



SUBDIVISION

Application Number

Community & Economic Development | 2277 East Bengal Boulevard | 801-944-7000 | www.ch.utah.gov

Property Address	
Project Description	
Property Owner	
Property Owner Name	
Property Owner Mailing Address	
Applicant (if different from owner)	
Applicant Phone	
Applicant Mailing Address	
Applicant Email	
Zoning Designation	
Overlay Zoning	
Application Date	
Fee Paid	
Owner / Applicant Signature	

(2) copies 24"x36" and a digital copy with PDFs of all plans must be submitted. During the pre-application meeting a staff planner will identify which items are required for submittal. Please note that ALL items check will be required at the time of formal submittal. An application will not be considered complete until all checked items are submitted in an acceptable manner.

GENERAL

- Application Fee (See Consolidated Fee Schedule for current fees)
- Owner's name, address, and telephone number
- Signed consent form, if applicant is different than property owner
- Pre-printed labels, envelopes and stamps for owners of property within 300 feet
- Comments from pre-application review
- Current plat map of all areas within 300 feet
- Zoning and General Plan compliance statements

WRITTEN NARRATIVE

- Boundaries and size of property: total gross area, area devoted to street right-of-way and total net area
- Existing and proposed zoning designation of the property and the land use and zoning on adjacent property
- Overall description of the project
- Total number of dwelling units and density
- Traffic analysis and impact study to support the major access points and circulation patterns
- Any proposed phasing plans
- Identification of each proposed land use classification for permitted, conditional and accessory uses
- Lot mix table including minimum lot dimensions, minimum lot area (sq ft), number of lots, open space

PRELIMINARY PLAT & OTHER PLANS

- Date, graphic scale and north arrow
- Zoning classifications and current uses of adjacent properties
- Current plat map of all adjacent property owners
- Survey of parcel and all dedications
- Electric, telephone and cable line layout
- Water and sewer line layout
- Topographic information (two-foot intervals)
- Grading plan
- Stormwater calculations
- Drainage and erosion control plan
- Access points, acceleration/deceleration lanes, and vehicular circulation plan
- Sidewalks, paths, bicycle lanes, and pedestrian circulation plan
- Fire hydrants and fire lanes
- Setbacks and buffer areas
- Statement of ADA compliance
- FEMA flood zone information

SITE CONTEXT PHOTOGRAPHS

- Showing the site and the context of surrounding buildings/property (no panoramic photos)
- Taken at the curb and along the property boundaries
- Show adjacent improvements and existing on-site conditions
- Aerial photographs of the site

SENSITIVE LANDS (AS REQUIRED BY THE DEVELOPMENT REVIEW COMMITTEE)

WETLANDS

- Jurisdictional determination
- Application package to the State of Utah
- Wetland boundary survey
- Elevations at high ground and surface water
- Impact analysis
- Wetlands alteration plan and efforts to minimize alteration
- Storm water management and mitigation implementation plan
- Restrictive covenants

GEOLOGY REPORTS

- Surface fault rupture hazard study
- Liquefaction investigations and evaluations
- Debris flow hazard study
- Ground water source, riparian corridor and watershed protection
- Slope stability analysis
- Geotechnical report

HEALTH DEPARTMENT APPROVAL

- Water and sewer will-serve letters
- Air and water quality

OTHER ITEMS
