

STAFF USE ONLY
GL: 103413103 Dist. Code: 305
FEE:
RESIDENTIAL:
\$500 + NUMBER OF LOTS ___ x \$50 = \$ _____
COMMERCIAL: \$500



SARATOGA
SPRINGS
PLANNING

Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Monday. First round of comments anticipated complete after 10 business days.

**FINAL PLAT APPLICATION (ONE APPLICATION REQUIRED PER PLAT)
UPDATED OCTOBER 2022**

PROJECT NAME: _____

Property Owner: _____ **Contact Person:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Applicant / Authorized Agent: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Engineering Firm: _____ **Contact Person:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Date of Preliminary Plat Approval: _____

General location of the property: _____

Size of the subject property: _____ **# of units:** _____

Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless the application is determined to be complete, containing all items on the application checklist. Submit the signed application and supporting materials to Planning@SaratogaSpringsCity.com. Please contact the Planning Department Administrative Assistant at 801-766-9793 x155 with questions.

Plans will be routed for review the first business day after they are accepted. Once routed, most applications will receive a response within 10 business days. A Comment Review Meeting (CRM) may be scheduled 10 business days after the plans are routed and are generally held Thursday mornings. Reviews may require additional time for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

STAFF USE ONLY:

Anticipated review of 10 business days

Anticipated review of more than 10 business days

19.12.03. Subdivision Process and Approval Procedure.

3. **Final Plat.** Upon approval of a preliminary subdivision plat by the City Council, or concurrently with the preliminary plat, the developer must submit a final subdivision plat application to the City.
 - a. The developer may submit a Final Plat application with the Planning Director at any time after the Preliminary Plat application for a subdivision has been submitted and all applicable fees have been paid so long as the Preliminary Plat approval has not expired; Final Plat approval may not occur until after Preliminary Plat approval but applications may be processed concurrently and considered at the same meeting.
 - b. Upon receipt of an application for a Final Plat, the following process shall be followed:
 - i. The City Staff shall review the application to determine whether the application is complete. If incomplete, the application shall not be accepted by the City and shall be returned to the applicant, along with a written list of the reasons why the application is deficient
 - ii. Once an application is deemed to be complete, City Staff shall review the proposed Final Plat and determine whether it is in compliance with the approved Preliminary Plat, other provisions of the City Code, and any modifications, requirements, findings, and conditions made during Preliminary Plat approval. If the proposed Final Plat fails to comply, the Planning Director shall direct the City staff to return it to the developer, along with a written list of deficiencies. The Planning Director is specifically charged with ensuring that all significant conditions required for Final Plat have been resolved before recommending City Council action.
 - iii. If the Planning Director recommends that a proposed Final Plat be approved, the City staff shall place it on the agenda of the next available meeting where the application may be properly considered. If the City Council finds that the plat is in its final form and complies with the City Code and with the terms and conditions of the approved plat, it shall authorize the Mayor to sign the proposed Final Plat. If the City Council determines that the Final Plat does not comply with the City Code and with the terms and conditions of the approved plat, it shall direct City staff to return the proposed Final Plat to the developer, along with a written list of deficiencies that must be corrected before the City Council will authorize the Mayor to sign it.
 - iv. The City Recorder, or his or her designee, shall be responsible for recording subdivision

plats. The subdivider shall pay for all recording fees at the time of recordation. No Final Plats shall be recorded unless and until the plat is properly approved, signed, and accepted by the City.

4. **Final Plat Application Requirements.** Applications for Final Plats shall be on an approved-City form and include the information listed below:

Applicant	City	<i>Please check the applicable box to indicate the materials have been included with the application.</i>
		a. Application form, applicant certification (attached), and paid application fee.
		<input type="checkbox"/> Residential: Number of lots_x \$50 plus \$500 = _____ Commercial: \$500 = _____
		b. Signed easements and agreements with adjacent property owners for necessary off-site facilities.
		c. Signed and recorded articles of incorporation bylaws, and conditions, covenants, and restrictions of the Home Owners Association, if any.
		d. Certificate of Existence and Certificate of Good Standing from the State of Utah for the Home Owners Association, if any.
		e. Final Hydraulic and Hydrologic storm drainage report and calculations.
		f. Final Traffic report. Said report shall comply with the standards outlined in the City's adopted Transportation Master Plan and shall include, but not be limited to, the following:
		i. an analysis of the average daily trips generated by the proposed project;
		ii. an analysis of the distribution of trips on City street systems;
		iii. a description of the type of traffic generated; and
		iv. recommendations on what mitigation measures should be implemented with the project to maintain a level of service for existing and proposed residents acceptable to the City.
		g. Data table including:
		i. total project area;
		ii. total number of lots, dwellings, and buildings;
		iii. square footage of proposed building footprints and, if multiple stories, square footage by floor;
		iv. For multi-family developments, number of proposed garage parking spaces and number of proposed parking spaces
		v. percentage of buildable land;
		vi. acreage of sensitive lands and what percent sensitive lands comprise of total project area and of open space area;
		vii. area and percentage of open space or landscaping;
		viii. area to be dedicated as right-of-way (public and private);
		ix. net density of dwellings by acre (sensitive lands must be subtracted from base acreage).

	h. Final Subdivision Plat: One Full-size 24" x 36" sheet shall be submitted at a scale no smaller than 1" = 100' as outlined on the application form, along with digital copies as outlined below. Additional copies may be required prior to adding the application to the Planning Commission or City Council agenda. Each copy shall conform to the City's standard plat layout and contain at minimum the following items:
	i. Subdivision name and location.
	ii. Name and address of owners of land and name and address of developer if different than owner.
	iii. Name of land surveyor.
	iv. The location of the proposed subdivision with respect to surrounding property and streets.
	v. The name of all adjoining property owners of record, or the names of adjoining developments.
	vi. The names and location and ROW widths of adjoining streets and all facilities within 100 feet of the platted property.
	vii. Subdivision name cleared with Utah County.
	viii. North arrow.
	ix. A tie to a permanent survey monument at a section corner.
	x. The boundary lines of the project with bearings and distances and a legal description with total project area in SF and acres.
	xi. Layout and dimensions of proposed lots with lot area in square feet and acres. Lot boundaries shall include dimensions and bearings. Building envelopes shall be shown with dimensions and areas on each lot where slopes are greater than ten percent.
	xii. Lot Numbers.
	xiii. Location, dimensions, and labeling of roads, structures, irrigation features, drainage, parks, open space, trails, and recreational amenities.
	xiv. Location of prominent natural features such as rock outcroppings, woodlands, steep slopes, etc.
	xv. Proposed road ROW widths.
	xvi. Vicinity map.
	xvii. Signature blocks for preliminary approval by Planning Commission and City Council.
	xviii. The Preliminary Plat shall be prepared by a professional engineer licensed in Utah.
	xix. Proposed methods for the protection or preservation of sensitive lands.
	xx. Fencing plans.
	xxi. Location of any flood plains, wetlands, and other sensitive lands.
	xxii. Flood plain boundaries as indicated by the Federal Emergency Management Agency as well as the location of 100-year high water marks of all lakes, rivers, and streams.
	xxiii. Existing and Proposed easements.
	xxiv. Street monument locations.
	xxv. Fire hydrant locations.

		xxvi. Street light locations (at intersections and every 300 feet, placed on alternating sides of streets).
		xxvii. Lot and road addresses and addresses for each intersection. Road names must meet the requirements of Chapter 19.27 and be approved in writing by the City GIS department before being added to the subdivision plat.
		i. Final Construction Drawing containing, at a minimum, all items specified in the City's "Standard Technical Specification and Drawings" manual. Applicant shall provide one full-size 24" x 36" copy. Additional copies may be required prior to adding the application to the Planning Commission or City Council agenda.
		j. Landscaping and irrigation plans drawn by certified landscape architect, including planting plan, data table including vegetation types and percentages, percentage of turf, installation details and other information consistent with the standards in 19.06.
		k. Phasing plan including a data table with the following information for each phase:
		i. total area in square feet and acres;
		ii. number of lots or dwelling units;
		iii. open space area and percentage;
		iv. utility phasing plan;
		v. number of parking spaces;
		vi. recreational facilities to be provided;
		l. Lighting plan including photometric information for the site and for immediately adjacent properties, and fixture design, height, and placement consistent with the requirements in Section 19.11.
		m. File of all required plans, documents, reports, and signed application in pdf format.
		n. A document from UDOT Region 3 indicating that UDOT has granted approval for all proposed accesses onto any State road.
		p. Title Report. A title report shall be provided that is current within 30 days of recording the final plat.
		q. Mylar Final Plat: After receiving Final Plat approval from the City council and in a form approved by the City, a 24" x 36" copy of the final plat shall be provided to the City on reproducible Mylar for recording with Utah County. Mylar plat shall be presented with all utility and owner signatures and appropriate notarizations.
		<input type="checkbox"/> Engineering department checklist, attached.

APPLICANT ACKNOWLEDGMENT:

I hereby certify that I have read the information contained in this application form and that I have provided the required application materials.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

APPLICANT CERTIFICATION:

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. R 08-21 and R 11-22. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____

Applicant's Name: _____

Applicant's Signature: _____ Date: _____



CITY OF
SARATOGA SPRINGS
ENGINEERING DEPARTMENT

REVIEW 1 DATE: _____
REVIEW 2 DATE: _____
REVIEW 3 DATE: _____

Engineering Review - Final Plan Checklist

DEVELOPMENT NAME: _____

The attached document is a list of typical Engineering Department review criteria for subdivisions. Each submittal shall include (1) 24"x36" sets, and an electronic copy of complete plans signed by the Utah-licensed professional Engineer in responsible charge. The Engineer is responsible for initialing each item on the checklist. Please check with the Engineering Department before assuming that an item is not applicable, unless it is obviously not applicable.

Documents submitted to the Engineering Department shall be organized according to the following general format:

- 1 Plat
- 2 Cover Sheet
- 3 Boundary and Topographical Survey
- 4 Overall Site Plan
- 5 Demolition Plan
- 6 Grading and Drainage Plan
- 7 Utility Plan
- 8 Plan and Profile Sheets
- 9 Signing and Striping Plan
- 10 Landscaping and Irrigation Plan
- 11 Detail Sheets

Upon first submittal for plan review, the applicant must sign the verification on the Engineering Plan Review Checklist indicating he/she has personally inspected the checklist and that all items on the checklist have been initialed by the responsible Engineer. A copy of the checklist must accompany the plans with all subsequent reviews. The City will not accept plans for review without this signed checklist.

In accepting plans for construction, the City of Saratoga Springs assumes that applicants have not made any errors and have complied with all applicable codes and ordinances. If, after acceptance of plans for construction, an error is discovered or it is discovered that some aspect of the accepted drawings does not comply with applicable codes and ordinances, the applicant shall, at his own expense, revise the drawings and modify any infrastructure as necessary to correct the problem. Applicants and their design professionals shall remain responsible for their projects at all times.

Notice about Reimbursements: Reimbursement agreements must be approved by the City Council and executed by both parties before construction can begin on the project. If the applicant wishes to begin construction before there is an agreement in place with the City, he must sign and record a waiver stating he accepts the risk that he may not be reimbursed for any improvements installed, even if they are system improvements.

I understand the conditions stated above and have personally reviewed this submittal and verify that it is complete and that all of the items listed below have been initialed by the responsible Engineer.

Applicants Signature _____

Printed Name _____

Note: The following is not intended to be a comprehensive list of items. The City may require more information based on site specific conditions.

Applicant Submitted (Provide Initials)	Required Submittals	City Use Only
		Accepted Date
	Storm drainage calculations in a separate report. This report shall include pipe systems, surface routes, and detention ponds. It shall also include a discussion about low impact development best management practices that were considered and implemented for the purpose of infiltrating, evapotranspiring, or harvesting and using storm water from the site to protect water quality. If no best management practices were implemented, explain the reasons preventing their use. This report shall be stamped and certified by a Utah-licensed professional Engineer, with the following language: "I hereby certify that this report for the onsite drainage of this development was prepared by me (or under my direct supervision) in accordance with the provisions of the City of Saratoga Springs' Standard Specifications and Drawings, and was designed to comply with the provisions thereof. I understand that the City assumes no responsibility or liability whatsoever for this report."	
	Long Term Storm Water Management Plan using the USWAC Template	
	AutoCAD file of Grading Plan.	
	Trip Generation Memo (Less than 100 ADT). Traffic Impact Study (for projects generating more than 100 ADT. Include PM Peak Trips)	
	Geotechnical report, including minimum pavement section based on a calculated CBR value.	
	Army Corps Requirements	
	Low Impact Development (LID) Feasibility Study per City Standard Specification 00500/2.2/E/24/p.	
	Record of Survey per UCLS Standards, AND topographical map including all other relevant information or the existing recorded plat from the County Recorders Office	
	UDOT permit for vehicular access or storm drain connection to SR68, SR73, or SR145	
	CLOMR/LOMR filed application for property in FEMA 100-yr flood plain.	
	Stream Alteration Permit from Utah Division of Water Rights if impacting a natural drainage channel.	
	Irrigation master plan of gravity conveyances before and after development on a dedicated sheet. The irrigation master plan shall include the following text "The Developer agrees and certifies with signature and date that the Developer: (1) understands how the existing gravity irrigation system ("system") functions on, through, or in the vicinity of the Project; (2) understands how development of the Project will affect the system and stakeholders; (3) takes full responsibility for changes to the system; (4) understands that the City assumes no responsibility or liability for changes made to the system; and (5) agrees to release, indemnify, hold harmless, and defend the City against any and all claims, actions, or lawsuits with respect to Developer's development activity or alteration of the system."	
	Permit from the canal company if impacting a canal	
	Construction plans signed and stamped by the responsible Engineer.	
	Pothole data for storm drain crossings in existing roadways.	
	Necessary easement and covenant documents.	
	Permit from Division of Forestry, Fire and State Lands if impacting Jordan River or Utah Lake.	
	Exhibits for inclusion into a reimbursement agreement: (1) Schedule of values listing the reimbursable improvements, including the City's IFFP project number, quantities, unit prices, and total prices. (2) Site Plan showing the locations of reimbursable improvements with coded references to a schedule of values. (3) Supporting documentation for prices, consisting of engineer's estimates, or contractor bids, or actual invoices.	
	Obtain PLSS (Public Land Survey System) clearance letter from the Utah County Surveyor Office. If there are PLSS monuments located on or adjacent to property, a monument excavation permit may be required. Per Utah Code 17-23-14 and 17-23-15. Contact info. Email surveyor@utahcounty.gov Address 2855 South State Street, Provo, UT 84606 (801) 851-8671 or (801) 851-8669.	

Applicant Submitted	All Sheets Must Contain	City Use Only
(Provide Initials)		Accepted Date
	Project name	
	Drawing number and title.	
	"Call Before You Dig" logo.	
	North arrow and drawing scale.	
	Abbreviations and Legend	
	All text, features, and linework must be of a size which is legible when printed on standard 11x17 sized paper.	
	References to specific Standard Plans as applicable	

Applicant Submitted	Subdivision Plat (See City Standard Plat Template on City's website)	City Use Only
(Provide Initials)		Accepted Date
	Subdivision name, location and phase.	
	Names of adjacent property owners.	
	Locations of survey by Quarter Section, Township and Range	
	Signed, stamped, and dated Surveyor's Certificate	
	North arrow and scale	
	Total acreage, # of Lots, and # of Parcels at the end of the Boundary Description	
	Lot area for each lot in square feet and acres.	
	Proposed streets (names and coordinates) and adjacent streets.	
	Point of beginning and basis of bearing	
	The distance and course to two (2) or more section or Quarter Corners, including Township and Range, or to identified monuments within a recorded subdivision.	
	All bearings, angles and distances along the boundary and lot lines. Provide a boundary closure report for the plat boundary description with a closure error of 0.01 feet or less.	
	Radius, length, chord distance, chord bearing and other curve data deemed necessary.	
	Location of street monuments with bearing and distance labeled monument-to-monument, and location with respect to corners	
	Existing and proposed easements, ROWs, buffer zones and public spaces shown	
	Written boundary description	
	FIRM Insurance Zone and Map number	
	All lots numbered and addressed. Numbering to be consistent with the phase of the plat. I.E. Phase 2 plat numbering 201, 202, 203, etc	
	Intersection addresses	
	Survey monuments shown at all intersections, centers of cul-de-sacs and points of centerline curvature where necessary to maintain line of sight	
	If applicable, provide additional plat note for Redwood Rd trail	
	Community mailboxes shall be designated on the plat(ind. boxes not allowed). During final plat review, send to Brandon Hobbs US Post Office 801-360-9657 brandon.t.hobbs@usps.gov. Meet with post office 90 days prior to pouring box location. Boxes should be placed in the side yard area , or an open space.	
	Public Utility Easements	

Applicant Submitted	Cover Sheet	City Use Only
(Provide Initials)		Accepted Date
	Stamped, signed, and dated by a Utah-licensed Professional Engineer	
	Project name	
	Sheet Index for all sheets	
	Vicinity Map with North arrow	
	Data table for Overall project and for each phase that lists in Sqft, Acres, and percent of total of; 1) Total Area, 2) Total Impervious Area, 3) Total Lot Building Area or Building Pad Area 4) Total Landscape Area, 5) Total ROW Area, 6) Total Number of Lots	
	Legend	
	Contact information for the project team and other key contacts	
	City Standard Notes (See City Std. Spec. 00500 - 2.3.A.1.g)	

Applicant Submitted	Site Plan	City Use Only
(Provide Initials)		Accepted Date
	Street names and widths	
	Subdivision lots with lot numbers	
	Proposed roadways connect to adjacent development existing/approved roadways.	
	A note stating, "A right-of-way encroachment permit must be obtained from the City of Saratoga Springs prior to doing any work in the existing right-of-way. Apply for an encroachment permit at https://cityworks.saratogaspringscity.com/publicaccess/template/login.aspx	
	Data table (broken up by phase if applicable) with quantities of each roadway improvement (pavement (sqft), untreated base course (sqft), granular borrow (sqft), curb, gutter (ft), sidewalk (ft), drive approach (each), ADA ramps (each), monuments (each), etc)	
	Fire hydrant locations	
	Lighting locations. Street lights at cul-de-sac ends, street intersections, and 300' maximum spacing. Located on lot lines wherever possible.	
	Roadway improvements (curb, gutter, sidewalk, ADA ramps, monuments)	
	Phasing of project including the location of temporary turn-around's at phase boundaries.	
	Overall Site Plan uses callouts and is on 1 sheet (no matchlines)	

Applicant Submitted	Existing Topography / Demolition Plan	City Use Only
(Provide Initials)		Accepted Date
	Existing Topography	
	All existing features in and adjacent to project.	
	Plans for removal or relocation of existing infrastructure as needed	
	Areas classified as sensitive lands including 100-yr flood plains, natural drainages, water bodies, rivers wetlands, and slopes greater than 30%	
	Existing easements or other encumbered areas	
	Street Names	

Applicant Submitted (Provide Initials)	Grading and Drainage Plan	City Use Only
		Accepted Date
	Stamped and certified by a Utah-licensed Professional Engineer, with the following language: " I hereby certify that this design for the onsite drainage of this development was prepared by me (or under my direct supervision) in accordance with the provisions of the City of Saratoga Springs' Standard Specifications and Drawings, and was designed to comply with the provisions thereof. I understand that the City assumes no responsibility or liability whatsoever for this design."	
	Data table, broken up by phase if applicable, with cut/fill (cubic yards) quantities and import/export (cubic yards) quantities	
	Data table (broken up by phase if applicable) with quantities of each storm drain improvement totaled by type and size including pipes and structures	
	A conspicuous note stating, "Accepted Construction Drawings OR a Grading Permit must be obtained from Saratoga Springs City prior to disturbing any vegetation or moving any soil. Contact the City Engineering Dept at 801-766-9793".	
	A note stating, "A right-of-way encroachment permit must be obtained from the City of Saratoga Springs prior to doing any work in the existing right-of-way. Apply for an encroachment permit at https://cityworks.saratogaspringscity.com/publicaccess/template/login.aspx	
	Existing contour lines (in gray scale) at one-foot intervals	
	Proposed contour lines at one-foot intervals	
	Benchmark elevation relative to an identified section corner.	
	Storm drain system showing pipe sizes, manholes, combination boxes and catch basins, with all elevations (rim & invert) and structure sizes.	
	Detail sheet showing detention pond(s) (including cross-sections), sized orifice design, spillway, and overland flood route called out	
	FEMA Flood Zone delineation and 100-year flood elevation limits	
	Lot grading arrows	
	Spot elevations where necessary including curb returns	
	Locations of any utility conflicts	
	Minimum 15" pipe for all public drainage systems (RCP under pavement).	
	Catch basins provided at all intersections. Locate catch basins on lot lines where possible	
	Cul-de-sacs graded to drain away from the bulb with max 4% in any direction	
	Location and type (details) of storm water treatment systems. In details provide product information showing the treatment device complies with the City's treatment standards.	
	Callout points of connection to existing system	
	Slope arrows and labels along gutters, swales, cut/fill slopes, parking areas, and lots	
	Access road to all structures outside of the ROW (12' min width, 15% max slope).	
	Storm drain line extended to property lines terminated with a manhole	
	Flood overland route clearly shown terminating at the storm water facility (usually the street)	
	Overland runoff route for stormwater at all sag points	
	Minimum slopes on storm drains per HEC 22	
	Street Names	
	Overall Grading and Drainage Plan uses callouts and is on 1 sheet (no matchlines)	

Applicant Submitted	Utility Plan	City Use Only
(Provide Initials)		Accepted Date
	Data table (broken up by phase if applicable) with quantities of sewer improvements totaled by type and size including pipes, structures, fittings, and materials.	
	Data table (broken up by phase if applicable) with quantities of each drinking and secondary water improvement totaled by type and size including pipes, structures, fittings, and materials.	
	A note stating, "A right-of-way encroachment permit must be obtained from the City of Saratoga Springs prior to doing any work in the existing right-of-way. Apply for an encroachment permit at https://cityworks.saratogaspringscity.com/publicaccess/template/login.aspx	
	Survey monuments provided at all intersections, centers of cul-de-sacs and points of center line curvature where necessary to maintain line of sight	
	Utility locations (i.e. manholes) don't conflict with survey monuments	
	Sanitary sewer/Storm Drain systems showing pipe alignment, sizes, manholes, and laterals	
	Sewer and storm drain systems to the next manhole beyond subdivision boundary	
	Drinking and secondary water systems showing type and size of pipes (which meet minimum specs), valves (gate or butterfly), and fittings (bends, crosses, tees, reducers)	
	Locations of meters and laterals for all open space areas	
	Locations of all fire hydrants	
	Existing utilities (in grayscale) and plans for relocations as necessary	
	Points of connection to existing structures and pipe lines labeled	
	Existing and proposed easements as required by City standards	
	Locations of existing and proposed power poles	
	Locations of existing and proposed streetlights shown	
	Utility line locations follow ST-7	
	Streetlights at cul-de-sac ends and street intersections; 300' spacing on local residential roads; collector and arterial road spacing; located on lot lines wherever possible	
	Street Names	
	Overall Utility Plan uses callouts and is on 1 sheet (no matchlines)	

Applicant Submitted	Plan and Profile Sheets	City Use Only
(Provide Initials)		Accepted Date
	Vicinity map within subdivision for each sheet	
	Phase boundaries and identification of what will be completed with each phase	
	Typical road sections per Saratoga Springs standards	
	1:30 max. horizontal scale, 1:10 max. vertical scale	
	Label street names	
	Vertical curves for grade changes of 1% or greater	
	Vertical alignment of street tying into existing improvements	
	Matching centerline crowns for lower intersecting streets	
	Maximum 5 percent slope through intersections and 60 feet beyond	
	Pavement section per geotech report, or not less than City standard	
	Locations of any utility conflicts	
	Storm drain pipe size, type, length and slope between manholes	
	Storm drain structures with rim, invert in, and invert out elevations	
	Minimum 15" RCP within City ROW for Storm Drain lines	
	Catch basins provided at all intersections	
	Sewer pipe size, type, length and slope between manholes	
	Minimum sewer slopes per City specifications	
	Sewer manhole sizes with rim, invert in, and invert out elevations	
	Location and complete details of sewage lift stations and other structures	
	Drinking and irrigation systems with callouts for pipe size, type, and DR-18 for PVC.	
	Locations of fire hydrants	
	Callout locations, sizes, types of all fittings (tee, cross, 45 bend, reducers, etc)	
	Air vacuum relief valves and blowoff valves in both plan and profile views	
	Locations of waterline looping due to utility conflicts	

Applicant Submitted	Striping and Signage Plan	City Use Only
(Provide Initials)		Accepted Date
	Street names	
	City standard details for signage and striping	
	Callout type, size, and station/offset of each sign with reference to the corresponding MUTCD sign code	
	Callout station/offset of all pavement markings and messages at (begin, end, PC, PT, and radius points)	
	Call out pavement marking type and size [4" solid white line, 4" broken white line, 4" dotted white line (for within intersections only), 4" dotted yellow line (for within intersections only) 8" dotted white line (for lane drops), 8" solid white line, 4" double solid yellow line, 4" solid and broken yellow line, 4" solid yellow line]	
	Call out all pavement marking taper rates relative to roadway alignment (ie 15.0:1 taper rate)	
	Taper rates shall be calculated following 2009 MUTCD Section 3B.09 Lines 04-06	
	Phase boundaries and identification of what will be completed with each phase	

Applicant Submitted	Lighting / Photometric Plan	City Use Only
(Provide Initials)		Accepted Date
	Lighting locations and types	
	Photometric plan for parking areas and open spaces	
	Lighting details	
	Phase boundaries and identification of what will be completed with each phase	

Applicant Submitted	Landscaping and Irrigation Plan	City Use Only
(Provide Initials)		Accepted Date
	Detailed landscaping plans with designations for all areas and what surface treatments they shall receive	
	Locations and details of all planting	
	Irrigation design layout and details	
	Irrigable acres served by each meter are identified and delineated/hatched on a sheet in the irrigation plans	
	Metered secondary water point of connection to City mainline	
	Point of connection the same as in Civil plans	

Applicant Submitted	Detail Sheets	City Use Only
(Provide Initials)		Accepted Date
	All applicable Sewer City standard details	
	All applicable Drinking Water City standard details	
	All applicable Irrigation City standard details	
	All applicable Storm Drain City standard details	
	All applicable Street City standard details including pavement section designs	
	All applicable street light City standard details	
	Project-specific details as applicable	