



Date received
Stamp

Syracuse City
Preliminary Subdivision Plan
Application for Subdivision Development
Title 8 Syracuse City Ordinance

TO BE COMPLETED BY DEVELOPER:

Name of Proposed Subdivision: _____

Approximate Location of Subdivision: _____

Current land use zone: _____ Number of lots: _____ Acres: _____

**Company Name, Contact Name, and
Address of Applicant/Developer:**

Tel #: _____

Fax #: _____

Cell #: _____

Email: _____

**Name, Engineer/Surveyor Name, and Address
of Development Engineer Company:**

Tel #: _____

Fax #: _____

Cell #: _____

Email: _____

Total Plan review Fees: \$ _____ Date of Payment: _____

Preliminary plan review Fees: \$575.00 Plus \$50.00 per lot
Revised drawing review fee: \$150.00 plus \$15.00 per lot
***Applicant(s) MUST pay fee at time of application submittal and include the following checklist
with initials by each requirement verifying they included it with the plan. City staff may delay a
requested review and subsequent approval process if application is incomplete.***

Planning Dept. Review: _____ Date: _____

Corrections required: Yes No

City Engineer Review: _____ Date: _____

Corrections required: Yes No

PRELIMINARY PLAN CHECK LIST
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Subdivision Name: _____

TO BE COMPLETED BY BOTH DEVELOPER AND CITY

Developer: Check each following item for compliance with adopted City standards, Titles, General Plan Zoning, and Ordinances. In order to expedite Preliminary review, please ensure all application requisites are on plans. This form, when properly completed, shall serve as application for review of Preliminary Plans and the approval process. Submit application, with the following information, to the Community Development Department, fourteen (14) calendar days prior to the desired Planning Commission meeting.

Community

Dev Staff: Check each item for compliance with adopted City Standards, Titles, General Plan Zoning, and Ordinances. Note deficiencies, by reference number, on a separate sheet and attach to this document. Upon completion of review, provide a completed copy of this document to Developer, which shall serve as notice to Developer of approval to proceed to Land Use Authority's review. The Land Use Authority shall approve, approve with conditions, or deny the preliminary plans as submitted.

Preliminary Plan Application Requisites

- ___ Dev ___ City 1. Payment of Preliminary Plan Review Fee
- ___ Dev ___ City 2. Three 22" X 34" plus one 11" X 17" half-scale copies of plat
- ___ Dev ___ City 3. Authorization of Landowner for Subdivider to act, if applicable
- ___ Dev ___ City 4. 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 storm-water detention basin size)
- ___ Dev ___ City 5. 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
- ___ Dev ___ City 6. Report letter from appropriate irrigation company regarding existing irrigation facilities, watercourses, and future disposition of irrigation activities on proposed development site
- ___ Dev ___ City 7. Proposed plan to North Davis Sewer District for review and approval
- ___ Dev ___ City 8. UDOT plan review and approval if project proposes access or use of a State controlled right-of-way or drainage ditch
- ___ Dev ___ City 9. CD of AutoCAD files in *.dwg file format of preliminary plat only (File may be submitted on CD or via Email to: tmoyes@syracuseut.com) to be used in staff presentation

INFORMATION TO INCLUDE ON PLAT:

- ___ Dev ___ City 10. An 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
- ___ Dev ___ City 11. Plat drawn with top of sheet being either north or east

PRELIMINARY PLAN CHECK LIST

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- ___ Dev ___ City 12. Dimensions shown in feet and decimals
- ___ Dev ___ City 13. Bearings shown in degrees, minutes, and seconds
- ___ Dev ___ City 14. Approved name of Subdivision, which shall not duplicate the name of any other subdivision in the County
- ___ Dev ___ City 15. Name, address, and phone number of subdivider, his/her agent, engineer and/or surveyor preparing preliminary plat, and owners of land immediately adjacent to land being subdivided
- ___ Dev ___ City 16. Date, north point, and standard written/graphic engineering scale
- ___ Dev ___ City 17. Legal description to define boundaries of proposed Subdivision
- ___ Dev ___ City 18. Location, names, and existing widths of adjacent streets
- ___ Dev ___ City 19. Names and lot numbers of adjacent subdivisions and names of owners of adjacent unplatted land
- ___ Dev ___ City 20. Contours at two-foot intervals, to USGS datum, for predominant ground slopes between level and ten percent as well as five-foot contours for predominant ground slopes greater than ten percent
- ___ Dev ___ City 21. Grading plan of proposed Subdivision
- ___ Dev ___ City 22. Existing buildings, facilities, sanitary sewers, storm drains, water supply mains, culverts, land drains, etc.
- ___ Dev ___ City 23. Location and dimensions of proposed dedicated sites or reserved open space or recreational use
- ___ Dev ___ City 24. Proposed lands to reserve in private ownership for community use
- ___ Dev ___ City 25. 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
- ___ Dev ___ City 26. Boundaries of areas subject to storm water flooding or overflow within and immediately adjacent to proposed Subdivision, including drainage channels, bodies of water, irrigation, and natural runoff channels
- ___ Dev ___ City 27. Direction of flow of all watercourses, the water calculations of drainage area above point of entry for each water course (storm water or irrigation waste water) entering or abutting the tract
- ___ Dev ___ City 28. 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)
- ___ Dev ___ City 29. Layout of all lots, including average and minimum lot sizes, lot divisions, building setback note, square footage of each lot, and public utility easements
- ___ Dev ___ City 30. Location of improvements or utilities, which City may require, or connection needing construction beyond the boundaries of Subdivision

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____Dev ____ City 31. Five-foot chain-link fence separating differing land uses along canals, waterways, and agriculture land per City's buffer zone ordinance

____Dev ____ City 32. The words "Preliminary Plat-Not to be Recorded"

FILING

File Preliminary Subdivision applications with the Syracuse City Community Development Department, at 1979 West 1900 South, Syracuse, UT 84075, telephone 801-614-9626. Applicant should discuss the proposed Subdivision with Department staff prior to submission to review related land use issues that may be a part of the proposed development.

APPLICATION REQUIREMENTS

Application for subdivision must include: 1) Application form with review plan checklist, 2) plans or plats, and 3) application review fees

DEADLINES

The Planning Commission considers tentative approval of subdivisions at its regularly scheduled meetings the first and third Tuesdays of each month, with only one meeting held the first Tuesday in December. 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.