

## SECTION 13.0

### RESIDENTIAL CONSTRUCTION NOT IN A RECORDED SUBDIVISION PROCESS

#### 13.1 GENERAL

The purpose of the residential construction not in a recorded subdivision process is to obtain formal approval by the planning and engineering departments before residential dwellings are ready for construction. The site plan, construction drawings and all information and procedures must comply with the provisions of the Municipal Code, and the City's design and construction standards

No regulatory permits will be issued and no clearing, grubbing, grading, drainage work, parking lot construction or other site improvement will be allowed until the site plan and building permit are approved. Checklists for this permit are contained in the Development Processing Manual located on the City's website *www.wjordan.com*.

The Applicant/Homebuilder will need to work closely with the Building, Development, Fire and Engineering Departments in preparing the residential dwelling site plan, construction drawings for any public improvements, and house construction plans.

The site plan and necessary construction drawings are to meet all the requirements of the Engineering Department design and construction standards and the Municipal Code. The building permit drawings are to meet all the requirements of the Building Department and the requirements of the Municipal Code.

#### 13.2 FILE BUILDING PERMIT AND CONSTRUCTION DRAWINGS

The review of the building permit and construction drawings can be initiated by submitting an application along with the items listed on the residential construction not in a recorded subdivision checklist.

Along with the submittal the following may be required

- A. Engineers Estimate - If the site plan has public improvements an engineers estimate is required so a Final Bond Estimate can be prepared.
- B. Escrow Deposit, Surety, Letter of Credit or Cash Agreement - The bond agreement is to be in the amount indicated in the final bond estimate, and is to meet the requirements of City Attorney and the Municipal Code.
- C. Off-site Dedications - Easement and fee parcels required as part of the development will need to be provided separately from the Site Plan.
- D. Public Easements – The applicant is to prepare, sign and submit all necessary easements required for publicly dedicated facilities for the project. These easements are to be approved by City staff and the City Attorney prior to recordation.
- E. Salt Lake County Flood Control Permit – The applicant is responsible for coordinating with Salt Lake County Flood Control District in preparing and obtaining a flood control permits. A flood control permit must be applied for if:

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- a. The project will discharge into a canal, creek, Jordan River or other facility under the jurisdiction of Salt Lake County Flood Control District, or
  - b. The project abuts or is adjacent to a canal, creek, Jordan River or other facility under the jurisdiction of Salt Lake County Flood Control District.
- F. Salt Lake County Development and Construction Permit - Obtain and submit this permit if the subdivision is within 100 feet of a critical flood area as defined by Salt Lake County Flood Control District. If the project is not within 100-Feet of a critical flood area, the applicant is to submit a letter from Salt Lake County to the City so indicating.
- G. Canal/Ditch Company Approvals - If the project discharges into an irrigation company canal, a letter of approval from the canal/ditch company is to be submitted. Evidence must also be presented to the City that indicates that all required fees have been paid to the canal/ditch company.
- H. Other Agency Approvals - Other agency approvals may include the Utah Department of Transportation and other agencies that may be affected. The applicant is responsible for identifying these agencies and meeting their requirements.

### **13.3 CITY REVIEW OF RESIDENTIAL CONSTRUCTION NOT IN A RECORDED SUBDIVISION SITE PLAN**

The initial review of these documents will be completed as individual departments, however, a city staff project team will be assembled which will include a member from each department.

The first review may take between 2 to 3 weeks to complete based on the complexity of the project and the number of projects in for review. Subsequent review, if needed, will be completed in 1 week.

The applicant should work directly with the project team to satisfy each department's requirements.

### **13.4 CITY ATTORNEY REVIEW**

Documents that require the Mayor's signature or recordation with the Salt Lake County Recorders office will require review and approval from the City Attorney. All documents are to be original documents.

### **13.5 RECORDATION OF DOCUMENTS**

The approved documents will be recorded at the Salt Lake County Recorder's Office. The applicant is responsible for payment of any recordation fees. An appointment is made between city staff and developer to meet at the Salt Lake County Recorder Office to record the necessary documents.

### **13.6 LAND DISTURBANCE PERMIT**

The Applicant/Homebuilder or his/her contractor will be required to obtain a land disturbance permit prior to the beginning of any construction activity on the site, unless it meets the exemption requirements specified in the Municipal Code.

**13.7 PRECONSTRUCTION MEETING**

The Applicant/Homebuilder or his/her contractor is to not begin construction until after all approvals have been given and all requirements of the City's Municipal Code have been met. Construction is defined as any activity which creates a land disturbance such as excavation, clearing, grubbing, construction of buildings, site or public improvements or any other activity which disturbs existing soil on-site.

The applicant is to contact the community development department to schedule a preconstruction conference.

Public improvements are subject to city inspections.

**13.8 BUILDING PERMIT ISSUANCE**

A building permit may be issued once all preconstruction requirements. This will include, but not limited to providing the necessary infrastructure (i.e. water lines, all weather access roads, etc.), to provide for fire protection and emergency response to the project.

**13.9 COMPLETION AND MAINTENANCE OF SITE**

Every single family dwelling project must be constructed in accordance with the approved residential dwelling site plan and other drawings, or if the plan has been revised, in accordance with the revised plans reviewed and approved by the City. The site must be maintained in a clean and orderly manner or the City may take legal action.

**13.10 CERTIFICATE OF OCCUPANCY**

The Applicant/Homebuilder must make a request to the Building Division and pass an inspection by the Building, Engineering, Fire and Planning Divisions before the Building Division will consider issuing a certificate of occupancy.

**13.11 EXPIRATION**

The approval of a single-family dwelling site plan expires if the Applicant/Homebuilder does not obtain a building permit within two (2) years of approval.

**13.12 WARRANTY PERIOD FOR PUBLIC FACILITIES**

After the final inspection is completed, a 12-month warranty period begins.

**13.13 FINAL INSPECTION OF PUBLIC FACILITIES**

Once all improvements are complete, a final inspection of the improvements needs to take place and public improvements accepted, in accordance with city code requirements. Please contact the Engineering Department for additional information regarding this issue.

**13.14 HILLSIDE DISTRICT OVERLAY ZONE ORDINANCE REQUIREMENTS**

If the site is within the Hillside District Overlay Zone, all requirement of the Hillside Overlay District must be met.