

# PRELIMINARY PLAT APPLICATION REQUIREMENTS



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 Tuesday.  
First round of comments anticipated complete within 10-12 business days.*

## REVIEW FEE:

GL: 103413102 DIST. CODE: 304

\$1000 + NUMBER OF UNITS/LOTS X \$125 (UP TO 50 UNITS/LOTS) + NUMBER OF UNITS/LOTS OVER 50 X \$25

(INCLUDES UP TO 3 REVIEWS; ADDITIONAL REVIEWS \$2600 EACH)

## CONSULTANT FEES:

If applicable, the applicant will be responsible for all consultant fees incurred.

## Application Process

Preliminary Plats may be applied for in accordance with [Chapter 19.12 of the Land Development Code](#). Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

**Disclaimer:** Please consult current ordinances, including State and City codes, and other legal precedents for applicable law. This application will be subject to any and all valid laws in place at the time a complete application meeting all city ordinances is submitted with all application fees paid. Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

### STEP 1 – PREPARE APPLICATION

- Review relevant code.
- Review application checklist(s).
- Prepare application materials & plans.
- Mark included items on the application checklist(s).
- Obtain signatures on Acknowledgement & Certification page and any other required documents.

### STEP 2 – APPLY

- Create an account or log in to your Cityworks Public Portal account at: [cityworks.saratogasprings-ut.gov/publicaccess](http://cityworks.saratogasprings-ut.gov/publicaccess)
- To review the Public Access Portal Guide, see [www.SaratogaSprings-UT.gov/portalguide](http://www.SaratogaSprings-UT.gov/portalguide).
- To submit your application
  - a. Click **Create Application**.
  - b. Choose the **Planning** category.
  - c. Choose the Application type and read the Application Help that displays. This has information to help you verify that you have chosen the correct Application type and may include additional instructions.
  - d. Click **Begin Application** – add requested information. Note that the person listed as the Applicant will receive emailed invoices, status updates, and approval packets. Additional Applicants can be added if desired

- e. Upload **and label** required and supporting documents.
  - i. This application form & included checklist(s) are a **required upload** – label as Application Checklist(s).
  - ii. The signed Acknowledgement & Certification is a **required upload** – label as Acknowledgement & Certification. Find it at [www.saratogasprings-ut.gov/certification](http://www.saratogasprings-ut.gov/certification). All owners must sign. You can upload multiple copies.
  - iii. Upload and label any other supporting documents.
- f. **Tips for completing your application:**
  - i. You can type in an address, a street or intersection, or choose the exact location on the map
  - ii. Red indicates a required field
  - iii. When adding people, click “more ....” for additional required fields
  - iv. After uploading documents, click “Label” and choose a label. Each required label must be used.

### **STEP 3 – COMPLETENESS REVIEW**

- Relevant departments will review your application and materials for completeness.
- Comments on incomplete applications will be available via the portal.
- Upload additional/corrected documents via the portal as requested.
- Applications are not accepted until they are deemed complete and fees are paid.

### **STEP 4 – PAY FEES**

- After the application is deemed complete, fees can be paid using the portal via credit/debit card (3% convenience fee may apply) or e-check.  
Physical checks accompanied by an invoice may be delivered to:  
City of Saratoga Springs  
Planning Department  
319 S Saratoga Rd  
Saratoga Springs, UT 84045
- After fees are paid, the application will enter formal review.
- You agree that all consultant fees will be accrued on a pass-through basis and you will be responsible for reimbursing the City within thirty days of receipt of invoice or notice.
- You understand that if you do not remain current on your fees owed to the City, all work will be suspended until the account is no longer delinquent.

### **STEP 5 – REVIEW**

- The complete application will be routed for review the first business day after fees are paid.
- The application is now under review. You can follow the review process via the portal.
- After being routed to City staff, most applications will receive a response via the portal within 10-12 business days.
- Reviews for large projects or those with complex circumstances may require additional time; in these instances, the City will notify the applicant of the extended review period.
- A Comment Review Meeting (CRM) may be requested after comments are sent to the applicant.

## **STEP 6 – PREPARE RESUBMITTAL** (as needed)

- Update your plans and/or documents to incorporate staff comments/redlines.
- If any staff comments have not been addressed, the resubmittal will not be accepted.
- To resubmit for review, upload updated documents via the portal.

## **STEP 7 - APPROVAL**

- When your application is approved, your approval letter will be uploaded to Cityworks.
- Planning Commission and/or City Council approval are required for some applications. Your Planner will assist you through that process. Applications that are not reviewed and ready for Commission/Council review will not be added to an agenda.

**Questions on the application process?** See the Cityworks Public Portal User Guide at [www.saratogasprings-ut.gov/portalguide](http://www.saratogasprings-ut.gov/portalguide) or contact us at 801.766.9793 x 155 or [Planning@SaratogaSprings-UT.gov](mailto:Planning@SaratogaSprings-UT.gov).

**Questions about comments after staff review?** Reach out to the planner – she or he is the project manager for your application. A comment review meeting (CRM) can be scheduled upon request.

## **Planning Checklist Items**

Applicant	City Use Only	<i>Check or initial the applicable boxes to indicate the items have been included. The application will not be accepted if the checklist is incomplete.</i>
		1. <b>Project Name:</b> _____
		2. This application with the applicant column of this checklist initialed by the applicant, uploaded with the label: <i>Application Checklist(s)</i> .
		3. Signatures of the applicant and all property owners on the <a href="#">Acknowledgement &amp; Certification</a> page. Upload this document with the label: <i>Acknowledgement and Certification</i> .
		4. Preliminary title report.
		5. Soils report.
		6. Preliminary Hydraulic and Hydrologic report and storm drainage calculations.

		7. Wetland delineation when required by City Engineer, Planning Commission, Development Review Committee, or the Army Corp of Engineers.
		8. Preliminary traffic report. Said report shall comply with the standards outlined in the City's adopted Transportation Master Plan and shall include the following:
		a. an analysis of the average daily trips generated by the proposed project
		b. an analysis of the distribution of trips on City street systems
		c. description of the type of traffic generated
		d. recommendations on what mitigation measures should be implemented with the project to maintain a level of service for existing and proposed residents that meets the standards of the Transportation Master Plan
		9. Data table including:
		a. total project area
		b. total number of lots, dwellings, and buildings
		c. square footage of proposed building footprints and, if multiple stories, square footage by floor
		d. for multi-family developments, the number of proposed garage parking spaces and number of proposed total parking spaces
		e. percentage of buildable land
		f. acreage of sensitive lands and percentage sensitive lands comprise of total project area and open space area
		g. area and percentage of open space or landscaping
		h. net density of dwellings by acre (sensitive lands must be subtracted from base acreage)
		10. Evidence of compliance with all applicable federal, state, and local laws and regulations, if requested by City.

		11. ALTA survey including deeds, easements, trees, utilities, structures, and other existing features and conditions.
		12. Digital full-size 17" x 24" preliminary plat at a scale no smaller than 1" = 100' reductions, conforming to the City's standard plat layout and contain at a minimum the following items:
		a. General Layout
		b. Name and address of owners of land and name and address of developer if different than owner
		c. Name of land surveyor
		d. The location of the proposed subdivision with respect to surrounding property and streets
		e. The name of all adjoining property owners of record, or the names of adjoining developments
		f. The names and location of adjoining streets and all facilities within 100 feet of the platted property
		g. Street and road layout with centerline bearing and distance labels, dimensions, and names of existing and future streets and roads, (with all new names cleared through the City GIS Department)
		h. Subdivision name after checking the County web site to ensure the name is not already in use
		i. North arrow
		j. A tie to a permanent survey monument at a section corner
		k. The boundary lines of the project with bearings and distances and a legal description
		l. Layout and dimensions of proposed lots with lot area in square feet
		m. Location, dimensions, and labeling of roads, structures, irrigation features, drainage, parks, open space, recreational amenities, and trails

		n. Location of prominent natural features such as rock outcroppings, woodlands, steep slopes, etc.
		o. Proposed road cross sections
		p. Proposed fencing
		q. Vicinity map
		r. Signature blocks for preliminary approval by Planning Commission and City Council
		s. The Preliminary Plat shall be prepared and stamped by a professional surveyor or engineer licensed in Utah
		t. Proposed methods for the protection or preservation of sensitive lands
		u. Location of any flood plains, wetlands, and other sensitive lands
		v. Location of 100-year high water marks of all lakes, rivers, and streams
		w. Projected established grade of all lots
		13. Preliminary Construction drawings containing, at a minimum, all items specified in the City's "Standard Technical Specification and Drawings" manual.
		14. One full size 11" x 17" copy of Landscaping plan drawn by certified landscape architect, including planting plan, data table including vegetation types and percentages, percentage of turf, and other information consistent with the standards and requirements in Section 19.06.
		15. Phasing plan including a data table with the following information for each phase:
		a. total area in square feet and acres
		b. number of lots or dwelling units
		c. open space area and percentage
		d. utility phasing plan

		e. number of parking spaces
		f. recreational facilities to be provided
		16. One full size 11" x 17" copy of lighting plan including photometric information for the site and for immediately adjacent properties, and fixture design, height, and placement consistent with the requirements in Section 19.11.
		17. A copy of the Utah County plat map showing ownership and parcel numbers.
		18. A document from UDOT Region 3 stating that UDOT has granted approval for all proposed accesses onto any State road.
		19. Signed and initialed Engineering department checklist, below.



# CITY OF SARATOGA SPRINGS

## ENGINEERING DEPARTMENT

REVIEW 1 DATE: \_\_\_\_\_  
REVIEW 2 DATE: \_\_\_\_\_  
REVIEW 3 DATE: \_\_\_\_\_  
REVIEW 4 DATE: \_\_\_\_\_

## Engineering Review - Preliminary Plan Checklist

DEVELOPMENT NAME: \_\_\_\_\_

**NOTE:** Dark shading and/or ~~strike through~~ signifies that it is "Not Required" for Preliminary Plans but will be "Required" for Final Plans.

The attached document is a list of typical Engineering Department review criteria for subdivisions. Submitted Construction Drawings shall be in PDF format with 11 inch x 17 inch page size 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 their 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. I also understand that this Checklist is designed for preliminary-level plan acceptance, and that I must use the Final Plan Checklist to obtain finalized plans that are ready for construction.**

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. This list has been derived from Saratoga Springs Land Development Code Title 19.12 and the Standard Technical Specifications and Drawings Division 00.



Applicant Submitted (Provide Initials)	Required Submittals	City Use Only Accepted Date
	Storm drainage calculations and Low Impact Development (LID) plan in a separate report (00510) (00520) (00500/2/A) (19.12.03.7.e). Drainage report shall include pipe systems, surface routes, and detention ponds. LID Plan shall be based on results from the Infiltration Feasibility Study in the Geotechnical Report. 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 (00900/1/B/5)	
	AutoCAD file of Grading Plan	
	Traffic Impact Study (for projects generating more than 100 ADT. Include PM Peak Trips. Trip Generation Memo (Less than 100 ADT). (Traffic Impact Study Section of Transportation Masterplan) (19.12.03.7.f)	
	Geotechnical report. Also including: -Infiltration Feasibility Evaluation per City spec 00520/3 -Minimum pavement section based on a calculated CBR value. (19.12.03.5.c)	
	Army Corps Requirements for potential wetlands (00100/1.3/B/5)(19.12.03.5.e) (including consideration of ephemeral streams within 1/2 mile of Utah Lake or Jordan River)	
	Record of Survey per UCLS Standards, AND topographical map including all other relevant information or the existing recorded plat from the County Recorders Office. (19.12.03.5.h)	
	ALTA Survey per UCLS Standards, including vertical relief (Table A option 5). (19.12.03.5.h)	
	Access Permit from UDOT for access onto any state roadway (00100/1.3/B/6) (19.12.03.7.m). Encroachment permit from UDOT for any work (including roadway and storm drain) being done in a state roadway. (00100/1.3/B/6)	
	City Floodplain Development Permit ( <a href="https://www.saratogasprings-ut.gov/265/Permits-Forms">https://www.saratogasprings-ut.gov/265/Permits-Forms</a> ) and CLOMR/LOMR filed application for property in FEMA 100-yr flood plain (00100/1.3/B/6) (19.12.03.5.g). CLOMR/LOMR shall be complete before plat recordation.	
	Stream Alteration Permit from Utah Division of Water Rights if impacting a natural drainage channel. (19.12.03.5.g)	
	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." (19.12.03.5.g)	
	Permit from the canal company if impacting a canal (19.12.03.5.g)	
	Construction plans signed and stamped by the responsible Engineer. (00900.1.B.9)	
	Pothole data for storm drain crossings in existing roadways. (00900.1.B.1.k)	
	Necessary easement and covenant documents. (00900.1.D) (19.12.03.7.c)	
	Permit from Division of Forestry, Fire and State Lands if impacting Jordan River or Utah Lake. (19.12.03.5.g)	
	Reimbursement Agreement approved by City Council for master planned projects. Reimbursement exhibits for inclusion into a reimbursement agreement shall include: (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. (00900.1.E)	
	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 <a href="mailto:surveyor@utahcounty.gov">surveyor@utahcounty.gov</a> Address 2855 South State Street, Provo, UT 84606 (801) 851-8671 or (801) 851-8669. (19.12.03.5.g)	

Applicant Submitted (Provide Initials)	Subdivision Plat (See 19.12.03.5.i and City Standard Plat Template on City's website)	City Use Only
		Accepted Date
	General Layout.	
	Subdivision name (cleared with Utah County) and location.	
	Name and address of owners of land and name and address of developer if different than owner.	
	Name of land surveyor <del>and signed, stamped, and dated Surveyor's Certificate.</del>	
	The location of the proposed subdivision with respect to surrounding property and streets.	
	The name of all adjoining property owners of record, or the names of adjoining developments.	
	The names and location <del>and ROW widths</del> of adjoining streets and all facilities within 100 feet of the platted property.	
	Street and road layout with centerline bearing and distance labels, dimensions, and names of existing and future streets and roads, (with all new names cleared through the City GIS Department).	
	North arrow and scale.	
	A tie to a permanent survey monument at a section corner.	
	Written boundary description. Total acreage, # of Lots, and # of Parcels at the end of the Boundary Description.	
	Locations of survey by Quarter Section, Township and Range	
	Radius, length, chord distance, chord bearing and other curve data deemed necessary.	
	All bearings, angles and distances along the boundary and lot lines. <del>Provide a boundary closure report for the plat boundary description with a closure error of 0.01 feet or less.</del>	
	Point of beginning and basis of bearing	
	The distance and course to two (2) or more section or Quarter Corners, including Township and Range, or to identified monuments within a recorded subdivision.	
	The boundary lines of the project with bearings and distances and a legal description <del>with total project area in SF and acres.</del>	
	Layout and dimensions of proposed lots with lot area in square feet and acres. <del>Lot boundaries shall include dimensions and bearings. Building envelopes shall be shown with dimensions and areas on each lot where slopes are greater than ten percent.</del>	
	Lot Numbers. Numbering to be consistent with the phase of the plat. I.E. Phase 2 plat numbering 201, 202, 203, etc	
	Location, dimensions, and labeling of roads, structures, irrigation features, drainage, parks, open space, trails, and recreational amenities.	
	Submit copy of preliminary plat to ULDC/Welby Jacob Company when included within plat. Provide comments to city.	
	Location of prominent natural features such as rock outcroppings, woodlands, steep slopes, etc.	
	Proposed road cross sections.	
	Proposed road ROW widths.	
	Vicinity map.	
	Signature blocks for preliminary approval by Planning Commission and City Council.	
	The Preliminary Plat shall be prepared by a professional engineer licensed in Utah.	
	Proposed methods for the protection or preservation of sensitive lands.	
	Location of any flood plains, wetlands, and other sensitive lands. FIRM Insurance Zone and Map number.	
	<del>Flood plain boundaries as indicated by the Federal Emergency Management Agency as well as</del> the location of 100-year high water marks of all lakes, rivers, and streams.	
	Existing and Proposed easements, ROWs, buffer zones and public spaces shown. Including but not limited to city utility easements, public utility easements, access easements, etc.	
	Survey monuments shown at all intersections, centers of cul-de-sacs and points of centerline curvature where necessary to maintain line of sight	
	Street monument locations with bearing and distance labeled monument-to-monument, and location with respect to corners.	
	Lots, numbered and addressed, and road addresses and addresses for each intersection. Road names must meet the requirements of Chapter 19.27 and be approved in writing by the City GIS department before being added to the subdivision plat.	
	Data table outlined in Saratoga Springs Land Development Code 19.12.03.5.i.xix	
	Plat follows City of Saratoga Springs Standard Plat Format and includes Standard Plat Notes.	
	Note shallow sewer depth per 00200.2.A.6.a	

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. (00900.1.A.8)	
	Abbreviations and Legend	
	All text, features, and linework must be of a size which is legible when printed on standard 11x17 sized paper. (00900.1.A.8)	
	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 (00900.1.B.9)	
	Project name (00900.1.A.1.a)	
	Sheet Index for all sheets (00900.1.A.1.b)	
	Vicinity Map with North arrow (00900.1.A.1.c)	
	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 (00900.1.A.1.f)	
	Legend (00900.1.A.1.d)	
	Contact information for the project team and other key contacts (00900.1.A.1.e)	
	City Standard Notes (See City Std. Spec. 00900 - 1.A.1.g)	

Applicant Submitted (Provide Initials)	Site Plan	City Use Only Accepted Date
	Street names and widths (00900.1.A.3.a)	
	Subdivision lots with lot numbers (00900.1.A.3.b)	
	Proposed roadways connect to adjacent development existing/approved roadways. (19.12.06.4)	
	Existing and proposed easements as required by City standards (00900.1.A.5.h)	
	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 <a href="https://cityworks.saratogaspringscity.com/publicaccess/template/login.aspx">https://cityworks.saratogaspringscity.com/publicaccess/template/login.aspx</a>	
	Data table (broken up by phase if applicable) with quantities of each roadway improvement (pavement (sqft), untreated base course (sqft), granular borrow (sqft), curb, gutter (ft), sidewalk (ft), drive approach (each), ADA ramps (each), monuments (each), etc)	
	Fire hydrant locations (00900.1.A.3.d)	
	Lighting locations. Street lights at cul-de-sac ends, street intersections, and 300' maximum spacing. Located on lot lines wherever possible. (00900.1.A.3.e)	
	Roadway improvements (curb, gutter, sidewalk, ADA ramps, monuments) (00900.1.A.3.f)	
	Phasing of project including the location of temporary turn-around's at phase boundaries. (00900.1.A.3.h)	
	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 (00900.1.A.2.a)	
	All existing features in and adjacent to project. (00900.1.A.2.b)	
	Plans for removal or relocation of existing infrastructure as needed (00900.1.A.2.b.ix.a)	
	Areas classified as sensitive lands including 100-yr flood plains, natural drainages, water bodies, rivers wetlands, and slopes greater than 30% (00900.1.A.2.b.ix.b)	
	Existing easements or other encumbered areas (00900.1.A.2.b.ix.c)	
	Street Names	

Applicant Submitted (Provide Initials)	Grading and Drainage Plan	City Use Only
		Accepted Date
	Stamped and certified by a Utah-licensed Professional Engineer (00900.1.B.9), 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 (00900.1.B.1.i)	
	Data table (broken up by phase if applicable) with quantities of each storm drain improvement totaled by type and size including pipes and structures (00900.1.B.1.o)	
	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 <a href="https://cityworks.saratogaspringscity.com/publicaccess/template/login.aspx">https://cityworks.saratogaspringscity.com/publicaccess/template/login.aspx</a>	
	Existing and proposed easements as required by City standards (00900.1.A.5.h)	
	Existing contour lines (in gray scale) at one-foot intervals (00900.1.A.4.a)	
	Proposed contour lines at one-foot intervals (00900.1.A.4.b)	
	Benchmark elevation relative to an identified section corner. (00900.1.A.4.c)	
	Storm drain system showing pipe sizes, manholes, combination boxes and catch basins, with all elevations (rim & invert) and structure sizes. (00900.1.A.4.d)	
	Detail sheet showing detention pond(s) (including cross-sections), sized orifice design, spillway, and overland flood route called out (00900.1.B.1.e)	
	FEMA Flood Zone delineation and 100-year flood elevation limits	
	Lot grading arrows (00900.1.A.4.h)	
	Spot elevations where necessary including curb returns (00900.1.B.1.j)	
	Locations of any utility conflicts (00900.1.B.1.k)	
	2% maximum slope in all directions in ADA parking areas (00900.1.B.1.n)	
	ADA accessible route from commercial building to the public ROW (00900.1.B.1.n)	
	Minimum 15" pipe for all public drainage systems (RCP under pavement). (00500.3.A.2)	
	Catch basins provided at all intersections. Locate catch basins on lot lines where possible (00500.3.C.1)	
	Separate detail sheets showing detention ponds (including cross-sections), sized orifice design, spillways, etc (00900.1.B.1.e)	
	Cul-de-sacs graded to drain away from the bulb with max 4% in any direction (00500.3.D.2)	
	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. (00900.1.A.4.f)	
	Callout points of connection to existing system (00900.1.A.4.g)	
	Slope arrows and labels along gutters, swales, cut/fill slopes, parking areas, and lots (00900.1.A.4.h)	
	Access road to all structures outside of the ROW (12' min width, 15% max slope). (00500.3.B.1)	
	Storm drain line extended to property lines terminated with a manhole	
	Flood overland route clearly shown terminating at the storm water facility (usually the street) (00500.3.D.1)	
	Overland runoff route for stormwater at all sag points (00500.3.D.1)	
	Minimum slopes on storm drains per HEC 22 (00500.3.A.6)	
	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. (00900.1.B.2.j)	
	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. (00900.1.B.3.i)	
	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 <a href="https://cityworks.saratogaspringscity.com/publicaccess/template/login.aspx">https://cityworks.saratogaspringscity.com/publicaccess/template/login.aspx</a>	
	Survey monuments provided at all intersections, centers of cul-de-sacs and points of center line curvature where necessary to maintain line of sight (00900.1.B.2.h / 00900.1.B.3.g)	
	Utility locations (i.e. manholes) don't conflict with survey monuments (00900.1.B.2.h / 00900.1.B.3.g)	
	Sanitary sewer/Storm Drain systems showing pipe alignment, sizes, manholes, and laterals (00900.1.B.2.a-d)	
	Sewer and storm drain systems to the next manhole beyond subdivision boundary (00200.2.A.8 / 00500.1.C)	
	Drinking and secondary water systems showing type and size of pipes (which meet minimum specs), valves (gate or butterfly), and fittings (bends, crosses, tees, reducers) (00900.1.B.3.a-d)	
	Locations of meters and laterals for all open space areas (00900.1.A.5.c)	
	Locations of all fire hydrants (00900.1.B.3.b)	
	Location and complete details of sewage lift stations and other structures (00900.1.B.2.e)	
	Location of sampling stations(s) (DW-14, DW-14A, DW-14B)	
	Existing utilities (in grayscale) and plans for relocations as necessary (00900.1.A.5.f)	
	Points of connection to existing structures and pipe lines labeled (00900.1.A.5.g)	
	Existing and proposed easements as required by City standards (00900.1.A.5.h)	
	Locations of existing and proposed power poles (00900.1.B.2.h / 00900.1.B.3.g)	
	Locations of existing and proposed streetlights shown (00900.1.B.2.h / 00900.1.B.3.g)	
	Utility line locations follow ST-7 for public roads and ST-33 for private roads	
	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 (00900.1.B.2.h / 00900.1.B.3.g)	
	Street Names	
	Overall Utility Plan uses callouts and is on 1 sheet (no matchlines)	

Applicant Submitted (Provide Initials)	Plan and Profile Sheets (00900.1.B.1-3)	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 (00600.1 Table 6)	
	Vertical alignment of street tying into existing improvements	
	Matching centerline crowns for lower intersecting streets (00600.1 Table 6)	
	Maximum 5 percent slope through intersections and through PC/PT of the intersecting street (00600.1 Table 6)	
	Pavement section per geotech report, or not less than City standard (00600.1.2)	
	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 (00500.3.A.2)	
	Catch basins provided at all intersections (00500.3.C.1)	
	Sewer pipe size, type, length and slope between manholes	
	Minimum sewer slopes per City specifications (00200.2.A.5 / 00500.3.A.6)	
	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. (00300.2.A.6) (00400.2.A.5)	
	Locations of fire hydrants (00300.2.A.8)	
	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 (00300.2.D.1)	
	Locations of waterline looping due to utility conflicts	

Applicant Submitted (Provide Initials)	Striping and Signage Plan	City Use Only Accepted Date
	Street names (00900.1.B.7.a)	
	City standard details for signage and striping (00900.1.B.7.d)	
	Callout type, size, and station/offset of each sign with reference to the corresponding MUTCD sign code (00900.1.B.7.b,e) (00100.2.A.4.a)	
	Callout station/offset of all pavement markings and messages at (begin, end, PC, PT, and radius points) (00900.1.B.7.c,e)	
	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] (00900.1.B.7.d)	
	Call out all pavement marking taper rates relative to roadway alignment ( ie 15.0:1 taper rate) (00900.1.B.7.d)	
	Taper rates shall be calculated following 2009 MUTCD Section 3B.09 Lines 04-06 (00900.1.B.7.d) (00100.2.A.4.a)	
	Phase boundaries and identification of what will be completed with each phase (00900.1.B.7.g)	

Applicant Submitted (Provide Initials)	Lighting / Photometric Plan	City Use Only Accepted Date
	Lighting locations and types (00900.1.B.8.a) (City Code 19.11)	
	Photometric plan for parking areas and open spaces (00900.1.B.8.b) (00540.1.D.c-e) (City Code 19.11)	
	Lighting details (00900.1.B.8.c) (City Code 19.11)	
	Phase boundaries and identification of what will be completed with each phase (00900.1.B.8.d)	
	Location of power sources, conduit, electrical master meters and utility boxes (00900.1.B.8.e)	
	City Standard Notes (See City Std. Spec. 00900 - 1.B.8.f)	

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 (00900.1.B.10.a)	
	Locations and details of all planting (00900.1.B.10.b)	
	Irrigation design layout and details (00900.1.B.10.d)	
	Irrigable acre area served by each meter are identified and delineated/hatched on an overall irrigation plan sheet	
	Metered points of connection to city mainline (00900.1.B.10.e)	
	Point of connection of pressurized irrigation is the same location as on the utility sheet of the civil plans	
	Fencing locations, types and complete details for fences, posts, gates, and mow strips (00900.1.B.10.f)	
	Complete design of all open spaces including trails, pavilions, play areas, and other amenities including labels, dimensions, manufacture, model numbers, and all applicable details and typical sections. (00900.1.B.10.g)	

Applicant Submitted (Provide Initials)	Detail Sheets	City Use Only Accepted Date
	All applicable city standard sanitary sewer details (SS series standard drawings)	
	All applicable city standard drinking waterline details (DW series standard drawings)	
	All applicable city standard pressure irrigation details (PI series standard drawings)	
	All applicable city standard storm drain details (SD series standard drawings)	
	All applicable city standard street improvement details (ST series standard drawings)	
	All applicable city standard street light details (LP series standard drawings)	
	Project-specific details as applicable (ie pavement sections 00600.Table8&9, stormwater treatment device 00500.J, stormwater orifice control structure 00500.G.12, sampling manhole and grease trap from Timpanogos Special Service District, etc)	