



Note: The offsite public improvements application can only be used for underground public improvements that are not located within any property that has an active development application. Surface improvements can only be approved through the Plat and/or Site Plan application process.

The 10-15 business day turnaround time is for the first round of comments. Incomplete submittals will result in delayed project review and may result in increased review fees (due to the need for multiple reviews). We will return significantly incomplete or inaccurate submittals to engineers without reviewing them. This application includes submittal checklists for many common projects. We suggest you reference them before submitting your final design to us for approval. Doing so will help ensure timely and efficient review of your submittal.

OFFSITE PUBLIC IMPROVEMENTS APPLICATION
Updated March 2022

Applicant & Project Information

Development and Project Name:

Work Location:

Purpose of Proposed Construction:

Property owner:

Billing Address: _____ City: _____ Zip: _____

Office Phone: _____ Cell: _____

E-mail Address: _____

Applicant / Authorized Agent: _____ Contact Person: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell: _____

E-mail Address: _____

Engineering Firm: _____ Contact Person: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell: _____

E-mail Address: _____

Supporting Materials

In an effort to provide the best service and most efficient review of your application, no application will be accepted or reviewed unless the application is determined to be complete, containing all items on the application checklist. To schedule an application submittal appointment, please contact the Planning Department Administrative Assistant at 801-766-9793 x126.

Plans will be routed for review the first business day after they are received. 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 occasionally take longer 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

Application.

1. Complete Design Calculations and Construction Drawings in digital format must be submitted with the application. The Design calculations needed will be project dependent as needed to verify the proposed facility has adequate capacity and is consistent with City masterplans and may include one or more of the following:

Applicant Use	City Staff Use	Please check the applicable box to indicate the materials have been included with the application.
		Application form, applicant acknowledgement (attached), and application fee.
		Final Construction Drawing. Drawings containing, at minimum, all items specified in the City's "Standard Technical Specification and Drawings" manual and meeting all items shown in the Engineering checklist, see attached.
		Project Specifications - All information, complemented by the design drawings, necessary to describe the means, methods, and standards necessary to purchase, install, and test project components to satisfy the project's objectives and owner's needs.
		Water System Report - calculations assessing service area, physical capacity, hydraulic analysis, fire flow requirements, minimum pressure, and sizing justification. A model may also be required
		Geotechnical Report - Assessment of native soils including minimum pavement section (if applicable) based on a calculated CBR value.
		Storm Sewer Report - calculations that include service area, a hydraulic analysis and sizing justification. A model may also be required
		Storm Drainage Report - calculations that include service area, hydrologic and hydraulic analysis and sizing justification. A model may also be required
		Grading and Drainage Plan. A grading and drainage plan which indicates the proposed grading and techniques for controlling and discharging drainage.
		Engineers Opinion of Probable Cost - A line item take off of the quantities and costs for all materials and work proposed in the complete plans and specifications submitted in excel format.

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 Signature: _____ Date: _____

Printed Name: _____

Owner and 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 Signature: _____ Date: _____

Printed Name: _____

Applicant's Signature: _____ Date: _____

Printed Name: _____



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

Engineering Review - Checklist

DEVELOPMENT/PROJECT 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 initialled 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, evapo-transpiring, 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."	
	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)	
	Infiltration Feasibility Report per City guidelines and an Operation and Maintenance Plan if seeking to use retention and/or infiltration in storm water design.	
	Record of Survey per UCLS Standards, AND topographical map including all other relevant information or the existing recorded plat from the County Recorder's 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, though, 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.	
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 line work 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
	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)	Existing Topography / Demolition Plan	
		City Use Only
	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
	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. Contact Mark Edwards at 801-766-9793, Ext. 118.	
	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.	
	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 storm water 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 match lines)	
Applicant Submitted (Provide Initials)	Utility Plan	
	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. Contact Mark Edwards at 801-766-9793, Ext. 118.	
	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 match lines)	

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 geotechnical 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 blow-off 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)	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	