

Subdivision - Preliminary Plan Application

Community Development Department
 90 North Main Street, Tooele, UT 84074
 (435) 843-2132 Fax (435) 843-2139
www.tooelecity.gov



Project Information					
Date of Submission:	Submittal #: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Zone:	Acres:	Parcel #(s):	
Project Name:					
Project Address:					
Project Description:			Phases:	Lots:	
Property Owner(s):			Applicant(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Email:		Phone:	Email:	
Contact Person:			Address:		
Phone:			City:	State:	Zip:
Cellular:	Fax:		Email:		
Engineer & Company:			Surveyor & Company:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Email:		Phone:	Email:	

*The application you are submitting will become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in *Utah Code Ann.* § 63-2-302.5, please inform the city employee accepting this information. Tooele City does not currently share your private, controlled or protected information with any other person or government entity.

For Office Use Only					
Land Use Review:	Date:	Water Superintendent Review:	Date:	City Engineer Review:	Date:
Planning Review:	Date:	Reclamation Superintendent Review:	Date:	Director Review:	Date:
Fire Flow Test					
Location:	Residual Pressure:	Flow (gpm):	Min. Required Flow (gpm):		
Performed By:	Date Performed:	Corrections Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments Returned: Date: <input type="checkbox"/> Yes <input type="checkbox"/> No		

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH }
 }ss
COUNTY OF TOOELE }

I/we, _____, being duly sworn, depose and say that I/we am/are the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my/our knowledge. I/we also acknowledge that I/we have received written instructions regarding the application for which I/we am/are applying and the Tooele City Community Development Department staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this ___ day of _____, 20__.

(Notary)

Residing in _____ County, Utah

My commission expires: _____

AGENT AUTHORIZATION

I/we, _____, the owner(s) of the real property described in the attached application, do authorize as my/our agent(s), _____, to represent me/us regarding the attached application and to appear on my/our behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this ___ day of _____, 20__, personally appeared before me _____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)

Residing in _____ County, Utah

My commission expires: _____

Tooele City Subdivision Application Submittal Checklist

This checklist verifies that the necessary drawings and reports for City review are included in this submittal and will be processed for completeness review (see acknowledgment at the bottom of this page).

City Staff: Will verify that the applicant has provided the following items and that the applicant has signed the Subdivision Review Checklist acknowledgement.

Note: Deficiencies in the application will result in the entire application being returned to the developer for corrections.

Provided Submission Requirements

- Subdivision Application** (*including ownership affidavit and receipt of payment of application fees*).
- Subdivision Review Checklist** (*acknowledgment signed by developer or authorized representative*).
- Water Modeling and Sewer Modeling Fees** (*receipt of payment included*).
- Subdivision Plans** (*initial submittal must be submitted in PDF & CAD format on USB Drive or on CD*).
 1. *Subdivision Plat.*
 2. *Subdivision Utility Plans.*
 3. *Subdivision Site Plan.*
 4. *Plan and Profile Plans.*
 5. *Landscaping & Irrigation Plans.*
- AutoCAD Files of all the subdivision plans.**
- Water Rights.**
- Title Report.**
- Subdivision Boundary and Lot Closure Report.**
- Final Storm Drainage Report.**
- Sanitary Sewer Report.**
- Culinary Water Report.**
- Soils / Geotechnical Report.**
- Traffic Impact Study.**
- Utah Department of Transportation Authorization.**
- Construction Cost Estimate.**

DEVELOPER ACKNOWLEDGEMENT: *By signing this document the developer or the developer's authorized representative acknowledges that immediate processing of this application by City staff is not a formal acceptance by City staff that the application is complete. Once the application is received it will then enter a 14 day completeness review period where staff will verify that all of the material required in the Subdivision Review Checklist has been provided. If, during the completeness review period it is determined that the application is deficient or lacking any of the required elements the application will be considered incomplete and will not be accepted as a complete submittal. Once the application is determined to be complete and Subdivision Review Checklist has been satisfied the application will then enter the 20 day formal review period.*

Applicant

Date

Notice of Water Requirement

Revised June 24, 2024

You may be required to purchase or dedicate water!

Tooele City Code Title 7, Chapter 26 requires the following to ***dedicate water rights or purchase water rights from Tooele City***. If your proposed development or business falls under one of the following categories you may be required to provide or purchase water rights:

1. New Residential Development.
2. New Commercial Development.
3. New home on an existing lot.
4. Rezoning of property to a higher density.
5. A new business in an existing location that is a change from the previous use.

If your application falls under one of these categories ***you will incur the additional cost of obtaining water rights or purchasing the water rights from Tooele City with City Council approval***. In order to advance the review process for all such development requests please provide the following with your application:

1. Name of intended use.
2. Building Permit Number (if you have one).
3. Name of person submitting the permit that can provide information on water use.
4. A description of the proposed use.
5. Type of business.
6. Information about the business such as number of employees, shifts, days open, etc.
7. Anticipated water use such as restrooms, cooking, cleaning, etc.

You should expect that if your proposed use or business requires more water than the previous use or business that ***you will need to dedicate water rights or purchase water from Tooele City***. Currently the City sells water rights at \$35,000.00 / acre foot of water. The amount of water needed is determined by your proposed use using the information you provide as listed above.

The applicant should anticipate that additional interior water demand may result in an increase loading demand upon the sanitary sewer system and has a separate impact fee.

For additional information please contact Paul Hansen, P.E., Tooele City Engineer at Paulh@tooelecity.gov.

Tooele City Corporation

Preliminary Subdivision Plan Checklist

Format of the Preliminary Plan

1. The Preliminary Plan shall be prepared by a licensed Professional Surveyor 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 plan.
 - 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 shall provide a copy of the Alta Survey and Preliminary Subdivision Plan to the office of the Tooele County Surveyor.
 - b. Applications **will not** be scheduled for Planning Commission review and consideration until the City has received written acceptance of the Alta Survey and Preliminary plan from the office of the Tooele County Surveyor.
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. This also serves as the will serve.

Non-City Entities

- Owners Intent to Dedicate & Consent
- Surveyor Certificate
- Rocky Mountain Power
- Dominion Energy
- U.S. Post Master
- Tooele County Health Department
- Tooele County Survey Department
- Tooele County School District
- Tooele County Treasurer
- Tooele County Recorder

Non-City Entities (As Required)

- North Tooele Special Service District
- Settlement Canyon Irrigation Company

Tooele City Departments

- City Attorney
- Planning / Zoning
- Public Works
- Engineering
- Planning Commission

7. The name, address and phone number of the Surveyor preparing the Preliminary plan.
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, survey monuments, and section lines are shown.
14. The recorded names and entry numbers of adjacent subdivisions and parcels are shown.
15. The location of identification of any trees or other vegetation to be protected.
16. Street Rights-of-Way are clearly marked and are consistent with the adopted Transportation Master Plan.
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. Building Setbacks.
 - f. PU&D Easements.
20. Does the development include, or propose, Flag Lots?
 - a. Yes. 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.
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 plan or on the vicinity map as appropriate. (*Easements will be required, as part of the final submittal, for all offsite improvements not*

located within an existing public dedicated right-of-way or public utility and drainage easement, and shall be shown on the plan with recorded entry number, as appropriate.)

Preliminary Design Plans

25. The name, address and phone number of the Engineer preparing the Preliminary construction plans.
 26. All plans submitted for Preliminary Plan review shall be prepared by a licensed Professional Engineer in the State of Utah.
 27. Overall existing and proposed contour plan. Contours shall be shown at one foot intervals.
 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. Provide FEMA Firmette Map showing presence, or lack thereof, of existing mapped flood zones.
 30. 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: _____
 31. 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.
 32. Public Right of Way Radius at intersection streets shall be 40' (min), with the property line radius of 29.5' (min).
 33. 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).
 34. 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.
 35. 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.
 36. 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.
 37. Storm Drain 18" minimum pipe diameter on main line, with 15" minimum diameter on inlet laterals. The pipe diameter shall be upsized if required based upon storm water pipe conveyance calculations.
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Accompanying Documents & Information

38. **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 anticipated water right conveyance requirement, and shall provide evidence that the

Developer has access to sufficient water rights which will be available for conveyance to the Tooele City Water Special Service District by Warranty Deed upon final plat approval.

39. **Title Report** for the property to be subdivided, and which shows clear title for all of the properties in the proposed development.
40. **Preliminary Subdivision Boundary and Lot Closure Report.** The reports shall all close within 0.01 feet.
41. **Preliminary 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 no outfall storm water system is 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.
42. **Preliminary Grading Plan** If the buildable pad for any lot exceeds 5%, the developer must provide conceptual grading plans for the most extreme lots to show that homes can be constructed within the building setback limits, and identify the general requirements for retaining walls or other structures.
43. **Preliminary 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.
44. **Preliminary 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.
45. **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.
46. **Preliminary 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 round-a-bouts are proposed, the plan shall include turning radius / vehicle path analysis.
47. **Preliminary authorization from the Utah Department of Transportation** for all access points to and from state highways and easements for utilities, where appropriate.

- 48. **Checklist** for reimbursement agreement, as required.
- 49. **Preliminary Construction Cost Estimate** The developer must provide to the City a Preliminary construction cost estimate for all subdivision related work, which includes an itemized listing of each work element and the associated total quantity, the unit price, and the extended cost of each work item as prepared by the Subdivider's Engineer. This cost information will be required to be updated and refined based upon final plan approval.

Copies of the City Code are available on the City's website at www.tooelecitey.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: _____