



CITY OF SARATOGA SPRINGS

Developer Packet

Revised 11.13.2023

City of Saratoga Springs

1307 N Commerce Dr, Saratoga Springs, UT 84045

801.766.9793

www.SaratogaSprings-UT.gov



MAYOR'S MESSAGE



Welcome to Saratoga Springs. The City's staff and I look forward to getting to know you as you proceed through the development review process.

As you may be aware, Saratoga Springs is an exciting new pro- development community. Since its incorporation in December 1997, we have experienced rapid growth and today there is more interest in our community than at any other time in our short history. More than 57,000 residents call Saratoga Springs home, many of whom work along the Wasatch Front and enjoy our friendly suburban location with expansive views of Mount Timpanogos and Utah Lake. For the past 10 years we have been the fastest-growing city in Utah and we anticipate that the combined populations of Saratoga Springs, Eagle Mountain, and Lehi will exceed 500,000 at build-out.

Transportation has been at the forefront for many years. With the addition of Pioneer Crossing, the Mountain View Corridor freeway, several major arterial roadways and future plans that include the addition of transit options, Saratoga Springs is an easily accessible location and a dynamic residential and commercial center.

With our future top-of-mind, we are committed to responsible and balanced growth. We are working with a leading Utah-based design firm on our future city center which will include multiple land uses that consist of retail, commercial, office, resort/hospitality, various housing types, business park and others. There are nearly 10,000 acres of undeveloped land in the City and we are excited that you will be part of shaping what our future looks like.

As you begin developing your project, your first step is to meet and discuss your goals with our Planning Department. They will walk you through the first steps of development and outline all of the required applications and estimated timelines that will optimize your project plans. This packet contains the development review process, the departments you will be working with at each phase, and your expected fees.

We thank you for your interest in our city and commit to making your development efforts easy and painless. We wish you success with your projects and look forward to growing our city with you.

Sincerely,

Jim Miller, Mayor



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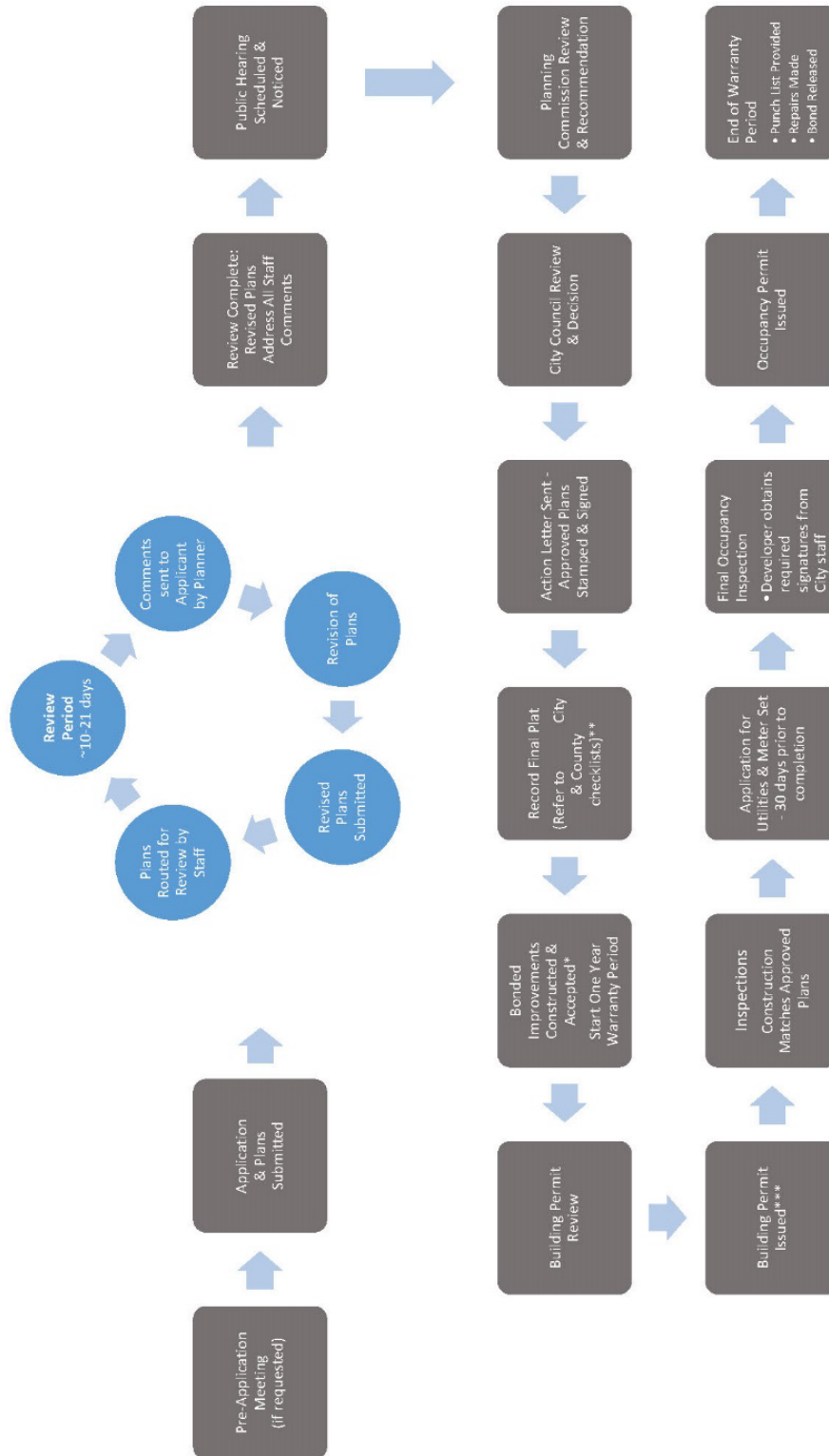


CONTACT LIST

<u>BUILDING</u>	801 766-6507
<u>CITY ATTORNEY</u>	801 766-9793 x173
<u>CITY RECORDER</u>	801 766-9793 x103
<u>COMMUNITY DEVELOPMENT</u>	801-766-9793 then press 4
<u>ECONOMIC DEVELOPMENT</u>	801 766-9793 x206
<u>ENGINEERING</u>	801 766-9793 then press 6
<u>PLANNING</u>	801 766-9793 x155
<u>PUBLIC WORKS</u>	801 766-6506
<u>UTILITY BILLING</u>	801 766-9793 x117

FLOWCHART

CITY OF SARATOGA SPRINGS DEVELOPMENT REVIEW PROCESS



* Residential - Plat recorded, safety & utility improvements completed and accepted prior to building permit issuance.
 Commercial - Construction may begin after Building Official & Fire Chief approval unless safety & utility improvements are incomplete.
 No occupancy permit until all safety & utility improvements are complete.
 ** **County checklist:** www.utahcounty.gov/Dept/Record/policies.html. **City checklist:** www.saratogasprings-ut.gov/recordlist
 *** Pay certain impact fees, permit fees, purchase water if applicable (commercial). Permit issued & construction begins.



STEPS & PROCEDURES FOR DEVELOPERS

DEVELOPMENT APPLICATION PROCESS*

- Meet with a City Planner (801-766-9793 x 155 or Planning@SaratogaSprings-UT.gov) to discuss:
 - Your goals and ideas
 - Submittal requirements and submission dates
 - Your estimated timelines to determine if they are in line with process timelines
- Submit your application and required items, and after the application is deemed complete, pay the relevant fees.
- The Planning Department will receive your application and route it to the Development Review Committee (DRC). DRC is made up of a staff member from each City Department.
- DRC will review your project submittal for appropriate requirements and then provide the Planning Department with a review of your project (2-3 weeks from date the application is accepted and fees are paid).
- After the Planning Department has compiled all of the DRC comments, you will receive an email with the redlines.
- At this point you will review all of the comments and revise your plans accordingly. You will then resubmit your plans to the Planning Department for a second review.
- After all items have been addressed and there are no outstanding issues, the Planning Department will review upcoming Planning Commission and City Council agendas and schedule your item for a public meeting or hearing if required.
- Most applications require public notice, therefore, your application materials must be submitted and approved approximately 4 weeks prior to a regularly-scheduled Planning Commission or City Council meeting in order to meet all public noticing requirements.
- After the Planning Commission and/or City Council have approved your development application you may proceed to the next step, which may include any of the following:
 - Site construction
 - Building permit application
 - Plat recordation
 - Another development application

** The information in this packet is intended to be a helpful overview. It does not supersede any relevant legal provisions.*

STARTING CONSTRUCTION*

PRE-CONSTRUCTION MEETING

Before site work begins a pre-construction meeting must be held, during which an inspector, who will be working with you for the duration of the project, will be assigned. Before scheduling a pre-construction meeting, the following items will need to be submitted, approved, or verified:

- Approved, Stamped Construction Drawings
- Bond Calculations from the Engineering Department
- Review and Inspection fees paid to City Recorder based on bond calculations
- State NOI signed by all responsible parties
- Complete the SWPPP per State template signed by all responsible parties
- Contractor's certificate of liability insurance, meeting minimum requirements
- Applicable contractor's license
- Excavation permit, if needed
- Grading Permit, if needed
- Post bond, if project is site only and not recording a plat simultaneously
- Sewer capacity waiver if applicable

To schedule a pre-construction meeting after all the above items are completed, please contact Public Works at least 48 hours prior. During this meeting, you, along with your contractors and our staff, will sit down and discuss the framework of the project, along with any requirements set forth by the City Standards and Specifications, and/or applicable codes. You will also be given a pre-construction packet with discussion items and additional application documents you may need (see Exhibit A for a sample Pre-construction Packet).

INSPECTIONS

During the construction of infrastructure improvements for your project, a City Inspector will be in contact with your contractor on a daily basis, Monday through Friday. To schedule an inspection at a specific time, a 24-hour notice must be given to Public Works (see Exhibit B for a sample inspection sheet).

PRE-BOND & BOND REDUCTIONS

Pre-bond/Bond reductions are provided to a developer as work on a project is completed. A pre-bond reduction is issued when a bond has yet to be posted, whereas a bond reduction is given after a bond has been posted.

It is the responsibility of the developer to request, by way of email or letter, a pre-bond/bond reduction. That request is to be made through the Public Works administrative assistants and/or the Project Inspector. If a reduction of funds is approved, a letter will be sent to you and the bond holder to provide the allotted amount of funds (see Exhibit C-Pre-Bond/Bond Reduction Procedure Flow Chart).

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GETTING ONTO WARRANTY*

BOND POSTING/RECORDATION

When a performance bond is posted, the total amount will include the performance bond amount and the warranty bond amount. The warranty amount is 10% of the total applicable improvement cost. If any amount remains in the performance bond when a project begins warranty, a request will be sent to the bond holder to issue a 'preliminary release' of that amount. The warranty bond amount will be retained through the warranty period.

Before a plat may start its warranty period, the following items must be in place:

- Plat must be submitted to City Recorder for County Recordation processing. See the Utah County checklist at <https://www.utahcounty.gov/Dept/Record/policies.html> and the City checklist at www.saratogasprings-ut.gov/recordlist for plat recordation requirements.
- Warranty Bond posted with the City. The warranty bond amount is 10% of the total applicable improvement cost for the project.
 - Bonds accepted by the City are: Cash, Escrow, or Letter of Credit. For the appropriate bond agreement, please contact the City Attorney.

Please contact Engineering for complete information on the bonding process.

INSPECTION

After a project is complete and before building and occupancy permits are issued, a final walk-thru must be scheduled with a Public Works Inspector. All inspections must be scheduled at least 24-hours prior. During this walk thru, a punch list of incomplete, defective or unacceptable items will be compiled and sent to the contractor and developer (see Exhibit D- Example of Begin of Warranty Punch List).

It is the responsibility of the developer to request an inspection, by way of email or letter, when the project is ready to begin warranty. That request is to be made through Public Works. The Project Inspector will complete an inspection and prepare a punch list of items to be completed. After all items are completed to City Standards, the Project Inspector will notify the administrative assistants, who will begin the process to begin warranty. A letter will be sent after the action has been approved by all appropriate City personnel.

BEGINNING WARRANTY

After all items on the punch list are completed, approved, and bond posted, the City can begin the process of starting the 12-month warranty period for the developer. Typically, this can take up to 7 business days. After approval is given by the City, a letter of acceptance of the project will be given to the Developer, and the City may release any bond funds up to the 10% required to be held during the warranty period.

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ACQUIRING BUILDING OR OCCUPANCY PERMITS*

*Please contact the Building Department for a complete list of requirements, or for questions regarding how to obtain a building permit.

REQUIREMENTS FOR ISSUANCE OF OCCUPANCY PERMITS - RESIDENTIAL

1. All required inspections of the structure(s) must be complete.
2. All subdivision improvements shall be complete, bonded for, and functional, including but not limited to repairs, if any, to sidewalks, roads, curb and gutter, park strips, fire hydrants or other public and private improvements that may be on or adjacent to the lot where occupancy is requested.

NOTE: There are no exceptions to the policy except the installation of asphalt in winter months as noted herein. The City will not allow the issuance of building permits until all improvements required on the construction plans for the subdivision are complete. Park improvements may be completed at a later time, but only if allowed by a Master Development Plan agreement or project development agreement.

BUILDING PERMITTING AND OCCUPANCY POLICY COMMERCIAL – MULTI-FAMILY, INSTITUTIONAL

Description/Purpose: This policy will establish a consistent and reasonable approach to the issuance of building permits and certificates of occupancy for these projects. The policy affects commercial, churches, schools and other institutional uses.

Policy:

- 1) The City will allow building permits to be issued in commercial and multi-family residential projects only under the following conditions:
 - a. Proper City development approvals have been obtained, such as site plan, conditional use, or other applicable process requiring approval from the Planning Commission or City Council.
 - b. The installation (and successful operation) of a water system capable of delivering fire flows must be in place. All roadway improvements must also be completed except for asphalt as noted below (c).
 - c. Asphalt exceptions may also be allowed during winter months by following the asphalt exception policy allowed in the residential CO policy document.
- 2) The City will allow Certificates of Occupancy to be issued in these developments only when all required improvements (on- and off-site) have been completed and bonded for.
- 3) These policy statements shall be included as an exhibit in development agreements.
- 4) In the case of condominium projects, phasing plans and development agreements shall be created so that all improvements (utilities, roads, sidewalks, amenity packages) are installed and functioning prior to the City allowing the recordation of plats (record of survey in this case). Asphalt and landscaping may be exempt, but only as allowed by our weather related policies above.

SIGNING UP FOR UTILITIES

After all the required inspections are completed, the structure is finished, and a Certificate of Occupancy (C-of-O) is being obtained, a utility account must be created for the structure(s) before residency. To request a water meter(s) and start a utility account, please submit a New Business Utility application online via the City website (www.saratogasprings-ut.gov/businessutilityapp) or email a PDF version to Receptionist@SaratogaSprings-UT.gov.

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GETTING RELEASED FROM WARRANTY*

NOTICES

Approximately 90 or less days before the expiration of the warranty period, a letter/punch list will be mailed/emailed to the developer informing you that the project is due to come out of warranty. If a punch list has not been received, the developer will be required to request, in writing, a punch list of items needing repair or replacement due to material failure or defective workmanship issues. The City will mail/email the punch list to be completed prior to warranty ending.

FINAL BOND RELEASE/ACCEPTANCE OF PROJECT/END OF WARRANTY

After all punch list items have been completed by you as the developer, and everything is up to City Standard and Specifications, a request for the final bond release and end of warranty period may begin. If the City approves, a letter of acceptance will be issued to the developer and the bond holder notifying both of the acceptance, the end of warranty obligation, and release of the remaining funds.

DEADLINES FOR INSTALLATION OF IMPROVEMENTS

Your bond agreement will contain information regarding the deadline to install improvements. Failure to timely and properly install required improvements may result in bond enforcement proceedings. For private landscaping improvements, failure to install required private landscaping improvements timely and according to submitted plans may result in code enforcement proceedings.

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ADDITIONAL INFORMATION

For information regarding what the City requires by way of public improvements, please see the City's **Standards and Specifications** (www.saratogasprings-ut.gov/standardsspecs).

OTHER ONLINE RESOURCES:

Permits for Grading, ROW Encroachment and Floodplain (www.saratogasprings-ut.gov/engpermits)

Land Development Code (www.saratogasprings-ut.gov/landdevcode)

Project Applications (www.saratogasprings-ut.gov/projectapps)

Building Applications (www.saratogasprings-ut.gov/buildingapps)

Interactive City Maps (www.saratogasprings-ut.gov/citymaps)



EXHIBIT A:

SAMPLE PRE-CONSTRUCTION PACKET

Record of Preconstruction Meeting

Submittal Requirements

Meter Specifications

Non-Capital Asphalt Pavement Acceptance Checklist

Pretreatment Survey – Timpanogos Special Service District

SWPP Compliance Inspection Form

PRE-CONSTRUCTION MEETING

Invitees:	Firm:	Phone:	Email:
Assigned City Inspector	<ul style="list-style-type: none"> • 		
Contractor Contact Information	<ul style="list-style-type: none"> • Project Manager/Site Superintendent: • 24hr Site Contact: • SWPPP Contact: • Developer: 		
General	<ul style="list-style-type: none"> • Approved & Stamped Construction Plans- Stamped, approved, and on-site • As-built Requirements- www.saratogasprings-ut.gov/DocumentCenter/View/8547/As-Built-Certification-Form-pdf • Pond Requirements- www.saratogasprings-ut.gov/DocumentCenter/View/294/Pond-As-Built-Certification-Form-pdf • Landscape Plans- Included in plan set. Native revegetation requirements • Jobsite Working Hours- 7am-10pm Mon-Sat (Sunday 9am-10pm). After hour work must be approved through City Hall (Building Official) • Construction Water Meters- Obtain at Public Works Building- 213 North 900 East (\$1,500 refundable check) • City Standards and Specifications- Must be on site at all times, can be accessed from any mobile device at: www.saratogasprings-ut.gov/266/Standards-Specifications • Scheduling Inspections- 24 hr. notice needed prior to inspections or testing procedures. Call inspector directly. • Reimbursement Agreements- If any improvements are eligible for reimbursements from the City, an agreement must be in place before constructed • Street Light Approval- One-line diagrams that include proposed street lighting system with power source locations and voltage drop calculations shall be drawn and submitted to the City for approval (Sterling) before construction. • Easements- Recordation of all on and off-site easements before construction can begin on public and private improvements • U.D.O.T. Permits- Obtain and provide copy to inspector for City record • Bond Reduction/Release Procedure- Developer schedules with inspector. All bonded items must be complete before SOW- including Public Landscape & Slurry • TSSD Pre-Treatment- Timpanogos Special Service District 801.763.5928. Coordinator- David.Land@timpssd.org / inspector- Shawn.parker@timpssd.org • City Overtime- Billed for inspections needed during night work, Saturday, Sunday or holiday. \$75.00 (2 hr. min.) • Ground Water 		

Permitting	<ul style="list-style-type: none"> • City ROW Encroachment Permit- Will need to obtain prior to connecting onto utilities www.saratogasprings-ut.gov/DocumentCenter/View/1637/Right-of-Way-Encroachment-Permit • UDOT • Blasting
Material and Construction	<ul style="list-style-type: none"> • Back Fill Material- City utility easement trench back fill must meet A-1-a fill specifications • Concrete Pipe Handling- Stabbing of pipe with forks on anything but asphalt surface is prohibited • Concrete Mix Design- 6.3 bag mix min., full-face forms, cold weather protection, cure membrane, <u>NO</u> steel trowels • Road Profile Testing- Submit density testing results for trench back fill & UTBC. Proof roll required on both sub-grade & sub-base. All soft spots excavated must be replaced with A-1-a material and re-tested. • Street Lights- Contact supplier early, May incur long lead times: <ul style="list-style-type: none"> ○ Ted Maestas, Mountain States Lighting- 801.268.4879 ○ Carson Fillin, Stevens Sales Co.- 801.487.8971 • Soils Testing- City inspector needs to be added to distribution list. Submit test to the City within 24 hr. Earth Tech • Submittals- Needed for ALL material brought on-site prior to installation • Construction Access to Project-
SWPPP Items	<ul style="list-style-type: none"> • SWPPP Preconstruction Inspection with BMPs Installed is Required Prior to Construction Activities. • BMP's Need to Be Maintained To Ensure Capacity Is Not Reached Trackout, Concrete Washout, Dust Control, Trash/Construction Debris • City SWPP Inspector Will Perform Compliance Inspections • Operator Inspections Must Be Tracked On ComplianceGo, Accounts Can Be Created With The City, Training Is Available Upon Request
Water Systems Installation	<ul style="list-style-type: none"> • No one but City personnel will operate water valves • Water department requires 7 day notice for water shutdowns • 24 hr min. 72 hr max. Written notice (door hangers) required for each effected resident. Provide as much notice as possible and mutually coordinate with business customers • No hot-tap, water tie-in or water shutdown from Thursday 1:00 pm to Monday 9:00 am without prior approval • Open Space Secondary Meters- Determine sizes and order early to avoid delays. Hydro Specialties- Steve Hansen, 801.641.9130 • Open space/HOA secondary meters will be locked at POC until billing account has been established. http://ut-saratogasprings.civicplus.com/FormCenter/Utilities-Department-7/Online-New-Utility-Application-55

<p>Pipe Testing Procedures</p>	<ul style="list-style-type: none"> • Culinary Water: <ul style="list-style-type: none"> ○ Fill and Chlorinate for 24 hr ○ Flush- High chlorine residuals must be contained onsite for evaporation or dispersed as dust control prior to storm drain discharge ○ Sample- Collect samples from all blow-offs at the end of lines and at fire hydrants if spacing exceeds 500 lf.(16 hrs min after water flush) ○ If one sample fails, must flush and resample system in its entirety ○ Pressure test line at 200 psi for 2 hr minimum (hydrostatic only). Only use clean equipment that has been disinfected with inspector present. Supply water used for pressure test must be contained and stored in a closed bung container, using water truck for culinary water supply is strictly prohibited • Secondary Water <ul style="list-style-type: none"> ○ Pressure test line at 200 psi for 2 hr minimum (hydrostatic only) • Sewer System <ul style="list-style-type: none"> ○ Air test pipe ○ Mandrel test ○ Video- With running water ○ Vacuum- Test all manholes if groundwater is present or any suspect manhole • Storm Drain System <ul style="list-style-type: none"> ○ Video- With running water ○ Pressure- Test any pipe if suspect
<p>Safety</p>	<ul style="list-style-type: none"> • <u>OSHA Confined Space Entry And Trenching Procedures Required.</u> • Blasting • Runoff/Drainage/Flooding • Site Security- • After Hour Access- • Deep Excavations/Trenches- Physical barrier/berms. No more than 300 lf of deep trench (greater than 4') left open at the end of each working shift • Traffic- Temp. asphalt vs maintaining UTBC, shoulder work, Haul truck entering/exiting job site, trench plates/snow plows

Submittal Requirements

Plat:_____

Project:_____

All materials that will be used in the construction of any improvements in the City of Saratoga Springs must comply with the City's Technical Specifications and Drawings and with an approved set plans. This list is provided to aid in determining what submittals should be provided to the Engineering Department prior to construction. Please refer to the City's Technical Standards and Drawings or contact the City Engineer for any details.

	Approved	
	Date Received	
	Yes	No
Pipe and fittings		
Sewer manholes		
Sewer pipe bedding		
Cast iron ring and cover with logo		
Storm drain pipe, F.E.S. and grates		
Storm drain pipe bedding		
Storm sewer manholes with ring and cover castings		
Storm drain inlet boxes and grates		
Culinary main and service pipe		
Water line fittings		
Pipe bedding		
Concrete mix design for thrust blocks/collars		
Fire hydrants		
Saddles and corporation stops		
Culinary meter setters and boxes		
Valve boxes		
Blow offs		
Culinary meter boxes and cast iron lids w/ logos		
Air and Vac R.P.Z. valves		
P.R.V.		
Tracer wire		
Irrigation main and service pipe		
Pipeline bedding		
Irrigation meter setters		
Irrigation meter boxes		
Curb and gutter concrete mix design		
Sidewalk concrete mix design		
A.D.A. detectable warning tiles		
Concrete cure		
Imported back fill for all utilities and roads		
Road base		
Asphalt mix design		
Landscape packet with all irrigation pipe and fittings		
Street signs and posts		
Street lights, conduit and wire		
Excavation Contractor's license and insurance		

Saratoga Springs Meter Specifications

Date: _____

Project: _____

Inspector: _____

Developer: _____

Project Manager: _____

<u>Size</u>	<u>Make</u>	<u>Model</u>	<u>Lay Length</u>	<u>Meters Needed</u>
1"	Badger	E-Series	11.25"	_____
1.5"	Badger	E-Series	13"	_____
2"	Badger	E-Series	17"	_____
3"	Badger	E-Series	11"	_____
4"	Badger	E-Series	11"	_____
6"	Badger	M5000	15.75"	_____
8"	Badger	M5000	15.75"	_____

All meters to be ordered with Itron 100w Encoder.

Contact Salesperson:

Badger- Hydro Specialties

Steve Hansen @ 1-801-641-9130

shansen@hydrospecialties.com

Non-Capital Asphalt Pavement Acceptance Checklist

Project: _____
 Paving Dates: _____
 Paving Location: _____
 Mix Supplier: _____ Tons: _____
 Mix Designation: _____
 Paving Contractor: _____

<input type="checkbox"/>	Volumetric Mix Design (Article 2.02 D)
<input type="checkbox"/>	½" Gradation
<input type="checkbox"/>	75 Gyrations at Design
<input type="checkbox"/>	10% RAP
<input type="checkbox"/>	3.5% Air Voids
<input type="checkbox"/>	11.5% Effective Binder Content (VMA – Voids)
<input type="checkbox"/>	Calculation using Aggregate Gsb (dry)
<input type="checkbox"/>	Verification of current UDOT HMA 514 QMP Mix Plant certification (Article 1.05 B)
<input type="checkbox"/>	Verification of AMRL Laboratory Accreditation (Article 1.05 D)
<input type="checkbox"/>	Verification of WAQTC/UDOT TTQP Technician Certification (Article 1.05 D)
<input type="checkbox"/>	Daily Quality Control Data (Article 1.05 E)
<input type="checkbox"/>	One sample per 500 tons
<input type="checkbox"/>	Gradation
<input type="checkbox"/>	Binder Content
<input type="checkbox"/>	Air Voids (Va)
<input type="checkbox"/>	Voids in Mineral Aggregate (VMA)
<input type="checkbox"/>	Effective Binder Content by Volume (VMA – Va)
<input type="checkbox"/>	Voids Filled with Asphalt (VFA)
<input type="checkbox"/>	Dust to Binder (D/B) Ratio
<input type="checkbox"/>	4 Density/Thickness Cores – or –
<input type="checkbox"/>	10 Random Nuclear Gauge Tests (with Core Correlated Gauge)
<input type="checkbox"/>	Daily Plant Production records (Article 1.06 A)
<input type="checkbox"/>	Asphalt Binder Quantity
<input type="checkbox"/>	Aggregate Quantities, including RAP
<input type="checkbox"/>	AntiStrip (Lime) Quantity
<input type="checkbox"/>	Water Quantity
<input type="checkbox"/>	Cold weather paving plan (Article 1.09 A.2)

PRETREATMENT SURVEY
TIMPANOGOS SPECIAL SERVICE DISTRICT
Required by District's Rules & Regulations

1. Business Name: _____
2. Business Address: _____
3. Brief business description-principal products and services:

4. Will you discharge wastewater other than domestic waste from showers, restrooms, etc. to the sanitary sewer? ☐ Yes ☐ No If yes, describe:

5. Describe any waste products the facility may generate such as solvents, oils, sludge and/or interceptor wastes. In addition, any dry process wastes generated? What is the intended disposal method for the wastes?

6. Does this business use or intend to use any technology or equipment utilizing water from the culinary water system? Please list: i.e., process water, product water, heating water, cooling water, boilers, chillers, antifreeze systems, etc.

7. Status of Facility: ☐ Occupied ☐ Vacant

8. Facility Type: ☐ Single Building ☐ Office Complex ☐ Warehouse ☐ Shell
☐ Empty Lot (Date of Construction: _____)

9. Designated Contact:

Name (type or print) Signature Date

Title: _____ Business Phone: _____

Inspection Comment: _____

Inspected By: _____ Date: _____



SWPP COMPLIANCE INSPECTION FORM

Project Name:		Address:		Date:	
Owner:		Contractor (Gen/Sub):		Start time:	
UPDES Permit #:		Expiration:		Weather:	
				Stop time:	
Site Contact:		Phone:		Email:	
Date of last Duration Approximate rain event: (hours): Rainfall (in):					
Inspected By:			Local Jurisdiction or County:		
Reason for Inspection:			Receiving Waters:		
Inspection Code:		Inspector Code:		Type Code:	
SWPPP, EROSION, SEDIMENT AND HOUSEKEEPING BMP's INFORMATION					
1. Is the SWPPP on site and accessible, or is the SWPPP location posted in an obvious place and reasonably accessible (in a short time)?					
2. Are erosion control, sediment control, buffer controls and good housekeeping BMP's installed on the site as shown in the SWPPP?					
3. Has the SWPPP been updated to reflect the current site conditions (modifications dated & initialed on site map, new BMPs on site map, discontinued BMPs crossed off site map, new BMP details & spec's in SWPPP, SWPPP amendment Log, etc.)?					
4. Are on-site inspections being performed and recorded by a qualified person on a weekly or biweekly basis, reporting items required by permit? (Inspector name, qualifications and signature, weather, problems/repairs, corrective action, new BMPs, removed BMPs, discharges, etc.)					
5. Have all corrective action items from previous inspections been logged, addressed and documented within the time frame allotted?					
6. Are SW flows entering and leaving the construction site controlled, managed, or diverted around the site? (e. g. buffer zones perimeter controls, berms, silt fence, up gradient boundary diversion, down gradient boundary sediment control, etc.)					
7. Is there evidence of sediment discharge such as mud flows or soil deposits from the construction site in downstream locations?					
8. Is there evidence of vehicles tracking soil off the construction site?					
9. Is there soil, construction material, landscaping items, or other debris piled on impervious surfaces (roads, drives) that could be washed with SW to a storm drain or water body?					
10. Is there a need to repair, maintain, or improve erosion control BMPs (temporary stabilization, erosion blankets, mulch, vegetated strips, riprap, surface roughening, pipe slope drain, dust control, etc.)?					

11. Is there a need to repair, maintain, or improve sediment control BMPs (silt fence, check dams, fiber rolls, sediment trap/basin, inlet protection, waddles, straw bales, curb cut-back, etc.)?

12. Is there a need to repair, maintain, or improve good housekeeping controls (clean track out pad, sweeping, construction materials management, litter/trash control, portable toilet, staked down, fueling areas, concrete wash out area, proper curb ramps, spill prevention, etc.)?

13. Are there disturbed areas that have not had construction activities for 14 to 21 days without stabilization? (except snow or frozen ground)?

14. Are there places where BMPs are needed and should be installed or not needed and should be removed?

COMMENTS AND CORRECTIVE ACTIONS FOR SWPPP COMPLIANCE

Identify the problem and its location. If appropriate, describe (in general terms) what needs to be completed. However, only if qualified (e.g., you are a designer) should you be mandating specific BMPs to install. Include the date when corrections are made.

Inspection Status:

Follow Up Comments:

Applicable SEV codes:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Inspector:

(Print Name)

(Title)

(Signature)

(Date)

Operator:

(Print Name)

(Title)

(Signature)

(Date)

Operator:

(Print Name)

(Title)

(Signature)

(Date)



EXHIBIT B: SAMPLE INSPECTION SHEET

Type of Inspections/tasks	
Submittals Received?	Sanitary Sewer Video Test Result
Development - Daily Inspection	Storm Drain Air Test Result
Pre-construction Meeting	Storm Drain Video Review Result
Notify Water Dept. of Large Diameter Meters	Sanitary Sewer Mandrel Rest Result
SWPPP Provided?	Orifice plate info to inventory
Grading Permit Provided?	PRV Inspection
Right of Way Encroachment Complete?	Lot Transfer Information Gathered
Insurance Received?	Notice of Termination
License Received?	Building Permit Punch list
NOI Provided?	Start of Warranty Punch list
UDOT Permit Received?	Asphalt Test
Approved Landscape Plans?	Manhole Collars
Blasting Form	Road Monuments Installed
Culinary Connection/Bore Pre-Activity Checklist	Sanitary Sewer TV & Jet Test
Culinary Waterline Loop	Sanitary Sewer Manhole Exfiltration Test
Disinfection Test Result	Storm Drain TV & Jet Test
Bacteria Test	Storm Drain Manhole Exfiltration Test
Culinary Pressure Test Result	Sanitary Sewer Air Test Result
Secondary Connection/Bore Pre-Activity Checklist	Warranty Inspection (After Punch list)
Secondary Waterline Loop	Certificate of Final Acceptance/End of Warranty
RPZ Inspection	
Secondary Pressure Test Result	
Curb Proof Role	
Curb Densities	
Curb Concrete Breaks	
Sidewalk Densities	
Sidewalk Concrete Breaks	
Streetlight Bases	
Streetlight Poles/Luminaires	
Sub-grade Proof Roll	
Structural Fill Proof Roll	
Streetlight Wiring/Conduit	
Streetlight Work Order	
Structural Fill Densities	
Road Base Proof Roll	
Road Base Densities	



EXHIBIT C: BOND RELEASE / REDUCTION FLOW CHART

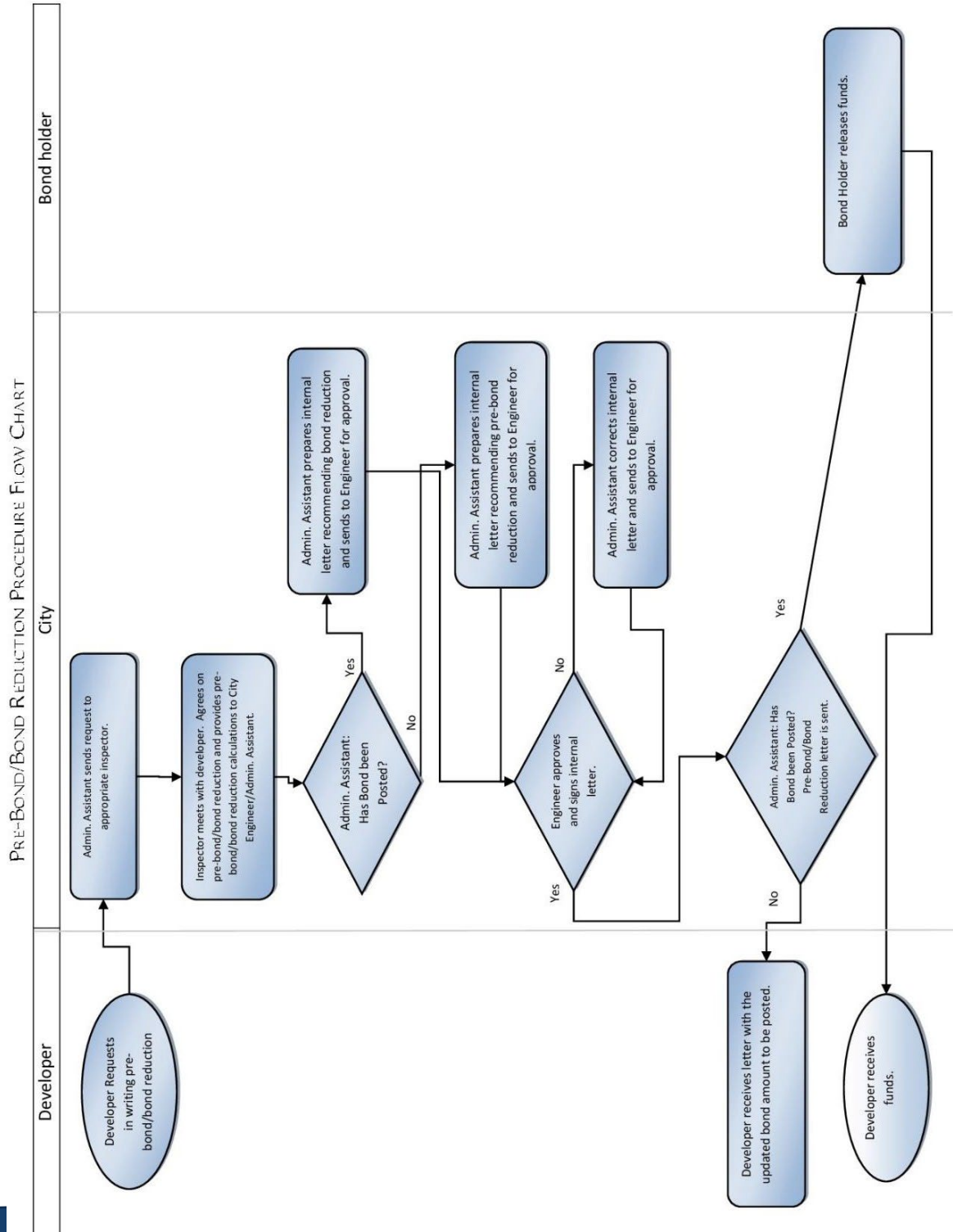




EXHIBIT D: SAMPLE BEGIN WARRANTY PUNCH LIST

RE: PUNCH LIST TO BEGIN WARRANTY
DEVELOPMENT

The City of Saratoga Springs has inspected the aforementioned project and submits to you the list of items that will need to be corrected by you, as the developer of the project. These items must be completed before the project may begin the 1-year warranty period with the City.

The PUNCH LIST items are:

Item #	Lot #	Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Notes		

Please call the City Public Works Inspectors, to coordinate the completion of this work.

Also, please be aware that it will be your responsibility to maintain SWPPP best management practices until all disturbed property is stabilized. Should SWPPP ownership transfer to another party, please provide the Notice of Termination (N.O.T.) and/or information regarding the transfers of State NOI.



DEVELOPMENT FEES

THIS IS AN OUTLINE OF THE EXPECTED DEVELOPMENT FEES.
ADDITIONAL FEES CAN BE VIEWED ON THE CITY WEBSITE. FEES ARE SUBJECT TO CHANGE.

- **Planning Department Application Fees**

- Paid after the associated application is accepted and prior to review
- Development applications may include: Annexation, Rezone, Concept Plan, Site Plan, Preliminary Plat, Final Plat, etc.

- **Review and Inspection fees**

- Paid prior to a pre-construction meeting
- Construction may begin after the site plan or preliminary plat has been approved and the construction drawings have been stamped by the City Engineering and Planning Departments.
- Meter fees

- **Final Plat / Water Rights and Bonding**

- Residential or Commercial calculations apply
- Water Rights & Water Impact fees are paid at the time of plat recordation
- Bond must be posted at plat recordation (110%)
- Recording fees as determined by Utah County

- **Building Permit and Impact Fees**

- Application submittal fee: \$200 for Single Family, \$500 for Multi-family and non-residential submittals. This fee is applied to the permit fee.
- Impact Fees
- Permit fees and connection fees are paid at permit issuance

- **Utilities**

- Hydrant Meter: \$1500 deposit (refundable minus usage)

PLANNING DEPARTMENT FEES

See the Community Development section of the Consolidated Fee Schedule (www.saratogasprings-ut.gov/feeschedule)

REVIEW & INSPECTION FEES

Inspection Fees: (Based on the Engineer's Calculation of the total bond amount [110%] prior to any bond releases or reductions that may be authorized before the posting of the final bond amount.)

- | | |
|--|--|
| a. Total Improvement Cost < \$20,000 | \$1800 + 3% of Total Improvement Cost on Bond Calculation |
| b. Total Improvement Cost \$20,000 - \$49,999 | \$2000 + 2.75% of Total Improvement Cost on Bond Calculation |
| c. Total Improvement Cost \$50,000 - \$499,999 | \$2500 + 2.5% of Total Improvement Cost on Bond Calculation |
| d. Total Improvement Cost > \$500,000 | \$9000 + 1.5% of Total Improvement Cost on Bond Calculation |

BUILDING PERMIT FEES

www.saratogasprings-ut.gov/buildingfees

IMPACT FEES & WATER RIGHT FEES FOR RESIDENTIAL

www.saratogasprings-ut.gov/impactfees

See the information under "Residential Impact & Water Fee Summary"

IMPACT FEES & WATER RIGHT FEES FOR NON-RESIDENTIAL

www.saratogasprings-ut.gov/impactfees

See the information under "Commercial Impact & Water Fee Summary"

METER CONNECTION FEES

www.saratogasprings-ut.gov/feeschedule

See the information under "Utilities"

OTHER INSPECTIONS & FEES

Demolition Fee, when required by the Building Official:	\$25.00
Plan Review Fees:	65% of the building permit fee
Inspections outside normal business hours* [min. charge 2 hours]:	\$47.00
Re-inspection fee per hour* [min. charge 1 hour]:	\$47.00
Inspections for which no fee is specifically indicated-per hour* [min. charge 1 hour]:	\$47.00
For use of outside consultants for plan reviews, inspections or both:	Actual Costs**
Permits not requiring a complete plan review:	25% of building permit fees
A fee collected for the State of Utah for inspector training:	1% of permit fee.

* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved.

** Actual cost includes administrative overhead costs.