



## Residential Subdivision Preliminary Plat Application

FEES	Major Subdivision: \$650 or Minor Subdivision: \$550 # of lots x \$35 per lot			
WATER MODELING	Lots: 1-9	\$300	200-349	\$1,175
	10-19	\$400	350-499	\$1,650
	20-49	\$475	500-499	\$2,100
	50-99	\$625	700-999	\$2,650
	100-199	\$825	1000+	\$2,650
Filing Fee: \$ _____				
Lot Fee: \$ _____				
Water Modeling Fee: \$ _____				
Total Fees: \$ _____				

**Proposed Subdivision Name:** \_\_\_\_\_

### Applicant(s) / Property Owner(s) Information

LEGAL OWNER(S) OF SUBJECT PROPERTY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT: \_\_\_\_\_  
(If different than owner)

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON/REPRESENTATIVE: \_\_\_\_\_  
(If different than owner)

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

### Property Description

STREET ADDRESS OF PROPERTY: \_\_\_\_\_

Section(s): \_\_\_\_\_ Township(s): \_\_\_\_\_ Range: \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

Current Zoning Designation: \_\_\_\_\_

Parcel Size (acres): \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Number of Phases: \_\_\_\_\_

Major Cross Street(s): \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(Attach separate sheet if necessary)

## Approvals Required By:

- Technical Review Committee (staff) – meets every Thursday at 8:30am.
- Planning Commission - meets the second and fourth Thursday of each month at 5:30 pm.

**Attached checklists serve as a guide for adhering to Santa Clara City's subdivision process/requirements. City Staff will use the checklist for completeness, reviews, and insuring code compliance for subdivisions.**

### Office Use Only:

Date Plan Submitted: \_\_\_\_\_

Date Plan Accepted: \_\_\_\_\_

Received by: \_\_\_\_\_

Receipt number: \_\_\_\_\_

Amt Due: \_\_\_\_\_

Amt Paid: \_\_\_\_\_

### Property Owner's Authorization

The undersigned below, or as attached, is the owner(s) of the property which is the subject of this application. The undersigned does duly authorize the applicant, named within this application, to act as applicant in the pursuit of a subdividing the property.

**I swear that I am (the) (a) owner(s) of the property which is the subject matter of the application, as it is shown in the records of Washington County, Utah.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
PROPERTY OWNER

\_\_\_\_\_  
PROPERTY OWNER

STATE OF UTAH )  
 :SS  
COUNTY OF WASHINGTON)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ personally appeared before me  
\_\_\_\_\_ and \_\_\_\_\_, the signers of the above instrument,  
who duly acknowledged to me that he/she/they executed the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires



## Subdivision/Development Approval Checklist Santa Clara City

### PRELIMINARY PLAT CHECKLIST

**Project Name:** \_\_\_\_\_

Yes	No	N/A	<b>I. CONCEPT PLAN REQUIREMENTS (Chapter 16.12.030)</b>
Y	N	N/A	Concept Plan review by the Technical Review Committee, TRC is required.
<b>II. STATE WATER QUALITY REQUIREMENTS – (Resolution 2015-12R)</b>			
Y	N	N/A	1. Waterline and hydrant locations in electronic format.
Y	N	N/A	2. Applicable elevation data at valve clusters and hydrants.
Y	N	N/A	3. Coordinate system used and in draining. The water model is set up in Utah State planes, NAD83 datum, South Zone, US Foot (UT83-ASF).
Y	N	N/A	4. Submit Project Notification Form (PNF) with application. Available at: <a href="http://www.sccity.org/media/uploads/2015/08/19/files/PNF-WaterQuality.pdf">http://www.sccity.org/media/uploads/2015/08/19/files/PNF-WaterQuality.pdf</a>
<b>III. PRELIMINARY PLAT REQUIREMENTS (Chapter 16.16)</b>			
<b>A. Submittal of:</b>			
Y	N	N/A	1) Preliminary Plat Copies (four (4) 11" x 17" and four (4) 24" x 36" Copies). Must be a clear and legible graphic representation of the subdivision, existing conditions, and proposed improvements as outlined in the completeness review below
<b>B. Preliminary Plat Requirements</b>			
<b>1. Title Block (16.16.020)</b>			
Y	N	N/A	a. Proposed name of subdivision
Y	N	N/A	b. Location of subdivision, including the address, section, township, and range
Y	N	N/A	c. Owner's name and address
<b>2. General Requirements (16.16.030)</b>			
Y	N	N/A	a. North Arrow and Scale (1"= 100' is preferred; 1"= 200' for large subdivisions)
Y	N	N/A	b. Boundary and phasing plan of the subdivision
Y	N	N/A	c. All property under control of the owner showing part(s) being developed and overall street system (Note: The street system shall conform to the existing street master plan)
Y	N	N/A	d. Existing and proposed contour lines at vertical intervals of not greater than two feet unless approved at a greater interval by the Planning Commission.
<b>3. Existing Conditions (16.16.040)</b>			
Y	N	N/A	a. Location, width of all streets and homes within two hundred (200) feet of the subdivision.
Y	N	N/A	b. Boundaries of adjacent tracts of subdivided and un-subdivided land, showing ownership.
Y	N	N/A	c. Identification of the zone or zones in which the property is located.
Y	N	N/A	d. All public streets, utility rights-of-way, easements, parks, and other public open spaces within or adjacent to the proposed subdivision. All section and boundary lines within and adjacent to the proposed subdivision.
Y	N	N/A	e. Sewer mains, sewer manholes, water mains, secondary water system, fire hydrants, power lines, power poles, culverts, or other facilities within one hundred (100) feet of the proposed subdivision.
Y	N	N/A	f. Ditches, drainage channels, water ways and major washes.
Y	N	N/A	g. Location of the flood plain, floodways, and elevations designed by F.E.M.A. No subdivision in the city shall be allowed in a flood plain.
Y	N	N/A	h. Exceptional topography-submit necessary map, visuals, etc. that would best reveal the exceptional topography.
Y	N	N/A	i. Information required for the historic preservation ordinance if the proposed subdivision is within the historic preservation overlay zone.
Y	N	N/A	j. Vicinity map.
Y	N	N/A	k. A soils report unless waived by the City Engineer via written & signed correspondence.
Y	N	N/A	l. Inclusion of paragraph pertaining to Geotechnical Report Conclusions.

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**4. Proposed Plan (16.16.050)**

Y	N	N/A	a. Streets and Utility Easements: the layout of streets and utility easements showing identification and dimensions.
Y	N	N/A	b. Lots: layout, number, and typical dimensions of lots.
Y	N	N/A	c. Setback Lines: building setback lines in any questionable lot area.
Y	N	N/A	d. Parcels Set Aside: Parcels of land intended to be dedicated for public use or set aside for the use of property owners in the subdivision as common or limited areas.
Y	N	N/A	e. Stormwater Drainage: A proposed plan to dispose of stormwater drainage for the subdivision.
Y	N	N/A	f. Wastewater Collection: Determine how the proposed subdivision can be served by the existing wastewater collection system without the extension of any trunk or outfall line.
Y	N	N/A	g. Wastewater Treatment: Determine how wastewater estimated to be generated by the proposed subdivision can be accommodated and treated without any treatment plan expansion.
Y	N	N/A	h. Water Supply, Secondary water and Storage: Determine how the water needs of the subdivision can be accommodated.
Y	N	N/A	i. Fire Flow: show how the proposed development will be served by a central water system with appropriately located fire hydrants and adequate flows to meet insurance requirements.
Y	N	N/A	j. Fire Response Time: Is the proposed subdivision within two (2) miles of a five (5) minute response time of a fire station?
Y	N	N/A	k. Solid Waste: Determine that the proposed subdivision be served by the existing system.
Y	N	N/A	l. Electrical Supply: Determine whether or not the electrical needs to the subdivision can be accommodated, and under what conditions.
Y	N	N/A	m. Parks: Determine that the proposed development is within one mile of a city park or recreation facility, and within one-half (1/2) mile of a neighborhood park, and can accommodate the projected population of the subdivision.
Y	N	N/A	n. Phasing Plan: a phasing plan for the subdivision if phases are proposed.
Y	N	N/A	o. Arrangements with Outside Agencies: where public services are proposed by agencies outside those operated by the city, the owner shall provide agreements with those agencies approving proposed plans.
Y	N	N/A	p. Other items that may be requested by the TRC, Planning Commission, or City Council.

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**5. Conformance with City Standards**

Y	N	N/A	a. Historic Preservation Ordinance Requirements (Chapter 17.76)
Y	N	N/A	b. Building Codes
Y	N	N/A	c. Zoning Ordinance (Title 17)
Y	N	N/A	d. City Standards
Y	N	N/A	e. Hillside Development Permit as found in Chapter 17.80 of the City's Zoning Ordinance
Y	N	N/A	f. Flood Damage Prevention Permit as found in Chapter 15.36 of the City's Municipal Code
Y	N	N/A	g. Storm Water Management/BMP Facilities Maintenance Agreement

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**C. Review for Adequate Public Facilities (16.16.050 (H)):**

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NOTE: The City Council and/or staff may require the applicant to submit such additional information, data, studies, plans, analyses, or maps as may be necessary to make a factual determinations set forth herein. If so required, the applicant shall bear the full cost of meeting this requirement (16.16.050 (H)). Note: Required signatures below will be gathered by the Planning Manager.

› **Review for Adequate Public Facilities Part 1 of 4:**

Floodplain or Hillsides: Proposed development is not located within a floodplain or hillside.

Owners of the development have submitted adequate documentation demonstrating that the development complies with the requirements of Public Facilities Part 1.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
City Engineer

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› **Review for Adequate Public Facilities Part 2 of 4:**

Roads: Be served by streets within one mile of the proposed development without causing a reduction in the level of service below "C" during peak hour.

Wastewater Collection: Can be served by the existing wastewater collection system, without the off-site extension of any trunk or outfall lines.

Wastewater Treatment: The wastewater estimated to be generated by the proposed development can be accommodated and treated in accordance with city standards without any treatment plant extension.

Water Supply and Storage: The water needs of the proposed development can be accommodated in accordance with legally authorized and physically available water rights and the capacity, storage, design, of construction requirements of the Utah Health Department without additional supply or storage requirements.

Solid Waste: The proposed development can be served by the existing collection and disposal capacity expenditures or improvements.

Electrical Supply: The electrical needs of the development can be accommodated by the city power department.

Storm Drainage: The proposed development can be served by the existing storm drainage system without the off-site extension of an interceptor or major collection lines.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Public Works Director**

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› **Review for Adequate Public Facilities Part 3 of 4:**

Fire Flow: The proposed development shall be served by a central water system with appropriately located fire hydrants and adequate flows to meet insurance services office fire system grading standards (minimum of twelve-hundred and fifty (1,250) gallons per minute for a period of two hours) without additional capital improvements.

Fire Response Time: The proposed development is within two miles or a five minute response time of an existing fire station.

Owners of the development have submitted adequate documentation demonstrating that the development complies with the requirements of Public Facilities Part 3.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Fire Chief**

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› **Review for Adequate Public Facilities Part 4 of 4:**

Parks: The proposed development is within one mile of a city park or recreation facility, and within one-half mile of a community or neighborhood park, all of which meet city acreage and facility standards and can accommodate the population projected to be generated by the proposed development. The Owners of the development have submitted landscape plans that meet the Landscape Ordinance and City's Landscape Specifications for any property that will maintained by the City of Santa Clara.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Parks Director**

**Miscellaneous Notes:**



# SANTA CLARA CITY SUBMITTAL DEADLINES

## Development Submittal Deadlines

REZONINGS	
Classification	Submittal Deadline Requirements for Planning Commission
Open Space Zone (OS)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Residential Agriculture Zone (RA)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Single-Family Residential Zone (R-1)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Commercial Zone	<u>Without site plan approval</u> , application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. <u>With site plan approval</u> , application submittal deadline is seven (7) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Planned Development Districts (PD)	Application submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District/Mixed Use Zone	Application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District Overlay Zone	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Classification	Submittal Deadline Requirements for City Council
All	Copies of application (11 copies of application with any recommended changes encouraged by the Planning Commission) must be received two (2) weeks prior to intended City Council meeting. *Staff acceptance date is one (1) week prior to the intended City Council Meeting.

***Before receiving any petition, all fees must be paid along with the submittal of a complete application.***

\*Staff acceptance date refers to the day staff formally accepts the application as complete, all required staff reviews are complete, and final changes made to the application materials are complete.

\*\*Conceptual reviews, prior to the submittal deadline, by City staff are **strongly encouraged** but not required; additionally, applicants/property owners are **strongly encouraged to submit their applications in advance of the established submittal deadline requirements to avoid missing a staff acceptance deadline due to unforeseen issue(s).**

SUBDIVISIONS	
TRC & Planning Commission Reviews	
Preliminary Subdivision	Preliminary Plat submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Final Subdivision	Final Plat submittal deadline is three (3) weeks prior to the intended Planning Commission Meeting. Staff acceptance date is two (2) weeks prior to the intended Planning Commission Meeting.
Plat Amendment	Same process as Final Plat.

Misc. Planning & Zoning Approvals	
PD Master Plan Amendment	Same as Planned Development approval
Site Plan Reviews	Four (4) weeks prior to intended Planning Commission Meeting and two (2) weeks prior to intended City Council Meeting.
Conditional Use Permits and Home Occupations	Two (2) weeks prior to the Technical Review Committee Meeting

### **Typical Meeting Schedules:**

**Note: Please refer to the submittal deadline requirements that must be met in order to have a formal Planning & Zoning application placed on the agenda and considered for approval. Agendas for these meetings are posted prior to the meeting date and can be found on the City's web site: [www.santaclaracityutah.com](http://www.santaclaracityutah.com)**

Technical Review Committee (TRC) Meetings – Generally every Thursday at 8:30 a.m.

Planning & Zoning Meetings – 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 5:30 p.m.

**Final Note: Due to the time it takes to conduct reviews by staff, incorporate changes by the engineers, and meet state and local advertising deadlines, the submittal deadline requirements are firm.**