

## Final Plat and Improvement Drawings Checklist

The following checklist outlines the requirements of Pleasant Grove City for final plats and final improvement drawings. 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.
- Appropriate application fee. (11-7-2:D)

The following must be submitted with the Community Development Application:

- Five (5) 24" x 36" sets of the final plat and the final improvement drawings with a scale of 1"=100' or larger. (11-7-5:A,B)
- One (1) electronic (Adobe Acrobat – pdf) copy of the final plat and the final improvement drawings.
- A copy of the most recent review comments with a written response to each comment, if not the first submittal.
- A policy of title insurance, or a preliminary title report, showing the names of the property owners. If this document has been submitted within the previous 6 months, it is not required to resubmit. (11-7-5:E.9)
- A signed letter from the United States Postal Service (USPS) with a reduced size plat showing the location of the postal easements as approved by an authorized representative of USPS. (11-7-7:B.12)
- 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)
  - Contractor must use a certified inspector and provide documentation of certification.
- 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](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.
  - Detention calculations which include the following items are required for all developments other than single-family residential housing:

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- 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)
- Under certain circumstances the following may be required:
  - If the subdivision will be developed in phases there must be a phasing plan which includes proposed phase numbers/ordering. Phasing must be completed in a logical sequence, and in an orderly manner, without leapfrogging. (11-2-3)
  - If a wetlands survey report was required submit a jurisdictional determination from the United States Army Corps of Engineers.
  - 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)
    - Meet 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 in the **Improvement Drawings**:

- On the **FIRST** sheet show:
  - 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. (11-7-4:A.2)
  - Name and approximate address of the proposed development. Verify the name is unique in Utah County by going to <http://www.utahcounty.gov/LandRecords/DevelopmentSearchForm.asp>. (11-7-4:A.1)
  - Name, address, phone number(s), and email of the developer, engineer, and surveyor. (11-7-4:A.3)
  - Property owners’ names and parcel numbers of both the adjoining properties and those within the subdivision. (11-7-4:A.3)
  - Boundary lines of the tract to be subdivided in heavy lines. The creation of nuisance strips will not be permitted. (11-7-4:A.5)
  - North arrow, scale bar (1” = 100’ or larger), and print date. (11-7-4:A.9)

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- Signature and stamp of a professional engineer on every page. (11-7-5:E.1)
- If DRC was held, verify that all requirements of the DRC have been addressed.
- Clearly label the existing features as to “remain” or “be removed”. Identify all proposed features.
- Location and dimensions of all existing and proposed streets, buildings, and exceptional topography within the tract and the surrounding 200 feet. (11-7-4:A.6,8)
- Boundaries of all proposed lots. The creation of nuisance strips will not be permitted. (11-7-4:A.8)
- Location and dimensions of existing and proposed irrigation features, and other waterways within the tract and within the surrounding 100 feet. (11-7-4:A.6,8)
- Location of all wetlands.
- Locations and dimensions of all proposed parks and open spaces. (11-7-4:A.8)
- Roadway dedications to the City should be written as follows: “Dedicated to Pleasant Grove City”. Label the square feet of the area being dedicated. The creation of nuisance strips will not be permitted. (11-3-4:K.1)
- Total area within the development. (11-7-5:E.7.a)
- Total area of each lot. (11-7-5:E.7.b)
- Total number of proposed dwelling units. (11-7-5:E.7.c)
- Estimated total peak water demand on the city water system expressed in gallons per day. (11-7-5:E.7.d)
- Estimated total peak sewer flow to be treated by city treatment facilities expressed in gallons per day. (11-7-5:E.7.e)
- Estimated maximum flow (100-year storm) through any natural watercourses lying within the area being subdivided. (11-7-5:E.7.f)
- A vicinity plan showing how adjacent undeveloped property may be developed in the future.
- A street improvement plan which includes:
  - Proposed streets (plan view), sidewalks, curbs and gutters, and ADA curb ramps. Identify the stationing, point elevations, widths, horizontal curve radii, slope, and direction of slope for all items listed. All streets will be assigned a numerical street address and must be shown on the plan when it is provided. Curb returns shall meet minimum radii requirements defined in Pleasant Grove City Standard Drawings. (11-7-4:B; Standard Drawings 1, 1A, 2D, 2E, 2F)
  - Park strips on all collector streets and larger, as well as in certain subdivisions. Landscaping and pressurized irrigation are to be provided by the developer. Where park strips are not in the front yard of a lot, a sprinkling system separate from the adjacent homeowners’ systems is required.
  - 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. (11-7-4:B)
  - Temporary dead end streets, longer than 150 feet, shall conform to Pleasant Grove City Standard Drawings. (10-15-42; Standard Drawings 24 and 24A)
  - Cul-de-sacs require a minimum pavement diameter of 96 feet (IFC Appendix D103.1) and meet all requirements of the Street Standards ordinance for cul-de-sacs. (11-3-4:B)
  - Striping plans for all affected intersections and streets, collector size or larger, showing stop bars and crosswalks.
  - Location of street lights, street signs, and stop signs. (10-15-44; Standard Drawing 26)

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- A grading plan which includes:
  - Existing elevations shown by light (gray scaled) dashed contours. The contours must be labeled with elevations. (11-7-4:C)
  - Design elevations represented by solid contours using two foot intervals for average slopes less than 25% and five foot intervals for average slopes greater than 25%. In flat areas 1 foot intervals may be required. The contours must be labeled with elevations. (11-7-5:E.3)
  - Label the location and elevation of the benchmark for the project. The elevations must be tied to a found USGS datum.
  - Catch points of cuts and fills that do not extend beyond right-of-ways.
  - The location of any areas of potential flood hazard within 200 feet of the subdivision. (11-7-4:F.7)
- A drainage and irrigation plan which includes:
  - Location, size, type, length, and grade of proposed and existing drainage features within 100 feet of the development or to the next manhole, whichever is greater, in both plan and profile views. These features must detain storm water runoff from a 25-year storm. (11-7-4:A.7; 11-7-4:B; 11-7-5:E.4) 100-year storm if greater than 25-year storm cannot be discharged to an existing City Street.
  - Plan and profile views shall include any and all utility conflicts and the methods to address those conflicts.
  - Manholes being placed at 400 foot maximum intervals, inlets, catch basins, stubs, and plugs. Indicate that there is to be a 2 foot sediment trap in all inlet boxes and manholes. (Standard Drawing 7)
  - Any existing drainage features conveying water through the property and the required improvements. (11-7-4:A.7)
  - Location, size, and type of all existing irrigation features and any improvements on irrigation features. (11-7-4:I)
  - Location of storm water inundation areas around any natural watercourses in the vicinity for a 100-year storm. (11-7-5:E.4)
- A pressurized irrigation plan which includes:
  - Location and size of proposed and existing pipes, valves, air inlet and removal facilities, irrigation drains, and temporary blow offs, etc. within 100 feet of the development. Main lines should be located 10 feet west and/or south of street centerlines. (11-7-4:A.7; 11-7-4:B)
  - Sprinkling systems for the park strips, where required.
  - Resolution of vertical conflicts with gravity lines.
- A sanitary sewer plan which includes:
  - Location, size, type, length, and grade of proposed and existing pipes within 100 feet of the development or to the next manhole, whichever is greater, in both plan and profile views. Main lines should be located 5 feet west and/or south of street centerlines. (11-7-4:A.7; 11-7-4:B)
  - Plan and profile views shall include any and all utility conflicts and the methods to address those conflicts.
  - Manholes being placed at 400 foot maximum intervals, grease traps, and stubs.
  - A minimum of 3.5 feet of cover over all pipes and 3.5 feet of cover over pipes at any property boundary.

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- A culinary water plan which includes:
  - Location, size, type, length, and grade of proposed and existing pipes within 100 feet of the development in plan view. Main lines should be located 5 feet east and/or north of street centerlines. (11-7-4:A.7; 11-7-4:B)
  - Location of proposed and existing meters, valves, hydrant blow offs, temporary blow offs, stubs, and plugs, etc. (11-7-4:A.7; 11-7-4:B)
  - Proposed fire hydrants. Spacing should allow for at least one hydrant within 225 feet of the center of the frontage of each every lot. (11-7-4:B; IFC Appendix C105.1)
  - Resolution of vertical conflicts with gravity lines.
- Any necessary detail sheets. Details should be included for any items not shown in City standard drawings. It is not recommended that details included in the City standard drawings be submitted.

**Note:** Street improvement, grading, drainage and irrigation, pressurized irrigation, sanitary sewer, and culinary water plans may be combined as long as clarity is maintained.

The following requirements apply to the **Final Plat**:

- The borderline of the plat shall be drawn in heavy lines. (11-7-5:A)
- Margins shall be at least 1½” on the left-hand side of the sheet, and at least ½” on the other three sides. The right-hand edge can be no great than 1”. (11-7-5:A)
- The top of the sheet shall be either north or east, whichever accommodates the drawing best. (11-7-5:A)
- Bearings, distances, and curve data of all perimeter boundary lines shall be located outside the boundary line, not inside with the lot dimensions.
- All lands within the boundaries of the plat shall be accounted for either as lots, public streets, private streets, common areas, public areas, or excepted parcels.
- Parcels or streets not contiguous with the main body of the subdivision shall not be included on a single subdivision plat.
- Lengths shall be shown to hundredths of a foot, areas to the square foot, and angles and bearings shall be shown to seconds.

The following shall be included on the **Final Plat**:

- Subdivision name and plat letter. (11-7-5:D.1)
- North arrow, scale bar, and print date. (11-7-5:D.2)
- Seals of the Land Surveyor, City Engineer, and Clerk/Recorder are to appear near the bottom right-hand corner of the plat.
- A space at least 2.5” wide and 1.5” high in the lower right-hand corner of the plat for use by the Utah County Recorder’s Office for the recording number/information to be printed.
- A vicinity location map showing the general location of the development as it relates to adjacent streets and geographic features.
- Property owners’ names and parcel numbers of the adjoining properties. (11-7-4:A.3)
- Boundary lines of the tract to be subdivided in heavy lines. (11-7-4:A.5)

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- Legal description of property to be subdivided, including a tie to a found USGS monument. This legal description should match boundaries of the surrounding parcels and right-of-ways. The boundary should close within 0.03 feet. (11-7-4:A.4)
- Show 2 found USGS monuments which establish a basis of bearings for the plat.
- Curve data sufficient to enable reestablishing the curves on the ground including: radius, central angle, chord length, chord bearing, and arc length.
- Show the total acreage of the site. (Title 10)
- Consecutively numbered lots that continue numbering, do not repeat, from subsequently lettered plats of the same name.
- An address block showing the address of each unit or lot as assigned by the City Engineer.
- When a new plat vacates a lot or parcel of an existing plat, show the existing easements that were recorded. If the easement is no longer needed, the developer will need to vacate the easement either on the plat or with a separate easement vacation document that will be recorded with the plat.
- Locations and dimensions of proposed public utility easements (PUE's) and any other proposed private or City utility easements. PUE's must be at least 10 feet around the boundaries of each lot. For private or City utility easements specify to whom, and for what purpose (i.e.: sewer), the easement is granted.
- Street numbers, and names (only as approved by City Council), should be shown. (11-7-4:A.6,8)
- Excepted parcels shall be marked as "Not included in this development".
- Any parcels to be dedicated to the public noted as a "Public Area".
- Locations and dimensions of all proposed parks and open spaces. (11-7-4:A.8)
- If applicable, a notice of CC&R's.
- Location of postal easements.
- Location of all required monuments.
- A notice of shallow groundwater, or other potentially harmful conditions, where such conditions exist or where identified in the Geotechnical Report, as required by the City Engineer. Where shallow groundwater exists use the following note: "Warning - High ground water table. Property owner shall verify presence and depth to groundwater table prior to construction. Groundwater table may fluctuate. Owner holds Pleasant Grove City harmless from, and accepts responsibility for, any damages or injury resulting from groundwater impacts."
- An occupancy restriction notice, the form of which shall be substantially as follows:  

OCCUPANCY RESTRICTION NOTICE

It is unlawful to occupy any building located with this subdivision without having first obtained a certificate of occupancy issued by Pleasant Grove City.
- A signature line for the Public Works Director to approve all City utilities, the form of which shall be substantially as follows:

CITY UTILITIES APPROVAL			
Culinary Water/Pressure Irrigation		Sewer/Storm Drain	
_____	_____	_____	_____
Public Works Director	Date	Public Works Director	Date

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- Signature lines for all utility companies with existing or proposed facilities within or along the plat boundaries. The following utilities must always sign the plat regardless of existing facilities: Rocky Mountain Power, Century Link, and Questar Gas. The form of these signature lines shall be substantially as follows:

<u>PUBLIC UTILITIES APPROVAL</u>	
CenturyLink	Date
<ol style="list-style-type: none"><li>1. Pursuant to Utah Code Ann. § 54-3-27 this plat conveys to the owner(s) or operators of utility facilities a public utility easement along with all the rights and duties described therein.</li><li>2. Pursuant to Utah Code Ann § 17-27a-603(4)(c)(ii) Rocky Mountain Power accepts delivery of the PUE as described in this plat and approves this plat solely for the purpose of confirming that the plat contains public utility easements and approximates the location of the public utility easements, but does not warrant their precise location. Rocky Mountain Power may require other easements in order to serve this development. This approval does not affect any right that Rocky Mountain Power has under:<ol style="list-style-type: none"><li>(1) a recorded easement or right-of-way,</li><li>(2) the law applicable to prescriptive rights,</li><li>(3) Title 54, Chapter 8a, Damage to Underground Utility Facilities or,</li><li>(4) any other provision of law.</li></ol></li></ol>	
Rocky Mountain Power	Date
<p>Questar approves this plat solely for the purpose of confirming that the plat contains public utility easements. Questar may require other easements in order to serve this development. This approval does not constitute abrogation or waiver of any other existing rights, obligation or liabilities provided by law or equity. This approval does not constitute acceptance, approval or acknowledgement of any terms contained in the plat, including those set forth in the Owners' Dedication and the Notes and does not constitute a guarantee of particular terms of natural gas service. For further information please contact Questar's Right-of-Way department at 1-800-366-6532.</p>	
Questar Gas	Date

Signature lines for other utility companies with easements within the plat must also sign the plat using a form similar to CenturyLink or as they may require.

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- If the development borders the Murdock Trail property, a signature line, including the appropriate wording, for Provo River Water Users Association. The form of this signature line shall be substantially as follows:

<u>PROVO RIVER WATER USERS ASSOCIATION</u>	
<p>No activity either by landowners, contractors or their agents shall damage, endanger, or encroach on the Provo River Aqueduct (PRA) or the PRA right-of-way, or in any way affect the lateral support of that facility without the express written approval of the Provo River Water Users Association. No new surface or subsurface drainage may be directed onto or under PRA rights-of-way. Proposed storm drain conveyance facilities that cross the PRA right-of-way may be allowed and will be considered by the Association on a case by case basis. Any such proposed crossings shall require application for and execution of a license agreement with the Association.</p>	
<p>_____</p> <p>Approved – Provo River Water Users Association</p>	<p>_____</p> <p>Date</p>

- The following items are to be located along the right edge of the plat:
  - A “Surveyor’s Certificate” and “Boundary Description”, with a metes and bounds description (including the total subdivision area, basis of bearing, and coordinate system), and the signature and license number of a land surveyor licensed in the State of Utah. Provide enough information in the Boundary Description for it to stand on its own in correctly describing the boundary. The written description and boundary description shown on the map shall read the same and shall go in one direction around the boundary.
  - “Owners’ Dedication” subdividing the property, with the signatures of all property owners of record. The form of which shall substantially conform to the following as appropriate:

Individual Owner	Corporation	Trust
<p>(Signature will go here)</p> <p>_____</p> <p>(Printed name)</p>	<p>(Signature will go here)</p> <p>_____</p> <p>(Printed name), (Title), (Company)</p>	<p>(Signature will go here)</p> <p>_____</p> <p>(Printed name), “trustee,” (Trust name and date)</p>

The “printed name” in each case must match the name on record exactly.



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- "Acknowledgement" in which a notary public acknowledges the signatures of the property owners, with the notary's signature and information. Note that a notary seal is not required per UCA 46-1-16 when the acknowledgment format below is used. If any of the signers of the plat is a corporation, provide an acceptable corporate acknowledgement. The form of which shall be as follows:

ACKNOWLEDGMENT

STATE OF UTAH }  
 } SS  
 COUNTY OF UTAH }

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ PERSONALLY  
 APPEARED BEFORE ME THE SIGNERS OF THE FOREGOING DEDICATION WHO DULY-  
 ACKNOWLEDGE TO ME THAT THEY DO EXECUTE THE SAME

NOTARY'S FULL NAME & COMMISSION NUMBER \_\_\_\_\_

\_\_\_\_\_  
 MY COMMISSION EXPIRES

\_\_\_\_\_  
 A NOTARY PUBLIC COMMISSIONED IN UTAH

- "Acceptance by Legislative Body" with the date of approval, the signatures of the Mayor and up to five City Council members, approving the plat and accepting public lands, and the signatures of the Clerk/Recorder, and the City Engineer. In the case of condominium developments the heading shall read "Approval by Legislative Body" with language as required by the Utah Condominium Act and Pleasant Grove City.
- "Planning Commission Approval" with the date of approval and the signatures of the Director-Secretary and the Planning Commission Chairman. The form of which shall be as follows:

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Pleasant Grove City Planning Commission.

\_\_\_\_\_  
 Planning Commission Chairman

\_\_\_\_\_  
 Director-Secretary