FINAL SITE PLAN
OFFICE OF DEVELOPMENT ASSISTANCE

APPLICANT _____DATE_____

PROJECT _____

FINAL SITE PLAN

Your Check	City Check	Description
❑	❑	Application and Fee
❑	❑	Owners Affidavit
❑	❑	6 - 24 x 36copies of the plan at a scale no smaller than 1"=100'
❑	❑	1 reduced copy on 11 x 17 paper.
❑	❑	North arrow, scale, vicinity map, legend, revision block and date.
❑	❑	Project Name and Location in bold letters at the top of the sheet.
❑	❑	Applicant name, address and telephone number.
❑	❑	Owner name, address and telephone number.
❑	❑	Signed Drawings by designer and engineer
❑	❑	Orientation - the top of the site plan faces either north or west.
❑	❑	Title Report - not more than 30-days old
❑	❑	Phase I environmental report
❑	❑	Geotechnical report
❑	❑	Engineers estimate for public improvement
❑	❑	CD of all plans in PDF Format

Note: When there are concurrent reviews of a site plan and subdivision, it will require separate and distinct applications for each project. Each application will have separate plans and should not be combined.

FINAL SITE PLAN
PLANNING DIVISION

APPLICANT _____DATE_____

PROJECT _____

FINAL SITE PLAN DRAWINGS

Your Check	City Check	Description
❑	❑	Workmanship - neat, legible and readable.
❑	❑	Acreage, property dimensions, project perimeter, legal description.
❑	❑	Nearest section corner tie and State Plane Coordinate
❑	❑	A table, which shows:

Item	Area
Total gross acreage (acres)	
Street right of ways (sq.ft.)	
Building footprint (sq.ft.)	
Total building floor area (sq.ft.)	
Landscaping (sq.ft.)	
Landscaping (% of lot)	
Required number of parking spaces	
Actual number of parking spaces	
Number of bike parking stalls	
Interior parking lot landscape (% and sqft)	

❑	❑	Legal Description
❑	❑	Boundary accurately, showing the proper bearing and dimensions of the boundary lines of the site, properly tied to public survey monuments.
❑	❑	Adjacent Property Owner's Names and addresses
❑	❑	Phasing Information – numbered with approximate timetable for development.
❑	❑	Fences and walls existing and proposed with elevations and profiles
❑	❑	Signage existing and proposed location, types, size and profiles
❑	❑	Screening and Buffering
❑	❑	Refuse Areas – collection area locations and enclosures
❑	❑	Parking Plan - general parking, access, and loading
❑	❑	Off-Street Parking and Loading Areas (if permitted) – Show all off-street parking and loadings areas.
❑	❑	Access Points – Vehicular and pedestrian access points for on and off-site, access to existing streets
❑	❑	Lighting Plan – for all interior areas and immediately adjoining streets with profile of fixture type
❑	❑	Hillside District Overlay Zone – If the project is within the Hillside District Overlay Zone see requirements on Development Manual CD
❑	❑	Well Protection Overlay Zone – If the project is within the Well Protection Zone see requirements on Development Manual CD
❑	❑	Airport Overlay Zone – If the project is within the Airport Zone see requirements on Development Manual CD

FINAL SITE PLAN
PLANNING DIVISION

General Information cont

Your Check	City Check	Description
❑	❑	Americans with Disabilities Act (ADA) Accessibility Guidelines include a statement which indicates ADA requirements have been met.
❑	❑	Geologic Hazards including fault lines, liquefaction potential
❑	❑	Location of any overhead utilities. Indicate line size and voltage

ARCHITECTURAL RENDERINGS BUILDING ELEVATIONS - A **separate sheet** showing the following:

Your Check	City Check	Description
❑	❑	Accurate front, rear and side elevations of all buildings and accessory structures, drawn to scale and showing dimensions
❑	❑	Specification of all exterior surfacing materials and colors shown on a color enhanced PDF. Show shingle color and type, exterior building color type.
❑	❑	Outdoor lighting, furnishings and architectural accents specification
❑	❑	Building elevations, footprint, occupancy, number of stories, construction type
❑	❑	Dumpsters, utility boxes, fences, walls
❑	❑	Proposed signage location and dimension of all signage proposed to be attached to the building or structure.

LANDSCAPING PLAN and IRRIGATION PLAN - A **separate sheet** showing all landscaping in accordance the City's Water Conservation Ordinance.

Your Check	City Check	Description
❑	❑	North arrow, scale, and site plan underlay
❑	❑	Plant Material – location, identification of species, size, percentage of turf, grasses and areas of non-living material.
❑	❑	Sprinkler System – layout and type of heads
❑	❑	Flow rate assumption
❑	❑	Top soil analysis

		Special Reminders: ▶ Separate irrigation meters are required for all landscapes over 1,000 sq. ft. ▶ All turf areas must pass the irrigation audit with minimum distribution uniformity of 60% (fixed heads) and 70% (rotors heads). Minimizing odd-shapes, curves, and narrow turf areas will help to achieve these efficiency percentages.
		▶ Topsoil Analysis lab results must be included with landscape plans. See code section 89-6-703(a)(3). Qualified labs include: QA Consulting and Testing, Salem, UT (801)423-1116 BYU Soil Analysis Lab, Provo, UT (801)422-2147 USU Soil Testing Lab, Logan, UT (435)797-2217

		▶ Contractor must call the City's landscape inspector Mr. Von Isaman at **(801)423-1116** to request two separate field inspections at the appropriate times, at least two days in advance: **1.** Mid-installation inspection & sprinkler uniformity test—call to set appointment at least two days in advance when irrigation system is installed and operational but NOT YET BURIED. **2.** Final landscape inspection—call to set appointment at least two days in advance when all plants, mulch, and turf are installed. ▶ Park strips narrower than 8 feet must use drip irrigation, sub-surface, bubblers, micro-spray, or similar (no pop-up or rotor heads). Turf is allowed in these areas ONLY if the above irrigation methods are used.

HILLSIDE DISTRICT OVERLAY ZONE ORDINANCE REQUIREMENTS As a **separate sheet**

Your Check	City Check	Description
❑	❑	Project lies within the Hillside District Overlay Zone – See checklist located on the Development Process Manual CD

FINAL SITE PLAN
ENGINEERING DEPARTMENT

APPLICANT _____DATE_____

PROJECT_____

FINAL SITE PLAN REQUIREMENTS

Your Check	City Check	Description
❑	❑	Street Improvements – Show all existing and proposed curb, gutter, and sidewalk, park strip, street monuments, fire hydrants, streetlights and edge of asphalt locations.
❑	❑	Street names, numbers, widths, lengths, bearings and curve data.
❑	❑	Rights-of-Way - Existing and future rights of way.
❑	❑	Easements – Easements are to be clearly labeled and identified. The width of easements and sufficient ties thereto are to be shown.
❑	❑	Man-made features (irrigation facilities, bridges, railroad tracks, buildings) - provide location.
❑	❑	Utah State Department of Transportation (UDOT) approval document - If the site needs to gain access to a State Road.
❑	❑	Please provide copies of any permits, letters of approval, etc. form other agencies or groups.
❑	❑	Engineers estimate of improvements costs

UTILITY PLAN – A **separate sheet** showing the utility plan.

Your Check	City Check	Description
❑	❑	Title block
❑	❑	Scale at 1"= 60' or 1"= 100'
❑	❑	"Call Before You Dig" symbol and telephone number are shown
❑	❑	North arrow, scale, and site plan underlay.
❑	❑	Shows relationship of utilities to each other on plan view.
❑	❑	Existing and proposed utilities – sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, communications lines, cable television lines, and street lights.
❑	❑	Water meter locations are shown. A separate meter for irrigation connected to main line is required for landscape area of 1000 sq.ft. or more
❑	❑	Streetlights are provided at ends of cul-de-sacs, all street intersections.
❑	❑	A streetlight is located at the entrance to any pedestrian pass-through
❑	❑	Overhead utilities must be buried. Show existing overhead utilities on this drawing and indicate how and where they will be buried.
❑	❑	Utility Easements – Location and dimensions for 20-foot easement for one utility, and a 25-foot easement for two utilities.
❑	❑	All street names are shown and existing and future right-of-way widths to centerline are shown.

FINAL SITE PLAN
ENGINEERING DEPARTMENT

Utility Plan cont

Your Check	City Check	Description
❑	❑	Existing and proposed hydrants and streetlights are shown and properly labeled.
❑	❑	Show existing improvements in, and adjacent to, the project. Must clearly distinguish "existing" and "to be constructed" improvements (Plan Sheets).
❑	❑	Show water and sewer facilities and dimensioned from the centerline of the road or property line with a mandatory 10-foot separation between culinary water and sewer facilities.
❑	❑	Show driveways, if known – sidewalk ramps are located
❑	❑	Minimum fire flow required by the IFC for the proposed structures. Fire flow calculations at all hydrant locations.
❑	❑	A note on the drawing from the design engineer verifying that the proposed improvements comply with the City's design and construction standards.

OVERALL DRAINAGE PLAN - A **separate sheet** showing the grading and drainage plan.

Your Check	City Check	Description
❑	❑	Title block
❑	❑	Project title
❑	❑	North arrow, and scale. (1"=100' max.)
❑	❑	"Call Before You Dig" symbol and telephone number are shown (plan sheets).
❑	❑	Revisions block
❑	❑	Compliance Note indicating all facilities conform to the City's Design and Construction Standards and Master Storm Drain Plan.
❑	❑	Show proposed and existing conditions for the property being developed and within 100-feet of the project's boundary.
❑	❑	Dashed lines and labels showing existing improvements, with elevations to show the project's conformity with the existing conditions.
❑	❑	Show proposed contours (use solid lines) and spot elevations.
❑	❑	Topography - Contour lines at 2-foot intervals
❑	❑	Slopes of 10-percent or greater are shown. (Hillside ordinance applies)
❑	❑	Proposed contours for site, parking lot and landscaping are shown.
❑	❑	Proposed sidewalks and sidewalk ramps with spot elevations are provided as required.
❑	❑	Proposed curb and gutter with spot elevations are provided as required.
❑	❑	Elevations shown (top of curb, flowline and crownline) at limits of construction, P.C.'s, P.T.'s, and grade breaks.
❑	❑	Percentage of grade and direction of flow is indicated.
❑	❑	Pad and finished floor elevations for all new structures are shown.
❑	❑	Finished floor elevation of all buildings adjacent to this property and spot grades on adjacent properties to show elevational relationships.
❑	❑	All existing and "to be constructed" block walls are shown.
❑	❑	Proposed and existing drainage easements, with dimensions, elevations and typical sections
❑	❑	Shows existing or "to be dedicated" rights-of-way and easements.
❑	❑	"Sight visibility easements" with dimensions

Overall Drainage Plan cont

Your Check	City Check	Description
❑	❑	Flood Plain and Wetland Information - Flood plain or wetland boundary locations.
❑	❑	Drainage calculations – Hydraulic and hydrologic storm drainage calculations using a 10-year storm and a 100-year storm event with 0.2 cubic foot per second/acre discharge in 24 hours stamped by a Utah registered professional engineer. Engineer is to use TR55 or HEC1 and provide output from these calculations. (Separate report)
❑	❑	Storm Water Facilities - Size, slope, location, and description of existing and "to be constructed" storm drain facilities line elevations.
❑	❑	Direction of storm water flows, catch basins, manholes, combination boxes, invert and rim elevations; inlets, outlets, waterways, culverts, detention basins, orifice plate sizes, required riprap, required double inlet/dissipater, outlets to off-site facilities, and off-site drainage facilities.
❑	❑	Proposed roof drains, include size, type slope, and flow
❑	❑	Existing culverts, streams, channels, and detention ponds with proposed changes include typical section, erosion protection, permanent structures, freeboard, and access.
❑	❑	An overland release for storm water is provided for all sag points such that no structures would be flooded if the underground drain system were blocked or the capacity exceeded.
❑	❑	Detention areas and details are shown. This is to include spillways at a 3:1 maximum side slopes.
❑	❑	Sub- drain system – Required if project fronts canal property, the geotechnical report indicates groundwater within the footing zone, or the area is known for a high groundwater table. Subsurface drains must lower groundwater levels to 3-feet below all basement levels. (To be maintained by Homeowner's Association)
❑	❑	Existing irrigation ditches have been piped or abandoned as approved by the ditch master.
❑	❑	Existing irrigation tail water ditches or sheet flow is properly conveyed through the property.
❑	❑	Erosion protection is provided for all cut and fill slopes.
❑	❑	Energy dissipaters are provided on the outfall of drain lines discharging into creeks and earthen channels capable of slowing velocities to 3-feet per second.
❑	❑	Oil water separator system in place before it discharges into the city system.
❑	❑	Approval from County Flood Control – If the site is adjacent to a waterway needing maintenance by a government agency.
❑	❑	Approval from the Army Corps of Engineers – If the site is within or adjacent to any known wetlands.
❑	❑	State Stream Alteration Permit

OVERALL GRADING PLAN - A **<u>separate sheet</u>** showing the grading and drainage plan.

Your Check	City Check	Description
❑	❑	Title block
❑	❑	Project title
❑	❑	North arrow, and scale. (1"=100' max.)
❑	❑	"Call Before You Dig" symbol and telephone number are shown
❑	❑	Revisions block

Overall Grading Plan cont

Your Check	City Check	Description
❑	❑	Compliance note indicating all facilities conform to the City's Design and Construction Standards.
❑	❑	Proposed and existing conditions for the property being developed and within 100-feet of the project's boundary.
❑	❑	Dashed lines and labels showing existing improvements, with elevations noted to show the project's conformity with the existing conditions.
❑	❑	Show proposed contours (use solid lines) and spot elevations
❑	❑	Topography - Contour lines at 2-foot intervals
❑	❑	Slopes of 10-percent or greater are shown. (Hillside ordinance applies)
❑	❑	Proposed contours for site, parking lot and landscaping are shown.
❑	❑	Proposed sidewalks and sidewalk ramps with spot elevations are provided as required.
❑	❑	Proposed curb and gutter with spot elevations
❑	❑	Elevations shown (top of curb, flowline and crownline) at limits of construction, P.C.'s, P.T.'s, and grade breaks.
❑	❑	Percentage of grade and direction of flow
❑	❑	Pad and finished floor elevations for all new structures
❑	❑	Finished floor elevation of all buildings adjacent to this property and spot grades on adjacent properties to show elevational relationships.
❑	❑	All existing and "to be constructed" block walls are shown.
❑	❑	Proposed and existing drainage easements, with dimensions, elevations and typical sections as needed.
❑	❑	Soils report required for all public roadways

LAND DISTURBANCE ORDINANCE REQUIREMENTS SWPPP - A **separate sheet** .

Your Check	City Check	Description
❑	❑	The project fulfills all the requirements of the Land Disturbance located on the Development Process Manual CD.

PUBLIC STREET DESIGN PLAN AND PROFILE - A **separate sheet** showing the plan.

PLAN VIEW

Your Check	City Check	Description
❑	❑	Scale – 1" = 20' or 1" = 40'
❑	❑	Street Monuments
❑	❑	Street name and number
❑	❑	Right of way width.
❑	❑	Design benchmark.
❑	❑	Property lines. Locations of easements (existing and proposed)

FINAL SITE PLAN
ENGINEERING DEPARTMENT

Public Street Design Plan View cont

Your Check	City Check	Description
❑	❑	Center line with stationing. Please include any horizontal curve information.
❑	❑	Horizontal sight distance if road intersection is not 90 degrees or if road intersects a horizontal curve.
❑	❑	Existing edge of asphalt spot elevations as well as centerline spot elevations. 50 foot intervals.
❑	❑	Existing curb, gutter, sidewalk and drive approaches. Provide spot elevations for both sides of the street.
❑	❑	Profile spot elevation designations at curb return.
❑	❑	Existing and proposed utilities.
❑	❑	Existing and proposed street lights.
❑	❑	Extend limits of drawing 100' before and after proposed improvements. Include driveways and any road intersection.
❑	❑	Proposed storm drain system. Include pipe length, material, and size. Include manhole size, and rim elevation. Include any grate elevations.
❑	❑	Proposed sanitary sewer system. Include pipe length, material, and size. Include manhole size and rim elevation.
❑	❑	Proposed culinary water system. Include length, size and class of pipe as well as valves, tees, crosses, fire hydrants and service laterals.
❑	❑	Proposed secondary water system. Include length, size, and class of pipe as well as valves, tees, crosses, and service laterals.
❑	❑	Existing and proposed fire hydrants. Maximum spacing 500 feet.

PROFILE VIEW

Your Check	City Check	Description
❑	❑	Scale (vertical scale 1/10 of horizontal scale).
❑	❑	Elevation at left and right side of sheet.
❑	❑	Existing ground profile at proposed profile grade line (center line or top back of curb.
❑	❑	Proposed profile grade line (center line or top back of curb). Include grade information, slope, VPI, VPC, CPT etc. Include elevations at points of interest.
❑	❑	Vertical sight distance. Safe stopping distance when required.
❑	❑	All necessary vertical curve information including length of curve, "K" Value.
❑	❑	Extend profile line 100 feet each way showing existing improvements
❑	❑	Profiles of sanitary sewer system. Include length, size, type and slope of pipe. Include manhole size, rim and flow line elevations.
❑	❑	Profiles of storm drain system. Include length, size, type and lope of pipe. Include hydraulic grade line and contributing system flow. Include all rim gate and low line elevations.
❑	❑	Profiles of culinary and or secondary water system if line size is 12 inches or greater. Include length, size, type and slope of pipe. Include air vacuum station at all high points.
❑	❑	Show conflicts between utilities. Include distance between utilities pipe edge to pipe edge.

FINAL SITE PLAN
ENGINEERING DEPARTMENT

TRAFFIC SIGNS AND STRIPING PLAN: A **separate sheet** showing the plan.

Your Check	City Check	Description
❑	❑	Scale
❑	❑	Overall site layout complete with lot and easements lines.
❑	❑	Street layout including curb, gutter, and sidewalk.
❑	❑	Stop bars as required by MUTCD
❑	❑	Cross walks.
❑	❑	Painted messages or arrows.
❑	❑	Stop signs per most current edition of MUTCD.
❑	❑	Street signs per most current edition of MUTCD.
❑	❑	Any additional signs as warranted by the most current edition of MUTCD.
❑	❑	Traffic striping or tape for all lanes.
❑	❑	Proposed signal loops if required.
❑	❑	Proposed signal light if required.

TRAFFIC IMPACT ANALYSIS – Provide a traffic impact analysis if project meets the necessary requirements.

Your Check	City Check	Description
❑	❑	Completion of the Traffic Impact Analysis in accordance with Guidelines for Traffic Impact Studies located on Development Processing Manual CD.

SITE DEMOLITION PLAN- A **separate sheet** showing all demolition required as part of the project:

Your Check	City Check	Description
❑	❑	Title block
❑	❑	Project title
❑	❑	North arrow
❑	❑	Scale of drawing
❑	❑	"Call Before You Dig" symbol and telephone number are shown (plan sheets).
❑	❑	Revisions block is shown.
❑	❑	Structures and other facilities to be removed are shown.

ADJACENT PROPERTY OWNER AGREEMENTS:

Your Check	City Check	Description
❑	❑	Adjacent property owners' agreements regarding storm drainage, irrigation or other matters.