

Tooele City Corporation

Final Subdivision Plat Checklist

Format of the Final Plat

1. All Plats submitted for Final Plat shall be stamped and signed by a licensed Professional Surveyor, registered in the State of Utah.
2. **Submittal Format:**
 - a. AutoCAD and PDF format file(s) of the complete application package. All AutoCAD files shall be geo-referenced using Utah State Plane coordinates, NAD83 Central Zone, US Foot. The datum shall be written on the plat.
 - b. AutoCAD layers are compliant with Public Works Standards.
 - c. PDF format files shall be originals, and not scanned copies.
3. **Surveyor Submittal:**
 - a. Applicant is required to deliver a copy of the Record of Survey and Final Subdivision Plat to the office of the Tooele County Surveyor at the same time as filing the complete application with Tooele City.
 - b. Applications **will not** be until the City has written acceptance of the final plat from the office of the Tooele County Surveyor and Recorder.
4. The name, address, and phone number of the Subdivider and their agent.
5. Authorization from the Property Owner for the Subdivider to act, if applicable.
6. Signature boxes provided for each of the following, and signatures are complete for all non-City entities per City standards and as requirements of law:

Non-City Entities

- Owners Dedication & Consent
- Acknowledgment and Notary
- Surveyor Certificate
- Rocky Mountain Power
- Dominion Energy
- Tooele County Health Department
- Tooele County Survey Department
- Tooele County Treasurer
- Tooele County Recorder
- North Tooele Special Service District (as required)

Tooele City Departments

- City Attorney
- Land Use Authority
 - Community Development Director
 - Public Works Director
 - City Engineer

7. The name, address and phone number of the Surveyor preparing the final plat.
8. Vicinity map showing adjacent streets and parcels within 200' of the proposed subdivision.
9. Written legal description and a graphic map defining the location and boundaries of the proposed subdivision, section ties, and the point of beginning.
10. *Include drawing revision date, north arrow, written and graphic engineering scale (no smaller than 1:100), legend of line types, symbols, hatches, etc. All text must be legible when printed to 11 x 17 paper size.*

11. All dimensions formatted and shown in feet and decimals shown to 0.00 accuracy. Bearings shall be shown in degrees, minutes, and seconds (000° 00' 00" accuracy).
12. Text is free of overlap and is legible.
13. Existing streets (with names) and right-of-way widths, existing fire hydrants, easements, open space, survey monuments, lot corners, and section lines are shown.
14. The recorded names and entry numbers of adjacent subdivisions and parcels are shown.
15. Street Rights-of-Way are clearly marked and are consistent with the adopted Transportation Master Plan.
16. Street names have been approved by the Tooele County Surveyor and meet City Standards.
17. Public Streets are marked as "*Public Dedicated Right-of-Way.*" Private Streets, are marked as "*Private Right-of-Way.*"
18. Does the development include or propose dead end streets?
 - a. If yes, then the following conditions apply:
 - i. Dead end streets greater than 150 feet in length or more than one (1) single residential lot depth, whichever is more restrictive, are provided with a paved cul-de-sac; and,
 - ii. Maximum length of the dead end street does not exceed 250 feet in length measured from the centerline of the last intersecting street and the center point of the turnaround area.
19. Lots. Include the following minimum information:
 - a. Lot Number.
 - b. Lot dimensions and area meet minimum zoning requirements.
 - c. Lot and parcel boundary bearings and dimension.
 - d. Size of each lot (or parcel) in square feet and acres.
 - e. Lot Address.
 - f. PU&D Easements.
 - g. *Note: Building setbacks are NOT to be shown on the final plat.*
20. Does the development include, or propose, Flag Lots?
 - a. If yes, then the following conditions apply and are to be shown:
 - i. Maximum of 2 lots per staff .
 - ii. Actual size of each lot (or parcel) in both square feet and acres.
 - iii. Square footage of flag portion meets or exceeds the zoning requirements.
 - iv. If staff length is less than 150 feet, the staff width shall be sufficient to construct a 20' minimum width fire paved access, constructed of asphalt and/or concrete.
 - v. If staff length exceeds 150 feet, but is less than 220 feet (maximum), the staff width shall be sufficient to construct a 26' minimum width paved fire access, constructed of asphalt and/or concrete. An asphalt or concrete turn-around shall also be provided within the flag portion of the lot as required.
 - vi. The maximum slope of the staff portion of the lot shall not exceed 10%.
21. Identify all existing and proposed development boundary pins and lot corner markers.
22. Location and dimensions for proposed sites to be dedicated or reserved for open space or recreational use, and indication of their intended ownership / maintenance (e.g. public vs. private).
23. The dimensions and locations of all existing or proposed easements and deed restrictions.

24. The location of any of the foregoing improvements which may be required to be constructed beyond the boundaries of the subdivision shall be shown on the subdivision plat or on the vicinity map as appropriate. Easements shall be provided for all required offsite improvements not located within an existing public dedicated right-of-way or public utility and drainage easement, and shall be shown on the plat with recorded entry number, as appropriate.
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Final Design Plans

25. The name, address and phone number of the Engineer preparing the final construction plans.
26. All plans submitted for Final Plat review shall be stamped and signed by a licensed Professional Engineer, registered in the State of Utah.
27. Overall existing and proposed contour plan. Existing contours and proposed contours shall be shown at one foot intervals. Spot elevations shall be provided at all key points necessary for field layout and construction of the improvements.
28. Overall utility plan including the location, type of material, and size of: existing and proposed sanitary sewers and manholes; existing and proposed culinary and secondary water mains, valves, fire hydrants, pressure reducing valve stations, and other pertinent water facilities; and the size and location of existing and proposed storm drain facilities and detention / retention basins.
29. 3rd Party Utility Service Plan for the entire development that includes the location, type of pipe material and size of all existing and proposed non-City utilities. These 3rd party utilities shall be limited to placement within the existing and proposed PU&D easements within the subdivision. All crossings into the public way shall be clearly marked and identified, and shall be shown to minimize conflict with existing and future public utility improvements.
30. Surveyor shall provide evidence of compliance with 10-9a-603(6)c regarding location of existing water conveyance facilities and their boundary, course and direction; location of existing and proposed underground facilities; and physical restrictions governing their location.
31. Fire hydrants are spaced at 400' maximum spacing for residential single family development, and 300' maximum spacing for all multi-family residential, commercial and industrial development. Additional fire protection requirements may apply as determined by the Fire Marshall.
32. Street lights shall be spaced at 300' maximum spacing along the right of way, with additional lighting required at all roadway bends >30°, roadway intersections, or dead end cul-de-sacs.
33. Traffic Management Plan shall be required which shows the locations of existing and proposed street signs, signalized intersections, or all other proposed traffic control devices, and which meet MUTCD and City standards.
34. Provide FEMA Firmette Map showing presence, or lack thereof, of existing mapped flood zones.
35. Does development require preparation of a CLOMR, LOMR or other Flood Plain Development Permit?
 - a. If yes, identify the type of permit and filing status _____
36. Show boundaries of areas subject to flooding or storm water overflow, including width and direction of flow of all watercourses, including all existing and proposed irrigation and natural runoff channels and courses.

37. Street design complies with Tooele City Code 4-8 Road and Bridge Construction Standards, including, but not limited to the following:
 - a. Road Grade 1% minimum.
 - b. Road Grade 10% maximum for minor collector and local streets, 7% maximum for major collector and arterial streets.
 - c. Road Grade 3% maximum at the intersection, and 4% maximum within 100-feet of the intersection right-of-way.
 - d. Roadway Cross Slope 2%.
 - e. Public Right of Way Radius at intersection streets shall be 40' (min), with the property line radius of 29.5' (min).
38. Pavement design shall be the greater of City Standards or the site specific Geotechnical Report.
39. Right of Way Cross Sections compliant with Tooele City Code 4-8-2.1 thru 4-8-2.6 and the Tooele City Transportation Master Plan).
40. Water Lines shall be 8" minimum pipe diameter on main line, or larger, as required by the water modeling results and the Tooele City Water Master Plan, and shall comply with Tooele City Water System Amendment Standards.
41. Sanitary Sewer shall be 8" minimum pipe diameter on main line, or larger, as required by the sewer modeling results and the Tooele City Sanitary Sewer Master Plan.
42. Sanitary Sewer Manholes shall be 4' minimum diameter for not more than two pipe connections. The manhole size shall be increased to 5' minimum diameter for more than two pipe connections
43. Do any of the proposed sewer lines lie within existing Drinking Water Source Protection Zones 1 or 2?
 - a. If yes, then that portion of the main sewer line and laterals that lie within the source protection zones shall be constructed using PVC C900 pipe with restrained joint fittings as required by the Utah Division of Drinking Water Source Protection Standards.
44. Storm Drain 18" minimum pipe diameter on main line, with 15" minimum diameter on storm drain inlet laterals. The pipe diameter shall be upsized if required based upon storm water pipe conveyance calculations. Use of reinforced concrete pipe (RCP) is required within public right of way.
45. Materials used for incorporation into the public improvements are specified on the Plans and in the Specifications, and are in compliance with the City Standards.
46. Plan and Profile Sheets.
 - a. Plan sheets shall clearly show the full right-of-way width, plus a minimum of fifteen (15) feet beyond the edge of both right-of-way limits, and shall show all existing utilities and proposed improvements including, but not limited to: culinary water, sanitary sewer, storm drain, secondary water, roadway, curb and gutter, sidewalk, ADA access ramps, street lights, signage, drainage ways, storm water detention / retention facilities, erosion protection, parks, etc. The Plan sheets shall also clearly show lot number and addresses, and shall show all PU&DE that existing on the property.
 - b. Profile Sheets shall include all final design information for construction of the subdivision improvements including but not limited to: roadway stationing; existing and proposed roadway slopes; all utility pipe material type, diameter, and slope; manholes (including diameter, rim and flow line invert elevations), storm drain inlets and boxes (including box and pipe sizes; rim, grate and flow line elevations), utility conflicts; pavement design, and all other details as necessary for construction of the complete project. All vertical design elevation points shall be a vertical accuracy of 0.00'.
47. Construction standards are provided within the Plans, or are clearly referenced to and comply with Tooele City Standards.

Accompanying Documents & Information

48. **Water Rights.** Per Tooele City Code, all development is required to convey water rights equal to the calculated demand of the project. Developer shall provide a “typical” lot coverage plan which will be used for calculation of the water right conveyance requirement. Conveyance of the actual water rights shall be received by the Tooele City Water Special Service District by Warranty Deed *prior* to final plat approval.
49. **Title Report** for the property to be subdivided, and which shows clear title for all of the properties in the proposed development.
50. **Subdivision Boundary and Lot Closure Report.** The reports shall all close within 0.01 feet.
51. **Final Storm Drainage Report** with assumptions and computations for improvements, including storm water detention / retention and pipe sizing as required by the Tooele City Storm Water Master Plan, and as follows:
- a. Provide on-site storm water detention for the 10-year storm water event where an outfall storm water system capable of receiving runoff is available. To allow for future siltation and natural plugging of the basin, infiltration shall **not** be taken into consideration when sizing the detention basin. Maximum runoff from the detention facility shall be limited to 0.1 cfs (maximum) per acre of development and accommodate routing of off-site storm water flow from adjacent properties thru the development. A minimum freeboard of 1-foot shall be provided above the calculated 10-year storage elevation. An approved water quality device shall be installed within the storm water collection and detention system.
- OR**
- b. Provide on-site storm water retention for the 100-year storm event where an outfall storm water system is NOT available. To allow for future siltation and natural plugging, the allowed infiltration shall not exceed 25% of the actual field measured values. Plan shall accommodate routing of off-site storm water flow from adjacent properties thru the development. A minimum freeboard of 1-foot shall be provided above the calculated 100-year storage elevation. An approved water quality device shall be installed within the storm water collection and detention system.
52. **Grading Plan**
- a. Overall existing and proposed contour plan. Contours shall be shown at one foot intervals.
 - b. Slope >5% - provide a detailed grading and slope stabilization plan to ensure that the proposed improvements appropriately tie to the existing adjacent ground and are confined within the limits of the proposed development. Easements shall be required for any site disturbance or work performed outside the limits of the subdivision development.
 - c. Buildable Pad. If the buildable pad for any lot exceeds 5%, the developer must provide typical grading plans for the most extreme lots to show that homes can be constructed within the building setback limits. The plan must also show proposed retaining walls which are taller than two (2) feet in height as measured from the base of the retaining foundation, or which result in slopes steeper than 3:1 (H/V).
53. **Final Sanitary Sewer Report** as prepared by a licensed professional engineer with assumptions and computations for improvements. The report shall address impact of the development upon the City’s existing sanitary sewer system, and may be required to include off-site improvements, as necessary.
54. **Final Culinary Water Report** as prepared by a licensed professional engineer with supporting calculations. The report shall address impact of the development upon the City’s existing culinary water system, and may be required to include off-site improvements, as necessary.

- 55. **Soils / Geotechnical Report**, as prepared by a licensed professional engineer / geologist which addresses soil and geologic conditions; roadway pavement, retaining wall and structural design; rockfall, alluvial deltas, or other geologic hazards as may be required.
- 56. **Traffic Impact Study**, as prepared by a licensed professional engineer and which addresses the impact of the proposed development on both internal and adjacent roadways and intersections. Subdivider shall also submit a copy of the Traffic Impact Study to UDOT for all properties which abut UDOT ROW, and/or which feed an existing or proposed UDOT access, as required by the City Engineer. If roundabouts are proposed, the plan shall include turning radius / vehicle path analysis.
- 57. **Written authorization from the Utah Department of Transportation** for all access points to and from state highways and easements for utilities, where appropriate.
- 58. **3rd Party Utility Service Plan** for the entire development that includes the location, type of pipe material and size of all existing and proposed non-City utilities. These 3rd party utilities shall be limited to placement within the proposed PU&D easements within the subdivision. All crossings into the public way shall be clearly marked and identified.
- 59. **Checklist** for reimbursement agreement, as required (*Tooele City Code §7-19-13*).
- 60. **Construction Cost Estimate** The developer must provide to the City a final cost estimate for all subdivision related work, as follows:
 - a. Itemized listing of each work element and the associated total quantity, the unit price and the extended cost of each work item. A 10% cost contingency shall be applied to the total cost estimate intended to cover the costs of inflation, unforeseen conditions or other circumstances.
 - b. The cost estimate must be provided on company letterhead of the Contractor(s) who will be performing the various work elements of the complete project, must be signed by the Contractor, and must clearly distinguish between work within the public right of way or in connection to an existing public infrastructure and work on private property.
 - c. The contractor cost estimate must then be reviewed and certified to the City by the Subdivider's Engineer as complete.
 - d. When accepted by the City, the cost estimate will be used to calculate the required bond and inspection fee calculation for the proposed development.

Copies of the City Code and design standards are available on the City's website at www.tooelecity.gov.

SUBDIVIDER ACKNOWLEDGMENT:

By submitting this application to the City for review, I/we acknowledge the following:

- 1. This checklist has been provided as an accommodation to assist in the preparation of preliminary subdivision plans for submittal and review, and contains requirements adopted thru City Policy, Tooele City Code (Title 4 - Building Regulations, Title 7 - Uniform Zoning Title of Tooele City, Title 8 - Health and Sanitation, and Title 9 - Services) and State law. The items listed hereon are not exclusive. Additional information may be required by the City based upon the particular requirements of each subdivision to ensure adequate information is provided for staff analysis, and in no manner waives any responsibility or obligation of the Subdivider and/or the Subdivider's agent(s) from full compliance with all City master plans, codes, rules, best engineering practices, and all applicable regulations.

Printed Name of Individual signing acknowledgment: _____

Applicants Interest in the Property: Owner Engineer Other _____

Signature of Individual Completing Checklist: _____

Phone No.: _____

E-mail: _____