



## **Subdivision - Preliminary Plat Non-Residential Permit Checklist**

We encourage you to contact Niall Connolly, Principal Planner, at [nconnolly@springdale.utah.gov](mailto:nconnolly@springdale.utah.gov) or (435) 522-4130 before making an application.

Our Community Development Department has created this checklist to make the application process for a Subdivision - Preliminary Plat as seamless as possible for you. Kyndal Sagers, Zoning Administrator, is your main point of contact at [ksagers@springdale.utah.gov](mailto:ksagers@springdale.utah.gov) or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

### **Application Process**

Application for a subdivision - preliminary plat non-residential permit is made online through the Town's permit application portal. You can access the subdivision - preliminary plat permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

### **Property Owner Contact Information**

Property owner's first and last name, telephone number, contact email, and mailing address.

### **Point of Contact Information**

This is the applicant's information, including first and last name, telephone number, and contact email. The contact email listed will be the email we will use to communicate with.

### **Site Information**

Street Address

Number of proposed parcels in subdivision

### **Zone Information**

Zone of property (if unsure you can refer to the [GIS Map](#) or call the office) Zoning of contiguous properties

Narrative description of contiguous uses

## **Preliminary Plat Information**

### **Preliminary Plat Information for all other subdivisions**

#### **Letters of feasibility**

The subdivider shall be required to show the feasibility of the proposed water and sewage systems necessary to meet the requirements of this Ordinance, the local health officer, and the State Division of Environmental Health as indicated by letters of feasibility from such health officers.

#### **Summary**

Summary statement containing the following:

Total area within the subdivision showing all phases;

Total area of each lot;

Total number of proposed dwelling units;

Estimated maximum drainage flow (100-year storm) through any natural courses lying within the area to be subdivided expressed in cubic feet per minute

#### **Proposed Subdivision Layout Plan**

A plan showing the proposed subdivision layout drawn at a scale of one (1) inch equals fifty (50) feet, which shall show:

North point, scale and date.

The names and addresses of the subdivider, the engineer, and/or surveyor of the subdivision, and the owners of the land within three hundred (300) feet of the boundaries of the land to be subdivided.

Proposed name of the subdivision, if applicable.

The location of the subdivision as forming a part of the larger tract or parcel where the plan submitted covers only a part of the subdivider's tract and a vicinity sketch.

The boundary lines of the tract to be subdivided in heavy lines with reference to survey markers or monuments.

The location, width and other dimensions of the existing or platted streets and/or easements, and buildings within the tract.

The location, width and other dimensions of the proposed streets, lots, alleys, easements, parks and other open spaces with proper labeling of spaces to be dedicated to the public.

Existing sanitary sewers, storm drains, water supply mains, easements, and irrigation ditches and other waterways within the tract and within one hundred (100) feet of the boundary of the proposed subdivision.

The boundary lines of the 100-year flood plain boundary as defined in section 10-13A-5 of the Town Code.

#### **Preliminary Engineering Drawings**

Preliminary engineering drawings, including typical cross-sections, and plans and/or written statements regarding width and type of proposed off-site water mains, sanitary sewers; drainage facilities, and other proposed improvements such as sidewalks, curbs and gutters, parks and fire hydrants. The proposed location of all of the aforementioned improvements, if such improvements are required, must be shown on the preliminary plat.

**Contour Map**

A contour map tied to an identified USGS benchmark which has contour intervals of 2 - 4 feet for areas of less than 10% slope, and contour intervals of 5 - 10 feet for areas of 10% or greater slope.

**Grading Plan**

Subdivisions shall submit a grading plan prepared by a licensed professional civil engineer that meets the requirements of section 10-15B-10.

**Drainage Study**

A drainage study and report shall be prepared by a licensed professional civil engineer and shall be submitted with each application. (See Section 10-14-5(B)(8)).

**Re-vegetation Plan**

A re-vegetation plan showing the location of existing vegetation, the location of vegetation proposed to be removed, and a re-vegetation proposal for those areas which will have raw soil exposed at the termination of construction and/or grading as a direct result of such grading. (Section 10-15B-8).

**Subdivider Permission**

Sufficient documentation to show the subdivider has a vested interest in the subject property or has the owner's permission to subdivide must be presented with preliminary application.

**Letter of Agreement**

For all subdivisions proposed through which an irrigation ditch, canal, or other such waterway passes, the subdivider will need to obtain a letter of agreement from the owner of said ditch, canal, or other waterway specifying any required improvements of possible relocation.

**Additional Reports**

Any additional reports required by the Springdale Land Use Code

**Traffic Study**

If deemed necessary by the Planning Commission or the Town Engineer, the developer shall submit a traffic study prepared by a licensed engineer qualified in the area of traffic and circulation. Such study will incorporate safety issues for pedestrian, bicycle, and vehicular traffic, as applicable.

**Mitigating Measures Report**

A report must be submitted describing the mitigating measures that will be taken with respect to:

- Control of erosion within the subdivided area, \*\*and\*\* any measures taken as necessary due to impact by the development of the subdivision, to control erosion outside the boundaries of the subdivision;
- Re-seeding of cuts and fills;
- Prevention of fire and control of dust;
- Prevention of the accumulation of weeds and debris outside the boundaries of the subdivision due to impacts of the development of the subdivision,

Prevention of destruction of vegetation outside the boundaries of the subdivision due to impacts of the development of the subdivision;

### **Neighboring Property Owner Information**

Please list current property ownership information necessary to satisfy notification requirements, including names and addresses of all owners of property located within three hundred (300) feet of the exterior boundaries of the subject property as further defined in Section 10-3-1 of the Springdale Town Code and a copy of the recorder's map on which property locations are keyed to ownership information: