



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

Date received
Stamp

TO BE COMPLETED BY THE DEVELOPER:

Name of Proposed Subdivision: _____

Approximate Location of Subdivision: _____

Current land use zone: _____ Proposed Phase: _____

Number of lots: _____ Number of phases: _____ Acres: _____

Name, Address, and Phone Number of Applicant/Developer:

Tel #: _____

Fax #: _____

Name, Address and Phone Number of Development Engineer/Surveyor:

Tel #: _____

Fax #: _____

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

Preliminary plan review Fees: \$100.00 Plus \$25.00 per lot
Revised drawing review fee: \$50.00 plus \$10.00 per lot

Fees MUST be paid at time of application.
Application and checklist MUST accompany each submittal; requested actions upon incomplete applications may be delayed.

Planning Dept. Review: _____ Date: _____

Corrections required: Yes No

City Engineer Review: _____ Date: _____

Corrections required: Yes No

PRELIMINARY PLAN CHECK LIST
Page 2

Subdivision Name: _____

TO BE COMPLETED BY BOTH THE DEVELOPER AND THE CITY

Developer: Check each of the following items for compliance with adopted City standards, Titles, General Plan Zoning, and ordinances. In order to expedite the review of the Preliminary Plan, please ensure all of the application requisites have been included on the plans. This form when properly completed, shall serve as the application for the Preliminary Plan of the subdivision review and approval process. This application, with the following information should be filed with Community Development Department fifteen (15) calendar days prior the Planning Commission Meeting at which Preliminary Plan review is requested.

Community Development Staff: Check each of the following items 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, a completed copy of this document will be provided to the Developer and shall serve as notice to the Developer of Approval to proceed to Land Use Authority review. The Land Use authority shall recommend approval, approval with conditions or deny the Preliminary plan as submitted and forward their recommendation to the City Council.

Preliminary Plan Application Requisites

- ___ Dev ___ City 1. Payment of Preliminary Plan Review Fees
- ___ Dev ___ City 2. Three (3) 22" X 34" plus (2) two reduced size 11" X 17" (1/2 scale copies of the preliminary plan submitted).

INFORMATION TO BE INCLUDED ON PLAT:

- ___ Dev ___ City 3. An inset vicinity map. The vicinity sketch shall show streets, tract lines, names and number of all adjoining subdivisions, the outline and acreage of parcels of land adjacent to the proposed subdivision.
- ___ Dev ___ City 4. Plat drawn with the top of the sheet being either north or east.
- ___ Dev ___ City 5. Dimensions shown in feet and decimals.
- ___ Dev ___ City 6. Bearings shown in degrees, minutes and seconds.
- ___ Dev ___ City 7. The approved name of the subdivision shall not duplicate the name of any other subdivision in the county.
- ___ Dev ___ City 8. Authorization of the landowner for the subdivider to act, if applicable.
- ___ Dev ___ City 9. The name, address and phone number of the subdivider; his or her agent; the engineer and surveyor preparing the preliminary plat; and owners of the land immediately adjoining the land to be subdivided.
- ___ Dev ___ City 10. The date, north point, written and standard engineering scale.

PRELIMINARY PLAN CHECK LIST

Page 3

- ___Dev ___ City 11. A legal description to define the boundaries of the proposed subdivision.
- ___Dev ___ City 12. The location, names and existing widths of adjacent streets.
- ___Dev ___ City 13. The names and lot numbers of adjacent subdivisions and the names of owners of adjacent unplatted land.
- ___Dev ___ City 15. The contours at two-foot intervals, to USGS datum, for predominant ground slopes between level and ten percent and five-foot contours for predominant ground slopes greater than ten percent.
- ___Dev ___ City 16. Grading plan of the proposed subdivision.
- ___Dev ___ City 17. Existing building, facilities, sanitary sewers, storm drains, water supply mains, culverts, land drains, etc.
- ___Dev ___ City 18. Location and dimensions shown for proposed sites to be dedicated or reserved for open space or recreational use.
- ___Dev ___ City 19. Proposed lands to be reserved in private ownership for community use.
- ___Dev ___ City 20. 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 the City.
- ___Dev ___ City 21. Boundaries of areas subject to storm water flooding or overflow within and immediately adjacent to the proposed subdivision, including drainage channels, bodies of water, irrigation and natural runoff channels.
- ___Dev ___ City 22. Direction of flow of all water courses. 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 23. The locations, proposed names, widths and typical cross section of streets, curbs, gutters, sidewalks and other improvements of the proposed streets and access easements (complete with design proposed criteria).
- ___Dev ___ City 24. Layout of all lots, including the average and minimum lot size, lot divisions, building setback note, square footage of each lot, and public utility easements.
- ___Dev ___ City 25. The location of improvements or utilities which may be required by the City or connection need to be constructed beyond the boundaries of the subdivision.
- ___Dev ___ City 26. Five (5') foot chain link fence shown along canals, waterways and agriculture land as per City buffer zone ordinance. Fencing shall be shown separating differing land uses.
- ___Dev ___ City 27. The words "Preliminary Plat-not to be recorded" shown on the plat.

PRELIMINARY PLAN CHECK LIST

Page 4

- ___Dev ___ City 28. 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 29. Geotechnical report study that evaluates the subsurface conditions and engineering characteristics and analysis of the foundation soils and to develop recommendations concerning appropriate foundation types, floor slabs, and pavements.
- ___Dev ___ City 30. Report letter from the appropriate irrigation company regarding existing irrigation facilities, water courses and future disposition of irrigation activities upon the proposed development site.
- ___Dev ___ City 31. Submit proposed plan to the North Davis Sewer District for review and approval.
- ___Dev ___ City 32. UDOT plan review and approval if project proposes access or use of a State controlled right of way or drainage ditch.
- ___Dev ___ City 33. Provide compact disk of the AutoCAD files in *.dwg file format of the preliminary plat only. The file can either be submitted on compact disk or submitted via Email to: Troy@syracuseut.com. The file is also used in the staff presentation and report to the City approving councils.

FILING

Preliminary Subdivision applications are filed with Community Development Department at Syracuse City Office Building, 1787 South 2000 West, Syracuse, UT 84075, Telephone 801-825-1477. The applicant should discuss the proposed subdivision with department staff prior to submission to review related land use issues that may be involved with the proposed development.

APPLICATION REQUIREMENTS

Application for subdivision must include: 1) Application form including the review plan checklist; 2) plans or plats and 3) application review fees.

DEADLINES

The Planning Commission considers tentative approval of subdivisions at its regular meeting on the first and third Tuesday of each month with only one meeting held on the first Tuesday in the month of December. The submission deadline for preliminary plan review is 15 days prior to the meeting. Incomplete submissions or major modifications to the plat or plans during the review process may cause the plat to be carried over to the next meeting.