



PRELIMINARY PLAT CHECKLIST

The following items shall be provided for the Preliminary Plat Application to be considered complete. If the application and checklists are not complete, the application will be returned to the applicant.

Preliminary Plat Application:

- A complete Preliminary Subdivision Application, include address and phone numbers of the owner, applicant, engineer, surveyor and/or architect.
- Owner's affidavit and consent.
- A current Title Report identifying ownership, easements of record, liens, encumbrances, and payment of taxes and assessments.
- Fee: Preliminary Acceptance
- Fee: Preliminary Subdivision Review
- A digital copy of the preliminary plat including information required in this checklist and other information as requested necessary to complete the review of the design. The Preliminary Plat will be a plan view drawing that fulfills the requirements of this checklist. More detailed plan and profile view drawings are to be completed after the Preliminary Plat approval.

Preliminary Plat must show the following: A Preliminary Plat drawing will be required which shows accurate alignments, boundaries, and monuments as certified by a land surveyor registered in Utah. Preliminary Plats shall be prepared at a scale no smaller than one (1) inch equals sixty (60) feet, or as recommended by the City Engineer. Plats of large areas may be prepared on multiple, serially numbered sheets with match lines and an index map. The vicinity and index maps shall appear on the first of the serially numbered sheets and shall not be less than eleven by seventeen (11 x 17) inches. Each subdivision shall propose a unique name as verified with Cache County Recorder.

The following data shall be included on the Preliminary Plat:

General Items

- A title block placed on the plat showing the following:
 - Name of the Subdivision and the words "Preliminary Plat – Not to be Recorded"
 - Type of development
 - Name and address of owner of record, developer and designer, and name and address of engineer and land surveyor, include the date of the survey
 - North arrow, graphic and written scale
 - Date of preparation.
- A vicinity map
- Tabulation of the number of acres in the proposed development, showing the total number of lots and areas of open space.
- A tabulation of the square footage of each lot.
- A recent Title Report covering the proposed subdivided property identifying ownership, easements of record, liens or other encumbrances and verifies payment of taxes and assessments.

Mapping

- The current Box Elder County Ownership Plat showing the surrounding property and roads, the names of all adjoining property owners of record, or the names of adjoining developments shall be shown.
- Surveyed boundary of the development, accurate in scale, dimension and bearing including all adjoining and contiguous property under the control of the subdivider (even if only a portion is to be subdivided).
- Topographic contour intervals of no greater than two (2) feet, unless otherwise recommended by the City Engineer.
- Identification of natural features including, but not limited to, general topography, slopes over 20%, drainage channels, water bodies, wetlands, etc.
- Flood plains and flood ways as shown on the FEMA Flood Maps
- Identification of man-made features including, but not limited to, existing buildings, concrete structures and flatwork, irrigation ditches and structures, existing fence lines, roads, railroads, power lines, etc.
- The locations, dimensions, and areas of all proposed and existing lots, including building set-back lines and proposed building areas for each lot
- Indication of the use of all lots and all uses other than residential uses proposed by the subdivider.
- The locations of drive approaches, streets, and railroads within 250' of the proposed development
- Existing utility locations including all public utilities and municipal utilities
- Subdivision boundaries drawn slightly bolder than lot and street lines.
- Parcels offered for dedication clearly designated.

Rights-of-Way and Easements

- Show a 10' wide PUE and MUE easement along all frontages.
- Show any additional easements necessary to accommodate the development.
- Show any existing easements on, or adjacent to the subject property.
- The location and width of all existing and proposed rights-of-way or ingress/egress easements.
- All streets numbered in accordance with the city street system (coordinate with City Engineer for final approval of Preliminary Plat).

Street Design

- All proposed roadway(s) locations and dimensions, their names, numbers, and rights-of-way and cross sections of all proposed roads including the name(s) of all new roads to be approved by the ALUA, showing proposed cuts and fills.
- Location of streets must not conflict with Transportation Master Plan
- Street angles not less than 80°
- ROW widths consistent with the Public Works Standards
- Street cross section consistent with Public Works Standards
- Street grades when anticipated to be more than 5% (not more than 10%)
- Temporary turnarounds where stub road is more than 150' from intersection.
- Intersection offsets of no less than 150'
- Street lights shown at intersections. Additional street lights may be required.
- ROW dimensions shown

Culinary Water

- Show water line locations consistent with the Public Works Standards. Maintain 10' separation from sewer system when running parallel.
- Water lines extended to boundary of development
- Show valve locations
- All water line dead-ends must be terminated with a fire hydrant

- Show fire hydrant locations (max. of 500' spacing)
- Show water service laterals

Sanitary Sewer

- Show sewer line locations consistent with the Public Works Standards. Maintain 10' separation from culinary water system when running parallel.
- Show sewer line size, slope, and flow direction arrow. Slope must meet the Public Works Standards.
- Show manholes with proper spacing (400' max).
- Show approximate manhole depth.
- All dead-ends must be terminated with a manhole.
- Show sewer service laterals

Storm Drain

- Show drainage swales where roadway does not include curbing. Include inlet boxes and piping consistent with Public Work Standards.
- Show storm drain size, slope, and flow direction.
- Piping and inlet boxes leading to detention ponds must be sized for the 100 year storm.
- Show detention basin(s). Basin must include a safety spillway with 1' freeboard. Side slopes not to exceed 3:1.
- A drainage report must be submitted showing drainage basins, drainage channels, 10-year storm flows, 100-year storm flows, and detention pond storage required. The storm water report must follow the parameters outlined in the Public Works Standards.
- Discharge point for storm water. Irrigation company/ditch owner must specifically approve all discharges into irrigation ditches.

Miscellaneous

- The proposed treatment of the perimeter of the development, including materials and techniques used, such as screens, fences, walls and landscaping.
- Lots shall be consecutively numbered. The lots in numbered additions or future phases to subdivisions bearing the same name shall be numbered consecutively throughout the several additions.
A development phasing schedule (if applicable) including the sequence for each phase; approximate size in area of each phase; and proposed phasing of construction of public improvements, recreation, and common open space areas.
- Additional reports may be required by the City Engineer or City Planner.
 - Geotechnical Report
 - Traffic Impact Study
 - Vegetation Plan
 - Wetland Determination
- Will serve letters from Enbridge Gas and Rocky Mountain Power (not required until ready for Final Approval).

