

STAFF USE ONLY
GL: 103413103 Dist. Code: 309

SITE PLANS: Non-Residential: \$5,000
Residential: Number of Units: ____ X \$60 = \$ ____), **OR** \$5,000, whichever is less
SITE PLAN AMENDMENTS: MINOR: \$250
Residential, Major: Number of Units: ____ X \$50 + \$500 = \$ ____
Non-Residential, Major: \$500 plus \$50 per 1,000 sq.ft. of building area, or per
acre for outdoor uses (round up fractions of square footage or acreage)
Amended Sheets fees may also apply; \$75 per sheet.



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.*

**SITE PLAN / AMENDMENT APPLICATION
UPDATED APRIL 2023**

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 Concept Plan Review: _____ **Size of Subject Property:** _____ **Number of lots:** _____

General location of property: _____ **Zoning:** _____

FOR SITE PLAN AMENDMENTS: **Building area being amended:** _____ **Acreage Being Amended:** _____

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

19.14.06. Application.

1. **Overview of application process.** The property owner or an authorized agent shall make application on a form prescribed for Site Plan Review by the City.
 - a. Applicants for development approval must provide complete and accurate information regarding the specific site and the proposed use on the application.
 - b. No application shall be processed until the application fee has been paid and the application has been reviewed for completeness and accepted by the City. Incomplete applications shall not be processed under any circumstance.
2. **Pre-application process.** Prior to a complete application, a pre-application conference shall be held between the applicant and the planning staff, once the applicant can provide the following:
 - a. A site analysis meeting the requirements of 19.14.06.3 below.
 - b. A site plan meeting the requirements of 19.14.06.3. below.
 - c. Conceptual elevations.
 - d. Vicinity map meeting the requirements of 19.14.06.3. below.
3. **Accompanying Maps, Reports, and Drawings Required.** The information submitted with the application shall include digital and paper copies of the following:

Applicant	City Staff	<p>Please check the applicable box to indicate the materials have been included with the application.</p>
		<input type="checkbox"/> Application form, applicant certification (attached), and application fee.
		<input type="checkbox"/> Fee: <u>Site Plans:</u> Non-Residential: \$5,000 Residential: Number of Units: ____ X \$60 = _____, OR \$5,000 , whichever is less <u>Site Plan Amendments:</u> Minor: \$250 Residential, Major: Number of Units: _____ X \$50 + \$500 = _____ Non-Residential, Major: \$500 plus \$50 per 1000 sq. ft. of building area, or per acre for outdoor uses (round up fractions of square footage or acreage)
		a. Ownership Affidavit. A statement of ownership and control of the subject property and a statement describing the nature of the intended use.
		b. Vicinity Map. A general location map indicating the approximate location of the subject parcel.
		c. Context plan. A context plan shall include the existing features within 200 feet of the proposed Site Plan property line. Existing features include, but are not limited to, buildings, ingress and egress points, landscaping areas, pedestrian paths, and property names.
		d. Site Analysis. A site analysis is a plan view drawing demonstrating land constraints and existing features. Existing features may consist of the presence of boulders, existing man-made features, significant trees, canals or ditches, access points or public rights-of-way, and existing conditions within 200 feet of the property line.
		e. Survey. A survey prepared and stamped by a Utah registered land surveyor listing the metes and bounds legal description and the gross acreage within the subject parcel.
		f. Compliance statement. A statement indicating how the proposed development complies with the City's adopted Land Use Element of the General Plan.
		g. Final Construction Drawing. Drawings containing, at minimum, all items specified in the City's "Standard Technical Specification and Drawings" manual. Applicant shall provide one full-sized 24" x 36" copy reduction as required 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. Final Construction Drawings for a Site Plan application shall also contain the following:
		i. locations, dimensions, floor plans, and uses and heights of all proposed buildings and structures, including overhangs, porches, stairwells, and balconies, and the locations of all structures on adjoining properties;
		ii. access points, provisions for vehicular and pedestrian circulation on and off site, interconnection to adjacent sites, dimensions of such access and circulation, and pedestrian paths within 200 feet of the property boundary;
		<input type="checkbox"/> Interconnectivity with adjacent sites is provided, see 19.14.03 (3)(b) below
		iii. acceleration and deceleration lanes, and dimensions thereof, if required;
		iv. off-street parking and loading areas complying with the City's off-street parking requirements contained in Chapter 19.09 of this Title;
		v. screening and buffering provisions, including types and heights of existing and proposed buffering and fencing elements;
		<input type="checkbox"/> Buffering and screening if adjacent to residential, see 19.14.03 (2) below and 19.06.10
		<input type="checkbox"/> See 19.06.09 for required fencing

		vi. location and treatment of refuse collection areas, storage areas, mechanical equipment, and external structures;
		□ Trash Enclosure Details, see 19.14.04 (5) below
		□ Utility transformers screened with vegetation or fencing, see 19.14.03 (4) below
		vii. location, type, and size of all business and on-site circulation signage;
		viii. tabulation of square footage devoted to various land uses, ground coverage by structures, and other impervious surfaces;
		ix. Type of construction of all structures, presence or absence of fire sprinkling, and location of existing and proposed fire hydrants.
		x. Proposed outdoor display areas
		xi. type of construction of all structures, presence or absence of fire sprinkling, and location of existing and proposed fire hydrants;
		h. Final Hydraulic and Hydrologic storm drainage report and calculations
		i. 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 an level of service for existing and proposed residents acceptable to the City.
		j. 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. number of proposed garage parking spaces
		v. number of proposed surface parking spaces
		vi. percentage of buildable land
		vii. acreage of sensitive lands and what percent sensitive lands comprise of total project area and of open space area
		viii. area and percentage of open space or landscaping
		ix. area to be dedicated as right-of-way (public and private)
		x. net density of dwellings by acre (sensitive lands must be subtracted from base acreage).
		xi. number of off-street parking spaces (e.g., number of proposed garage parking spaces, number of proposed surface parking spaces, etc.)
		k. Electronic file. A file of all submitted plans, documents, reports, and a copy of the signed application in pdf format.
		l. Landscaping Plan. A landscaping plan, prepared and stamped by a licensed landscape architect, indicating the location, spacing, types, and sizes of landscaping elements and existing trees, and showing compliance with the City's off-street parking requirements, the City's design guidelines and policies, and the requirements of the appropriate zone. <i>See Chapter 19.06 for landscaping and Chapter 19.09 for landscaping in parking lots</i>
		19.06.04: The landscaping plan shall include, at a minimum, the following information: <i>(See Section 19.06.06 for planting standards and requirements)</i>
		1. Existing conditions: the location and dimension of all existing and proposed structures, property lines, easements, parking lots, power lines, rights-of-way, ground signs, refuse areas, and lighting;

		2. Planting Plan: location and planting details for all proposed vegetation and materials. The proposed plan must indicate the size of the plant material at maturation. All existing vegetation that is to be removed or remain on the site must be clearly identified;
		3. Planting Schedule: the name (both botanical and common name), quantity, and size of all proposed plants;
		4. Topography: existing and proposed grading of the site indicating contours at two feet intervals;
		5. Irrigation: irrigation plans showing the system layout and details;
		6. Fencing: location, style, and details for proposed and existing fences and identification of the fencing materials; and
		7. A data table: table including the total number of each plant type, and total square footage and percentage of landscaped areas, domestic turf grasses, decorative rock, mulch, bark, and drought tolerant plant species.
		<input type="checkbox"/> Clear sight triangle is maintained, per Section 19.06.11
		m. Grading and Drainage Plan. A grading and drainage plan which indicates the proposed grading and techniques for controlling and discharging drainage. The plan must include:
		i. topographical plans showing existing grades and proposed grades and elevations;
		ii. location and elevations of all existing and proposed drainage facilities within the subject parcel and the general vicinity within 100 feet of the site;
		iii. retention areas and exfiltration systems;
		iv. storm sewer piping and other appurtenances, sizes, and locations;
		v. contour lines showing adequate intervals to show topography of site; and
		vi. a note indicating that all storm drainage facilities will conform to the City's construction standards and policies.
		n. Lighting Plan. A lighting plan indicating the illumination of all interior areas and immediately adjoining streets showing the location, candle power, and type of lighting proposed, and in conformance with the City's lighting standards. An individual photometric plan is also required.
		<input type="checkbox"/> Building lighting is shown on the elevations, details are provided, and lighting is reflected on the photometric plan
		o. Elevations. The elevations of all proposed buildings, fences, and other structures viewed from all sides indicating height of structures, the average finished grade of the site at the foundation area of all structures, percentage of building materials proposed, and color of all materials. A board showing building colors and materials is required. Chapter 19.16 regulates elevations and site design.
		<input type="checkbox"/> Elevations shall comply with the adopted Design Guidelines (Site and Architectural Design Standards) which may be found on the City's website at www.saratogaspringscity.com/planning
		<input type="checkbox"/> Mechanical equipment is incorporated into the design of the building and screened
		p. Signage Plan. An overall signage plan shall be approved during the Site Plan approval process. All information to be provided for the sign approval shall be submitted concurrent with Site Plan application materials, consistent with the requirements in Section 19.18.
		<input type="checkbox"/> Preliminary Plat Application, if necessary: required? Yes <input type="checkbox"/> No <input type="checkbox"/>
		<input type="checkbox"/> Conditional Use Permit Application, if applicable: required? Yes <input type="checkbox"/> No <input type="checkbox"/>
		<input type="checkbox"/> Engineering checklist, see 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 - Site 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" plan set 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 (including consideration of ephemeral streams within 1/2 mile of Utah Lake or Jordan River)	
	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.	
	Water Supply and Flow Analyses for buildings that are under the direction of the State Fire Marshall's Office and buildings that require sprinkling.	
	Reimbursement Agreement approved by City Council for master planned projects. 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 (Provide Initials)	All Sheets Must Contain	City Use Only
		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 (Provide Initials)	Cover Sheet	City Use Only
		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	

Applicant Submitted (Provide Initials)	Site Plan	City Use Only
		Accepted Date
	Street names and widths	
	Subdivision lots with lot numbers	
	Roadway centerline alignment with stationing and right-of-way widths	
	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	
	Proposed roadways connect to adjacent development existing/approved roadways.	
	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)	
	Commercial driveway approaches per APWA 225	
	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, drive approach, 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 (Provide Initials)	Existing Topography / Demolition Plan	City Use Only
		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 100 year 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	
	2% maximum slope in all directions in ADA parking areas	
	ADA accessible route from commercial building to the public ROW	
	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	
	Separate detail sheets showing detention ponds (including cross-sections), sized orifice design, spillways, etc	
	Cul-de-sacs graded to drain away from the bulb with max 4% in any direction	
	2% maximum longitudinal slope along curb returns in front of ADA ramp within the commercial lot.	
	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	
	100-year 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 (Provide Initials)	Utility Plan	City Use Only
		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, 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	
	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 (Provide Initials)	Plan and Profile Sheets	City Use Only
		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 (Provide Initials)	Striping and Signage Plan	City Use Only
		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	
	Traffic calming on street segments longer than 1000' without a minimum 45 degree turn	
	Phase boundaries and identification of what will be completed with each phase	

Applicant Submitted (Provide Initials)	Lighting / Photometric Plan	City Use Only
		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 (Provide Initials)	Landscaping and Irrigation Plan	City Use Only
		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 (Provide Initials)	Detail Sheets	City Use Only
		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	