



**SUBDIVISION CHECKLIST**

Revised 09-22-2020

SUBDIVISION \_\_\_\_\_ Phase \_\_\_\_\_ # of Lots \_\_\_\_\_ Potential Dwelling Units \_\_\_\_\_

Zone \_\_\_\_\_ Developer \_\_\_\_\_ Engineer \_\_\_\_\_

Development Stage	Checked Item/Details				Criteria/Comments
		Approved	Need	N/A	
A. Initial City Engineer Meeting					
1. Obtain & Discuss					
A) Ordinances					
1) Subdivision		_____	_____	_____	_____
2) Zoning		_____	_____	_____	_____
3) Drainage		_____	_____	_____	_____
B) Checklist		_____	_____	_____	_____
C) City Master Plan Maps					
1) Land Use		_____	_____	_____	_____
2) Water		_____	_____	_____	_____
3) Sewer		_____	_____	_____	_____
4) Storm Drain		_____	_____	_____	_____
5) Streets		_____	_____	_____	_____
6) Trails		_____	_____	_____	_____
D) City Standards					
1) Applies to City Improvements		_____	_____	_____	_____
2) All Drawings in ACAD		_____	_____	_____	_____
E) Water Right Conveyance		_____	_____	_____	_____

B. Sketch meeting (1 month before Planning Commission) (1<sup>st</sup> & 3<sup>rd</sup> Thursdays)

1. Required Documents

A) Draft Vicinity Plan

1) Proper Scale \_\_\_\_\_ 1" = 100'

2) Location \_\_\_\_\_ Section, Township, Range

3) Vicinity Map \_\_\_\_\_

4) Proposed Layout \_\_\_\_\_

a) Lot

1- Area \_\_\_\_\_ Per Ordinance

2- Frontage \_\_\_\_\_ Per Ordinance

3- Access \_\_\_\_\_ No backing access on major collector or arterial roads

b) Street Widths \_\_\_\_\_

c) City Master Planned Improvements

1- Streets \_\_\_\_\_

2- Water \_\_\_\_\_

3- Sewer \_\_\_\_\_

4- Storm Drains \_\_\_\_\_

5- Trails \_\_\_\_\_

6- Parks \_\_\_\_\_

5) City Zone

a) Zone Designation \_\_\_\_\_

b) Zone Boundaries within 100'  
Of Subdivision \_\_\_\_\_

6) Flood Zone \_\_\_\_\_

Need Flood Plain  
Development Permit if in 100 year  
flood zone.

7) Existing Streets

a) Widths \_\_\_\_\_

Development Stage	Checked Item/Details	Criteria/Comments			
		Approved	Need	N/A	
	b) Number of Accesses _____	_____	_____	_____	<u>2 Accesses if &gt; 80 Potential Dwelling Units</u>
	8) Existing Water				
	a) Location _____	_____	_____	_____	_____
	b) Size _____	_____	_____	_____	_____
	c) Pressure _____	_____	_____	_____	<u>40-psi Minimum</u>
	9) Existing Sewer				
	a) Location _____	_____	_____	_____	_____
	b) Size _____	_____	_____	_____	_____
	10) Airport Overlay Zone _____	_____	_____	_____	_____
	11) 2' Contours _____	_____	_____	_____	_____
	12) Soil Area _____	_____	_____	_____	_____
	13) Phasing Plan _____	_____	_____	_____	_____
	14) Water Rights Provide Note:				<u>Before final plat approval subdividers and developers of platted subdivisions and residential PUDs are required to convey water rights to the City according to the City's water acquisition ordinance.</u>
	15) Is Subd. Within Wildfire Urban Interface Zone _____	_____	_____	_____	<u>Add Note: Subd. Is within the WUI</u>
C.	Final Vicinity Plan				
	1) City Engineer Approval _____	_____	_____	_____	_____
D.	Planning Commission Vicinity Plan/ Recommendation				
	1) P.C. Fees paid _____	_____	_____	_____	<u>\$400 or \$25 per lot</u>
	2) (1 <sup>st</sup> or 3 <sup>rd</sup> Tuesday, PDF map) _____	_____	_____	_____	_____

Development Stage	Checked Item/Details	Criteria/Comments		
		Approved	Need	N/A

E. City Council Vicinity Plan Approval	_____	_____	_____	Approval good for 2 years
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F. Preliminary Design (Approved by City Engineer Only)

1. Required Documents

A) Preliminary Plan

1) Title Block

a) Name

b) Location

c) Date

d) Scale

e) Engineer/Surveyor

f) Sheet #

2) North Arrow

3) Subdivision Boundary

Length & Bearings

4) Section Tie

a) Monument

b) Line Bearing/Length

c) Basis of Bearing

5) Adjacent Owner Names

6) Existing Streets

a) Name

b) Widths

7) Existing Drainage

a) Culverts

b) Channels

c) Basins

d) Irrig. Ditches

8) Existing Private Utilities

Section, Township & Range

1" = 100' Minimum

Cedar City System



Development Stage    Checked Item/Details    Criteria/Comments

Approved    Need    N/A

16) Proposed Water Mains

- a) Location    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    15' Off high side right-of-way
- b) Size    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_
- c) Valving    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_
- d) Fire Hydrants    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    500' Maximum Spacing

17) Proposed Sewer Lines

- a) Location    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    4' Off C.L. of road low side of lots
- b) Size    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    8" Minimum
- c) Manholes    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    400' Maximum spacing criteria, comments

18) Proposed Drainage System

- a) Line Location    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_
- b) Line Size    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_
- c) Manholes    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_
- d) Curb Inlets/Outlets    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_
- e) Channels    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_
- f) Basins    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

19) Property Easements

- a) Utility (gas, water, Sewer, phone)    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    10'-F, 6'-S, 7) 5'-R (show on plan)
- b) Avigation Easements    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Approach Zone, Instrument Approach Zone, & Runway Protection Zone
- c) Off-site Utility Easements/Widths    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Water-10' Wide, Sewer-20' Wide, Storm Drain-20' Wide
- d) Master Planned Trails    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Development Stage   Checked Item/Details   Criteria/Comments

Approved   Need   N/A

20) Lot Information				
a) Border Lines				
Lengths/Bearings	_____	_____	_____	_____
b) Lot Numbers	_____	_____	_____	_____
c) Areas (sq. ft.) (acres)	_____	_____	_____	<u>Per Ordinance</u>
d) Lot Frontage	_____	_____	_____	<u>Per Ordinance</u>
21) Vicinity Map	_____	_____	_____	_____
2. FAA Obstruction Evaluation (Form 7460-1)				
Proof of Submittal	_____	_____	_____	<u>Where required by Engineering</u>
			<u>Dept.</u>	
3. Engineering Studies/Reports				
A) Soils Report				
1) Engineer	_____	_____	_____	_____
2) Findings	_____	_____	_____	_____
3) Recommendations				
a) Building Foundations	_____	_____	_____	_____
b) Street/Sidewalks	_____	_____	_____	_____
c) Underground Utility	_____	_____	_____	_____
4) Consultant Review	_____	_____	_____	<u>Where required</u>
B) Drainage Study				
1) Design Flows	_____	_____	_____	_____
2) Recommendation				
a) Storm Drains	_____	_____	_____	_____
b) Inlets	_____	_____	_____	_____
c) Detention Basin	_____	_____	_____	_____
3) Zone A Base Flood Elev.	_____	_____	_____	<u>Need Flood Plain Development</u>
				<u>Permit if in 100-year flood zone.</u>
C) Water Rights, Title Report	_____	_____	_____	_____







Development Stage   Checked Item/Details   Criteria/Comments

Approved   Need   N/A

1) Name/Number	_____	_____	_____	_____
2) Lengths/Bearings	_____	_____	_____	_____
3) Width	_____	_____	_____	_____
4) Curves	_____	_____	_____	_____
a) Numbers	_____	_____	_____	_____
b) Date Table	_____	_____	_____	_____
I) Proposed Easements				
1) Location				
a) Utility (gas, water, Sewer, phone)	_____	_____	_____	Show on Plat (No notes)
b) Mail	_____	_____	_____	_____
2) Size	_____	_____	_____	Per Ordinance
3) Off-Site Easements	_____	_____	_____	Water, Sewer, Storm Drain/Separate Documents
J) Lot Information				
1) Border Line Lengths/ Bearings	_____	_____	_____	_____
2) Numbers	_____	_____	_____	_____
3) Areas	_____	_____	_____	_____
4) Addresses	_____	_____	_____	_____
K) Vicinity Map	_____	_____	_____	_____
L) Legend	_____	_____	_____	_____
M) Soil Note (all Plats)	_____	_____	_____	_____
N) Airport Overlay Zone Disclosure	_____	_____	_____	_____
O) Airport Aviation Easement (Any Approach Zone)				
1) Boundary	_____	_____	_____	_____
2) Bearings/Distances	_____	_____	_____	_____

Development Stage   Checked Item/Details   Criteria/Comments

Approved   Need   N/A

3) Monument Tie	_____	_____	_____	
4) Lot Line Tie	_____	_____	_____	<u>Dimension to nearest lot corner on any lot line intersected by easement.</u>
P) Twin Home Division Line Note	_____	_____	_____	
Q) Flood Zone				
1) Designation	_____	_____	_____	
2) Base Flood Elev.	_____	_____	_____	
R) Insufficient Sewer Depth Note	_____	_____	_____	
S) Approval Certificates (Written per Standards)				
1) Utility Companies				
a) Electric	_____	_____	_____	
b) Telephone	_____	_____	_____	
c) Gas	_____	_____	_____	
d) Cable T.V.	_____	_____	_____	
2) Post Office	_____	_____	_____	
3) Surveyor/Seal	_____	_____	_____	
4) Owners (notarized)	_____	_____	_____	
a) Provide name, title and proof of Authorized signing agent for the Owner's Dedication	_____	_____	_____	
5) City Engineer (original of Plat, ACAD disk)				
a) Bond Amount	_____	_____	_____	
b) City Engineer Sig.	_____	_____	_____	
c) Mylar Copy	_____	_____	_____	
6) Planning Commission Chair Sig.	_____	_____	_____	<u>See new wording- Vicinity Plan approved by P.C.</u>

Development Stage	Checked Item/Details	Criteria/Comments		
		Approved	Need	N/A
	7) City Attorney	_____	_____	_____
	8) Mayor	_____	_____	_____
	T) Required Signatures			
	1) Prior to City Engineer's Approval (obtained by Subdivider)			
	a) Utilities	_____	_____	_____
	b) Post Office	_____	_____	_____
	c) Surveyor	_____	_____	_____
	d) Owner's (Notarized)	_____	_____	_____
	2) Prior to Planning Commission			
	a) City Engineer	_____	_____	_____
H. City Attorney Process (original of plat & Application provided by City Engineer)				
	1. Bonding			
	A) Performance Bond	_____	_____	_____
	B) City Bond Agreement	_____	_____	_____
	2. Fee Submittal			
	A) Filing fee	_____	_____	_____
	B) Checking Fee	_____	_____	_____
	C) Inspect Fees	_____	_____	_____
	D) Recording Fee	_____	_____	_____
	E) Sewer/Water Frontage Vicinity Plan Reimbursement	_____	_____	_____
	3. Water Right Acquisition			
	A) Water right Transfers	_____	_____	_____
	B) Special Assessment Fee	_____	_____	_____
	C) Excess right FROR Agreement	_____	_____	_____
	D) Title Company Fee Collection	_____	_____	_____

Development Stage   Checked Item/Details   Criteria/Comments

Approved   Need   N/A

4. Title Report	_____	_____	_____	_____
5. Attorney's Sig.	_____	_____	_____	_____
<b>I. City Council - Final Plat Approval</b>				
1. Work Meeting (1 <sup>st</sup> & 3 <sup>rd</sup> Wed. Each Month)	_____	_____	_____	_____
2. Action Meeting (2 <sup>nd</sup> & 4 <sup>th</sup> Wed. Of month original of Plat)	_____	_____	_____	_____
<b>J. Recorder Process</b>				
1. Sign Plat	_____	_____	_____	_____
2. Record Plat	_____	_____	_____	_____
3. Plat Mylar Copy	_____	_____	_____	_____