



# Subdivision Preliminary Plan Application

**Syracuse City Community Development**

1979 West 1900 South, Syracuse, UT 84075

Phone: (801) 614-9626; website: [www.syracuseut.com](http://www.syracuseut.com)

FAX: (801) 614-9626 or email [jmerrill@syracuseut.com](mailto:jmerrill@syracuseut.com)

Updated 12-28-10

Subdivision Property Information:			
Proposed subdivision name:		Current zone:	Total acreage:
Approximate address:		Number of lots:	
Applicant/Developer Contact Information:			
Name:			
Address:		City:	State: ZIP:
Office phone:	Cell phone:	Email:	
Engineering Firm Contact Information:			
Company name:		Engineer:	
Address:		City:	State: ZIP:
Office phone:	Engineer's cell phone:	Engineer's email:	

**NOTE:** Applicant shall furnish the information on this form for purposes of identification and expediting the request in full knowledge that it may become public record pursuant to provisions of the Utah State Government Records Access and Management Act (GRAMA). Use of this information will be only for necessary completion and execution of the requested transaction. If applicant so chooses not to supply any requested information, applicant accepts the additional time in processing or inability to process the application at all. If applicant is an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform a member of the Department staff upon submission of the application. Syracuse City does not currently share any private, controlled, or protected information with any other person or government entity.

I hereby certify that the requested Subdivision would comply with all required conditions and standards of the Syracuse City Land Use Ordinance, be harmonious with neighboring uses, fit the goals of the community's General Plan, and impose no insatiable demands for public services. I read the Syracuse Subdivision and Land Use Ordinances and understand that submitting this application does not guarantee approval and is subject to the discretion of the City Land Use Authority and compliance with all requirements of Syracuse City's Municipal Code. I hereby accept responsibility for meeting all requirements outlined herein, including payment of all fees and attending City Land Use Authority meetings as notified by the Community Development Department, and understand that failure to do so may result in postponement of action by said Authority. I also understand that approval shall not relieve me of the responsibility to comply with applicable local and State zoning, health, building, or fire regulations.

Applicant Signature: \_\_\_\_\_

Date \_\_\_\_\_

## DEADLINES

The Planning Commission considers tentative approval of subdivisions at its regularly-scheduled meetings on the first Tuesday of each month. Submission deadlines are 14 days prior to the meeting. Incomplete submissions or major modifications to the plat or plans during the review process may result in the Department Director moving the item for consideration to the following meeting or a third Tuesday of the month.

FOR OFFICE USE ONLY			
Date Received and Paid:	Received by:	Application fee	\$575.00
		\$50 per lot _____ lots \$	
Land Use Authority Decision and Date:		(fee includes initial City planning and engineering staff review and ONE set of initial plan corrections as identified by City planning and engineering staff. City review of corrected plans after required revisions shall be \$150 plus \$15 per lot.)	
		<b>Total Paid</b>	<b>\$</b>



## Subdivision Preliminary Plan Application – Page 2 Guidelines and Checklist

**DISCLAIMER:** *The City is providing the following information as a service to those wishing to apply for Subdivision Preliminary Plan approval for property within Syracuse City limits. No one shall consider this form as comprehensive in representing the obligations of the applicant. In the event of a conflict or discrepancy between this document and City Ordinances or State or Building Codes, the more strict rules shall apply.*

This form includes all necessary information for filing a complete application that will allow the City to process and review it in the timeliest manner possible. City staff will not process incomplete applications. Applicant, or qualified representative, shall attend all public meetings held by Planning Commission regarding the proposed Subdivision.

### **Applicant to read and check each box to acknowledge understanding of all requirements**

#### **Submit:**

- Completed and signed Subdivision Preliminary Plan application and payment of all applicable fees as outlined in the City fee schedule
- CD of AutoCAD files, in .dwg file format, or email instead, in .pdf format, to [jmerrill@syracuseut.com](mailto:jmerrill@syracuseut.com)
- Authorization of landowner for subdivider to act, if applicable
- Storm drainage report and calculations using 2003 NOAA National precipitation frequency Data (use 10-year storm frequency for storm-drain pipe sizing and 50-year storm frequency for stormwater detention basin size)
- Geotechnical report study that evaluates subsurface conditions, identifies engineering characteristics, and analyzes foundation soils to develop recommendations for appropriate foundation types, floor slabs, and pavements
- Report letter from appropriate irrigation company regarding existing irrigation facilities, watercourses, and future disposition of irrigation activities on proposed development site
- Proposed plan to North Davis Sewer District for review and approval
- UDOT plan review and approval if project proposes access or use of a State-controlled right-of-way or drainage ditch
- Three 22" X 34" plan sets plus one 11"x17" plan set. Plans should include:
  - Approved Subdivision name that does not duplicate any other subdivision name in Davis County
  - Name, address, and phone number of subdivider and agent, engineer and/or surveyor preparing plat, and owners of land immediately adjacent to subdivision
  - Inset vicinity map showing streets, tract lines, names and number of all adjoining subdivisions, and the outline and acreage of parcels of land adjacent to proposed Subdivision
  - Plat drawn with top of sheet being either north or east
  - Dimensions shown in feet and decimals
  - Bearings shown in degrees, minutes, and seconds
  - Location, names, and existing widths of adjacent streets
  - Location and dimensions of proposed dedicated sites or reserved open space or recreational use
  - Proposed lands to reserve in private ownership for community use
  - Legal description to define boundaries of proposed subdivision
  - Names and lot numbers of adjacent subdivisions and names of owners of adjacent unplatted land
  - Locations, proposed names, widths, and typical cross section of streets, curbs, gutters, sidewalks, and other improvements of proposed streets and access easements (complete with proposed design criteria)
  - Design and location of proposed sanitary sewers, storm-drain facilities, water mains, secondary-water mains, land drains, fire hydrants, streetlights, and any other public or private utilities as required by City
  - Grading plan of proposed subdivision
  - Boundaries of areas subject to stormwater flooding or overflow within and immediately adjacent to proposed subdivision, including drainage channels, bodies of water, irrigation, and natural runoff channels
  - Direction of flow of all watercourses, the water calculations of drainage area above point of entry for each watercourse (storm water or irrigation waste water) entering or abutting the tract
  - Contours at 2-foot intervals, to USGS datum, for predominant ground slopes between level and 10% as well as 5-foot contours for predominant ground slopes greater than 10%
  - Location of improvements or utilities, which City may require, or connection needing construction beyond the boundaries of subdivision
  - Existing buildings, facilities, sanitary sewers, storm drains, water supply mains, culverts, land drains, etc.
  - Five-foot chain-link fence separating differing land uses along canals, waterways, and agriculture land per City's buffer zone requirements
  - Date, north point, and standard written or graphic engineering scale
  - Traffic signs and locations, including street identification signage
  - The words "Preliminary Plat-Not to be Recorded"