With final approval by the city council, applicant must bond for improvements prior to recording with county.
- There is a \$30 plus \$1 per lot fee charged by the county for recording. Make check payable to the Utah County Recorder and submit to city for final plat recording. The city will submit the final plat and check for recording.

# City of Elk Ridge Final Subdivision Plat Checklist

## NOTABLE CONSIDERATIONS

1. Water shares are required for all subdivided lots and must be purchased or transferred to city prior to final plat approval. The city might have shares for sale. To transfer water to the city, the state process can take 12 months or more. Plan accordingly.
2. Engineer cost estimate of probable cost of improvements (for bonding purposes) containing an itemized listing of quantities should be submitted after TRC approval of the final improvement drawings.
3. With completion of all public works improvements the developer shall provide CAD digital files (AutoCAD or DFX format) on CD/DVD of the final “as-built” conditions of the subdivision. **Final payment of durability retainer shall not be made until received.**
4. A title report is required prior to final plat approval by the city council. The report shall cover all the property located within the subdivision.
5. Evidence from the county is required showing that all property taxes are current and that any anticipated green belt roll back taxes have been paid, that no other debts or obligations are outstanding, and no liens or encumbrances are placed on the property.
6. Offsite Reimbursements could be owed for road or utility improvements installed by a prior development adjacent to the subject property. An agreement between the current and past developers must be entered into before final plat approval.
7. If development is to install off site improvements, submission of cost estimates for improvements is required for city to facilitate future development agreements for reimbursement of improvements.
8. Acceptable, signed contracted guarantees for required improvements must be posted prior to recording final plat. Amount of the guarantee shall be equal to the following:
  - a. Estimated construction costs for all required improvements 100% of approved cost estimate, determined by city engineer.
  - b. Durability retainer 20% of approved cost estimate
  - c. Inspection fee 6% of approved cost estimate

## CONTACTS

- **City Office**  
p.801/423-2300 f.801/423-1443 | email [staff@elkridgecity.org](mailto:staff@elkridgecity.org)  
website [www.elkridgecity.org](http://www.elkridgecity.org)
- **Public Works – Cody Black**  
p.801/380-3729 | email [cody@elkridgecity.org](mailto:cody@elkridgecity.org)
- **Building Inspector – Sunrise Engineering – AJ Smith**  
p. 800/560-6151
- **City Planner – Aqua Engineering – Shay Stark**
- **Planning Commission Assistant - Marissa Bassir**  
p801/423-2300 | email [marissa@elkridgecity.org](mailto:marissa@elkridgecity.org)
- **Recorder – Royce Swensen**  
p.801/423-2300 | [royce@elkridgecity.org](mailto:royce@elkridgecity.org)
- **Payson Post Office**  
801/465-0564
- **South Utah County Electric Service District**  
801-465-8020 | website [www.sesdofutah.com](http://www.sesdofutah.com)