

Site Plan Checklist

The following checklist outlines the requirements of Pleasant Grove City for site plans. Use of this checklist will help minimize the review time, and the number of resubmittals required for approval. Failure to include all items listed may result in a rejection of the submittal.

- Application, including owner's affidavit. (11-7-7:A.4)
- Appropriate application fee. (11-7-7:A.4)

The following must be submitted with the Community Development Application:

- One (1) 11x17 set of the site plan, landscape and irrigation plan, grading and drainage plan, utility plan, lighting plan, and architectural plans. (11-7-7:A.1)
- One (1) electronic (Adobe Acrobat - pdf) copy of the plans listed above with an engineering scale scaled for an 11" x 17" sized print.
- A copy of the most recent review comments with a written response to each comment, if not the first submittal.
- One (1) Timpanogos Special Service District Pretreatment Survey. (11-7-7:A.3)
- Storm drainage calculations which include:
 - The signature and stamp of a professional engineer.
 - Use of area-specific storm intensities found on the following website:
http://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=ut
 - A map showing drainage sub-basins, the location and drainage area of any storm water that flows into the proposed development, and the piping system.
 - Cumulative peak flow calculations for the site (submit all input data, calculations, and results). (11-7-7:F.2.a)
 - Capacity calculations for each segment of the pipe system. Verify that the 25-year storm can be carried by the pipe system. (11-7-7:F.2.b)
 - Calculations showing that flow rates in streets do not exceed maximum allowable values before reaching storm drain inlets.
 - Calculations showing that inlets are sufficiently designed to capture peak design flows.
 - Identify the flow rate of the 100-year storm that is not carried by the pipe system.

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- Detention calculations which include the following items are required for all developments other than single-family residential housing:
 - Detention volume requirement—an analysis that identifies the storm whose duration creates the greatest detention volume requirement, given the storm duration and stage storage curve and outlet discharge curve. (11-7-7:F.2.c)
 - Stage storage curve. (11-7-7:F.2.c)
 - Outlet discharge curve. (11-7-7:F.2.c)
 - Orifice calculations showing the allowable discharge rate is not exceeded. (11-7-7:F.2.c)
- Letter(s) from owners/operators of all irrigation facilities in the area. A letter from Pleasant Grove Irrigation Company will always be required as the minimum requirement. (11-7-7:C.1.h)
- Letters from each public utility company (including Rocky Mountain Power, CenturyLink, and Questar Gas as a minimum requirement) stating their ability to provide services to the proposed development. (117-4:J)
- A construction storm water pollution prevention plan which includes: (draft prepared by design engineer and finalized by construction contractor)
 - 11"x17" Site plan with Location and type of BMP's to be implemented. (finalized by contractor)
 - 8.5"x11" BMP's to be implemented. (finalized by contractor)
 - SWPPP template updated for specific site. (by contractor)
- A Long-term Storm Water Management Plan which shows BMP locations, design, installation, operation and maintenance. (Pleasant Grove City Storm Water Management Plan 4.2.5.1) Site Plan showing all storm drainage improvements and contours.
 - Required language.
 - Name and contact information of person responsible to implement. Final storm drain calculations.
 - BMP's to be implemented.
 - Maintenance agreement.
- Under certain circumstances the following may be required:
 - If required by the City Engineer submit a traffic impact study, signed and stamped by a professional engineer. (11-7-7:F.1)
 - If the site will be developed in phases submit a phasing plan which includes proposed phase numbers/ordering. (11-2-3)
 - If the development will include Multi-Family Housing, all requirements of the underlying zone will be met. (Grove Zone: 10-14-12; CS-2 Zone: 10-11D-16; Downtown Village Zone: 10-11E-3-2:F)

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- If there are areas with standing or flowing water, waterlogged soil, evidence of the presence of water in the past, soil consisting of predominantly decomposed plant material, or as required by the City Engineer submit a wetlands survey report from a qualified Wetlands Specialist.
- If the development abuts a state road submit a preliminary letter from UDOT commenting on and/or approving the proposed access and improvements. (11-7-4:K)
- If the property contains any sensitive lands, as defined by Section 11-8 of the City Municipal Code, assure that all requirements of the Development Review Committee (DRC) are met. Additional requirements may result from additional information provided. (11-8)
- If a lot is subject to “steep slope” conditions (11-8-14), the following is required:
 - A grading permit from the City engineer. (11-8-14:A.1)
 - Geotechnical report. (11-8-7)
 - Compliance with all other requirements of the Hillside Development Standards. (11-8-14)
- If a Flag Lot (10-15-14) is part of a development application, the following is required:
Compliance with stem and common stem requirements. (10-15-14:G-H) Off street parking. (10-15-14:I)
 - Compliance with zone specific setback, area, and width requirements. (10-15-14:N)
 - Submittal of Covenants, Conditions, and Restrictions (CC&R’s). (10-15-14:M)

The following shall be included on **ALL** sheets:

- Stamp, signature, and date of engineer.
- Names and locations of adjacent streets. (11-7-7:B.9)
- North arrow, scale bar (no smaller than 1” = 100’), and print date. (11-7-7:B.3)
- Clearly label the existing features that are to “remain” or “be removed”, and identify proposed features. (11-7-7:B.10.a)

The following shall be included either on the cover sheet or on the site plan, whichever is the first sheet:

- A vicinity location map showing the location of the development as part of a larger tract and the relative location to streets and other geographic features. (11-7-7:B.1)
- Project name and address. (11-7-7:B.2)
- Name, address, phone number(s), and email of the developer, engineer, and surveyor. (11-7-7:B.5-6)
- Property owners’ names and parcel numbers of the adjoining properties. (11-7-7:B.4)

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- Boundary lines of the site in heavy lines and sufficient information to define its location. (11-7-7:B.7)
- Dimensions and square footage of the site. (11-7-7:B.8) Include the following notes (as they apply):
 - The applicant is responsible for compliance with all requirements of the “Americans with Disabilities Act” (ADA). (11-7-7:F.5.a)
 - Detailed fire protection plans shall be submitted with the building plans. Additional requirements may be identified during the plan review by the Fire Department, which may be mandated by the International Fire Code. Plan reviews must be completed prior to the building permit being issued. (11-7-7:F.5.b)
 - All landscaped areas shall have an automatic, underground sprinkling system with a backflow prevention device and a backflow prevention device to the building, unless landscaping is served by the secondary water system. (11-7-7:F.5.c)
 - A sampling manhole and holding tank (grease trap) shall be installed in accordance with City standards as required by the City. (11-7-7:F.5.d)
 - Water meters are to be located behind back of walk or back of curb in an area that is accessible, not located behind fenced areas or under covered parking. (11-7-7:F.5.e)
 - Warning – high ground water table. Property owner shall verify the presence of high water table prior to new construction. Groundwater table may fluctuate. Owner holds Pleasant Grove City harmless from, and accepts responsibility for any damages or injury resulting from any groundwater impacts.
 - All utility tie-ins to be field verified by the contractor prior to construction.
 - With the exceptions noted below, culinary water, secondary water, sewer, and storm water facilities within this site plan are considered private and the development is responsible to ensure proper construction, replacement, repair, operation, and maintenance according to City and State Standards. Developer acknowledges the right of the City to inspect, and test these facilities and make necessary repairs and/or other actions when the development fails to do so. The development will be charged for these actions. Culinary water facilities are considered part of the City’s public water system for the purposes of testing and reporting as required by the State of Utah. Exceptions: (list exceptions such as roadways dedicated to the Pleasant Grove City, etc.).
- Disturbance of County survey monuments will be addressed with the County Surveyor.
- There are no floor drains within the building. (11-7-7:C.1.e)

Site plan requirements:

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- Location and dimensions of all existing and proposed streets within the tract and within 100 feet of the proposed site. Show how proposed paving will tie into existing paving, including saw cut locations. (11-77:B.10)
- Location of existing and proposed fire hydrants (it is generally required that these be within 225 feet of all structures). Valves are to be placed at the main line connection. On buildings requiring a fire suppression system, show the location of the fire department connection. In such a case, a fire hydrant must be located within 100 feet of the fire department connection. (11-7-7:B.13)
- Location and dimensions of all existing and proposed curb, gutter, and sidewalk. Show spot elevations, slopes, slope directions, widths, and elevations at ¼ □'s around all curb returns. (11-7-7:B.10.h-i)
- Show all street lights, street signs, and stop signs. (11-7-7:B.10.l)
- Typical cross sections of all streets within and adjacent to the development showing the width, type, and thicknesses of the pavement design. Thicknesses should be as presented in the Geotechnical report, or per City minimum requirements, whichever is greater. (11-7-7:B.10.f)
- Location and dimensions of all existing and proposed buildings within the tract and within 100 feet of the proposed site. Show the finished floor elevation, based on a found USGS datum. (11-7-7:B.10.b)
- Indicate the International Building Code construction type of the building. (11-7-7:B.10.d)
- Location and dimensions of all parking areas. Include dimensions of stalls and isles, and the total number of stalls. Parking areas are to provide the minimum number of parking spaces and satisfy all requirements as defined in Section 10-18 and 10-14-19 (Grove Zone) of the City Municipal Code. (11-7-7:B.10.e)
- Location and dimensions of solid waste disposal enclosures. These must be site obscuring. (11-7-7:B.10.j)
- Location and dimensions of all existing and proposed easements, drive accesses, loading areas, landscaped areas, open spaces, monuments, and exceptional topography within the tract and within 100 feet of the proposed site (11-7-7:B.10).
- Location, heights, and material type of all fences according to the requirements of the underlying zone. (11-7-7:B.15)
- Location of signage. A separate sign permit will be required if signage detail is not submitted with the site plan. (10-19-3)
- Tabulations showing square footage of the following:
 - Total site. (11-7-7:B.14.a)
 - Landscaped area. (11-7-7:B.14.b)
 - Open space area. (10-14-17:C)
 - Impervious area. (11-7-7:B.14.c)

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Undeveloped area (if applicable). (11-7-7:B.14.d)

Striping plans for all intersections and streets, collector size and greater, being affected by the development showing stop bars and crosswalks. (11-7-7:B.11)

Landscaping and irrigation plan requirements:

Use a scale no smaller than 1" = 30'.

Plant lists, or schedules, which include:

Botanical AND common names. (11-7-7:D.4)

Quantity of each plant type. (11-7-7:D.4)

Spacing and size of each plant and all landscape materials. (11-7-7:D.4)

Location and identification of any trees and vegetation that are to remain. (11-7-7:D.2)

Location and labels of all proposed vegetation. (11-7-7:D.3)

Location and description of other landscape improvements. These include all earth berms, walls, fences, screens, sculptures, fountains, water features, street furniture, lights, and courts. (11-7-7:D.5)

An underground automatic sprinkling system showing the location of service connections, valves, lines, heads, etc. Show the anticipated peak usage rate (in gallons per minute). (11-7-7:D.6)

The required landscape percentage, buffers and landscape units as required by the underlying zone of the proposed site. (11-7-7:D.7)

If in the Grove Zone meet all requirements of Section 10-14-15 of the City Municipal Code. (10-14-15)

Signature and stamp of a licensed landscape architect. (11-7-7:D.8)

Grading and drainage plan requirements:

Existing contours shown as dashed lines. (11-7-7:B.10.g)

Design contours shown as solid lines. (11-7-7:B.10.g)

Spot elevations on asphalt sufficient for paving. (11-7-7:B.10.g)

Direction and magnitude of designed slopes. (11-7-7:B.10.g)

Finished floor elevation, based on a found USGS datum. (11-7-7:B.10.b)

Utility plan requirements:

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- Location of existing and proposed sanitary sewer, storm drain, culinary water, and irrigation features within the tract and within 100 feet of the proposed site. (11-7-7:C.1)
- Location of all valves for pressurized water systems. (11-7-7:C.1.b)
- Location, landscape, size, and elevations of detention areas. Show and label elevations of maximum water surface contours and maximum high ground water elevation. Side slopes should be a maximum of 3:1, and bottom slope should be a minimum of 1 percent toward the outlet. The area within 10 feet of the outlet shall have a concrete apron or slope of 3 percent. (11-7-7:C.1.c)
- Location, sizes, invert elevations, and grate elevations of inlet boxes and manholes. (11-7-7:C.1.c)
- Location, sizes, types, lengths, slopes, and elevations of pipes. (11-7-7:C.1.c)
- Clearly show where roof drainage will discharge. (11-7-7:C.1.d)
- Floor drains within the building. (11-7-7:C.1.e)
- Locations, types, and sizes of all utility service lines and fittings. (11-7-7:C.1.f)
- Location of water meters. Place behind sidewalk (or curb); vaults are required when meter is in asphalt or concrete. (11-7-7:C.1.g)
- Any special structures, including outlet control structures (this includes orifice plates). (11-7-7:C.1.c)
- Estimated total peak water demand on the City water system (in gallons per day).
- Estimated total peak sewer flow to be treated (in gallons per day).
- Location, size, direction of flow, and any proposed changes to irrigation facilities. (11-7-7:C.1.h)
- Grease traps. See Standard Drawing 20. (11-7-7:C.i)
- Sampling manholes. See Standard Drawing 12. (11-7-7:C.j)
- Location of existing and proposed fire hydrants (it is generally required that these be within 225 feet of all structures). Valves are to be placed at the main line connection. On buildings requiring a fire suppression system, show the location of the fire department connection. In such a case, a fire hydrant must be located within 100 feet of the fire department connection. (11-7-7:B.13)

Lighting plan requirements:

- Site and street lights. Ensure that all lighting is properly shielded.
- Point-by-point foot-candle levels created by the proposed site lighting.

The following shall be included on the Detail sheet:

- Street cross sections.
- Curb and gutter and sidewalk cross sections.

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- Solid waste disposal enclosures.
- Drive access cross sections.
- Signage.
- Special structures.
- Orifice boxes.
- Grease traps.
- Sampling manholes.
- Landscape improvements.
- BMP's

Architectural plans requirements:

- At least two (2) color elevations, so that all sides of the development are presented (include height). Perspectives, models or other graphic materials may be submitted at the option of the applicant. (11-77:E.1)
- Description of building materials being used. (11-7-7:E.5)
- Color representations of all materials to be used on all buildings, including the roof. This does not need to be printed on a 24" x 36" sheet, but must be submitted as an 11" x 17" size print and an electronic (Adobe Acrobat – pdf) copy. (11-7-7:E.2)
- Floor plans, with dimensions and square footage, of all buildings.

Note: Site, grading and drainage, and utility plans may be combined as long as clarity is maintained. Some items may be shown on a cover sheet, if clarity becomes an issue.