

CEDAR CITY
SUBDIVISION CHECKLIST
ENGINEERING CHECKING LOG

Subdivision _____ Phase _____ Developer _____

Date	Design Stage			Checker			Hours	Rate	Cost
	Vicinity	Prelim./ Const. Drawings	Final	Engineer	Planner	City Surveyor			

TOTAL COSTS

SUBDIVISION CHECKLIST

Revised 03-22-2021

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) (1st & 3rd Thursdays)

1. Required Documents

A) Draft Vicinity Plan

1) Proper Scale _____

2) Location _____

3) Vicinity Map _____

4) Proposed Layout _____

a) Lot

1- Area _____

2- Frontage _____

3- Access _____

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 _____

7) Existing Streets

a) Widths _____

1" = 100'

Section, Township, Range

Per Ordinance

Per Ordinance

No backing access on major
collector or arterial roads

Need Flood Plain

Development Permit if in 100 year
flood zone.

Development Stage	Checked Item/Details	Criteria/Comments			
		Approved	Need	N/A	
	b) Number of Accesses _____	_____	_____	_____	<u>2 Accesses if > 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) Irrigation/Water Conveyance Facility	_____	_____	_____	_____	<u>Show any water conveyance facility located, entirely or partially, within 100' of the Subdivision Plat.</u>
16) Is Subd. Within Wildfire Urban Interface Zone	_____	_____	_____	_____	<u>Add Note: Subd. Is within the WUI</u>
C. Final Vicinity Plan					
1) City Engineer Approval	_____	_____	_____	_____	_____

Development Stage	Checked Item/Details	Criteria/Comments		
		Approved	Need	N/A
D. Planning Commission Vicinity Plan/ Recommendation				
	1) P.C. Fees paid	_____	_____	_____
	2) (1 st or 3 rd Tuesday, PDF map)	_____	_____	_____
E. City Council Vicinity Plan Approval		_____	_____	_____
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	_____	_____	_____

\$400 or \$25 per lot

Approval good for 2 years

Section, Township & Range

1" = 100' Minimum

Cedar City System

Development Stage Checked Item/Details Criteria/Comments

Approved Need N/A

b) Channels	_____	_____	_____	_____
c) Basins	_____	_____	_____	_____
d) Irrig. Ditches	_____	_____	_____	_____
8) Existing Private Utilities	_____	_____	_____	_____
a) Blue Stake	_____	_____	_____	_____
b) Locate	_____	_____	_____	_____
c) Show on Drawing	_____	_____	_____	_____
d) Labels	_____	_____	_____	_____
e) Dimensions	_____	_____	_____	_____
9) Flood Zones	_____	_____	_____	Need Flood Plain Development Permit if in 100 year flood zone. 2' Intervals
10) Existing Contours	_____	_____	_____	_____
11) Existing Water Lines	_____	_____	_____	_____
a) Valves	_____	_____	_____	_____
b) Hydrants	_____	_____	_____	_____
c) Sizes	_____	_____	_____	_____
12) Existing Sewer Lines	_____	_____	_____	_____
a) Sizes	_____	_____	_____	_____
b) M.H.S.	_____	_____	_____	_____
c) Flow Direction	_____	_____	_____	_____
13) Existing Buildings	_____	_____	_____	_____
14) Existing Easements	_____	_____	_____	_____
15) Proposed Streets Plan (no Duplicate within County)	_____	_____	_____	_____
a) Name/Number	_____	_____	_____	_____
b) Lengths / Bearings	_____	_____	_____	_____
c) Widths	_____	_____	_____	_____
d) Intersection	_____	_____	_____	_____

Development Stage Checked Item/Details Criteria/Comments

Approved Need N/A

	Fillets	_____	_____	_____	_____
	e) Street Lights	_____	_____	_____	_____
	f) Second Access	_____	_____	_____	_____
	Location	_____	_____	_____	If > 80 Lots
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.

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

	d) Master Planned Trails				<u>Storm Drain-20' Wide</u>
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 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				

Development Stage	Checked Item/Details	Criteria/Comments			
		Approved	Need	N/A	
	3) Zone A Base Flood Elev.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Need Flood Plain Development Permit if in 100-year flood zone.</u>
	C) Water Rights, Title Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	D) Traffic Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	E) Sewer Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1) Design Flows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2) Gravity Pipe Sizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3) Pressure Pipe Sizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4) Lift Station Pump Sizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5) Wet Well Sizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Engineering Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Per Public Works Improvement Design Checklist</u>
	5. Approvals/Clearance Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	A) Prairie Dog Clearance Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>On-site and Off-site improvements</u>
	B) HCP Participation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Signed and Notarized</u>
	C) FAA Form 7460-1 Approval Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>If Required</u>
	D) UDOT Approval Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>If Fronting State Highway</u>
	E) Irrigation Company Approval Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	F) Flood Plain Development Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Need for any development in 100-year flood zone.</u> <u>2 Sets 24"X36", 4 Set 11"X17"</u>
	G) Stamped/Signed Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	H) Improvement Costs Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	I) City Engineer's Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	J) Filing Fees Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>\$400 or \$25 per lot</u>
	K) Water Right Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Notify Title Company to Prepare</u>
	L) City Engineer Preliminary Design Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1) Preliminary Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2) Design Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3) Engineering Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Approved Need N/A

Development Stage	Checked Item/Details	Approved	Need	N/A	Criteria/Comments
G)	Existing Easements	_____	_____	_____	_____
H)	Proposed Streets	_____	_____	_____	_____
	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 Avigation Easement (Any Approach Zone)	_____	_____	_____	_____
	1) Boundary	_____	_____	_____	_____

Development Stage Checked Item/Details Criteria/Comments

Approved Need N/A

2) Bearings/Distances	_____	_____	_____	_____
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</u>

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

	7) City Attorney	_____	_____	_____	<u>approved by P.C.</u>
	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	_____	_____	_____	<u>Improvement Costs</u>
	B) City Bond Agreement	_____	_____	_____	_____
	2. Fee Submittal				
	A) Filing fee	_____	_____	_____	<u>Paid at Vicinity Plan stage</u>
	B) Checking Fee	_____	_____	_____	<u>Actual Cost</u>
	C) Inspect Fees	_____	_____	_____	<u>1% of Bond</u>
	D) Recording Fee	_____	_____	_____	<u>\$30/subdivision + \$1/lot</u>
	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.

I. City Council - Final Plat Approval

1. Work Meeting (1st & 3rd Wed. Each Month)

2. Action Meeting (2nd & 4th Wed. Of month original of Plat)

J. Recorder Process

1. Sign Plat

2. Record Plat

3. Plat Mylar Copy