



Site Plan Development Submission Checklist

Notice: An online application shall be submitted through the online application portal. All plans must be submitted through the online portal. The applicant must submit copies of the Project Review Plans to be reviewed by the city in accordance with the requirements as outlined in the City Code. Once a set of Project Review Plans are submitted, the plans are subject to a compliance review by the Community Development Department and may be returned to the applicant for revision if the plans are found to be inconsistent with the basic requirements of the City Code. All submitted proposals shall be reviewed in accordance with the Santaquin City Code. Submission of Project review plans in no way guarantees placement of the application on any agenda of any City reviewing body. It is strongly advised that all plans be submitted well in advance of all agenda deadlines.

Meetings: City Council meetings are held the 1st and 3rd Tuesday of each month at 7:00 p.m. Development Review Committee (DRC) meetings are held the 2nd and 4th Tuesday of each month at 10:00 a.m. Planning Commission meetings are held the 2nd and 4th Tuesday of each month at 7:00 p.m.

All of the above meetings are held in the City Council Chambers at City Hall, 45 West 100 South, Santaquin. All meeting dates are subject to City-observed holidays, scheduling necessities, noticing requirements and each reviewing body's approved yearly meeting schedule.

SUBMISSION REQUIREMENTS:

- ___ Completed Site Development Review Application Form
- ___ Application Fee, which covers a maximum of two reviews.
- ___ Electronic PDF files formatted for both 24" x 36" and 11" x 17"
- ___ Symbols legend should be shown on cover and utility sheets (differentiate existing and proposed features)
- ___ UDOT, Railroad, Irrigation Company and/or USPS approval, if necessary
- ___ The following text shall be provided on all sheets except Plat and Detail sheets:
 - Note:** The Developer and the General Contractor understand that it is his/her responsibility to ensure that all improvements installed within this development are constructed in full compliance with all State and Santaquin City Codes, Ordinances and Standards. These plans are not all inclusive of all minimum codes, ordinances and standards. This fact does not relieve the Developer or General Contractor from full compliance with all minimum State and Santaquin City Codes, Ordinances and Standards'.
 - Note:** All recommendations made in a pertinent geotechnical report/study shall be followed explicitly during construction of buildings and site improvements.
- ___ Mylar Plat for recording and check to Utah County Recorder's Office with recording fees (due after final approval)

CONSTRUCTION PLAN REQUIREMENTS:

Cover Sheet shall include, but not be limited to, the following:

- ___ Title Block, including the following:
 - Proposed name of the business or development
 - Name, address and telephone number of Property Owner(s) and Developer(s)
 - Name, address and telephone number of Engineer/Surveyor
 - Location of the development (Santaquin, Utah County, Utah)

- Original drawing date and each subsequent revision date
- Stamped, signed and dated by Professional Engineer/Land Surveyor
- Landscape plan where required

___ Vicinity Map of development and its locations within the City

___ Proposed Site Plan, drawn to scale, showing the following:

- Parcel Boundary (show parcel dimensions with bearings and curve data)
- Building footprint(s)
- Parking areas with pavement markings
- Site access (proposed approaches)
- Street rights-of-way
- Adjacent properties with owner names and addresses
- Building setbacks
- Landscape plan

___ Table with the following:

- Parcel size in square feet
- Building area in square feet
- Parking lot area in square feet
- Landscaped area in square feet
- Total acreage to be dedicated for street rights-of-way
- Concrete walk areas

___ North Arrow and Scale Bar

___ Table of contents identifying the following drawing sheet numbers and their contents

Plat Sheet (when necessary)

- Written legal boundary description
- Section tie or block monumentation using county approved coordinates
- Roadway dedication, if any
- Easements
- See plat requirements for subdivisions

Site Improvements Sheet

Title Block (as described on Cover sheet)

Proposed Site Plan, drawn to scale, showing the following:

Existing improvements –show the location of all existing features within 100 feet of the project, including

- Existing roads, structures and fences
- Street centerlines and intersections
- Existing water courses, culverts & irrigation ditches
- Floodplain zones
- Existing utilities –water mains & valves, fire hydrants, sewer mains & manholes, irrigation lines, power lines, gas lines and storm drainage systems, etc.
- Service lateral locations
- Existing easements (gas, water, sewer, irrigation, power, etc.)
- ADA compliance (parking with van accessible unloading area and sign)
- Site access (existing approaches)
- Public travel lanes and/or internal drive aisles
- Existing street improvements

Proposed Utilities – show all proposed utilities, including

- Location of all proposed utility service laterals
- All connections to existing water & sewer mains
- Location of all fire hydrants

- Culinary water blow offs
- PI drains and AIRF's
- PI pipe slope directions
- Proposed easements

Proposed improvements

- Proposed parking areas, sidewalk and pavement markings
- ADA Compliance (parking with van accessible unloading area and sign)
- Site access (proposed approaches)
- Public travel lanes and/or internal drive aisles
- Proposed street improvements
- Street-side curb, gutter, sidewalk and parking strip
- Landscape plan. (Irrigation plan on separate sheet).
- Retaining walls
- Trash enclosure area with site obscuring fence
- Proposed fencing and screening
- Proposed sign locations
- Public utility easements

__North Arrow and Scale Bar

Storm Drain/Grading Plan shall include, but not be limited to:

- Title Block (as described on Cover sheet)
- Existing topography (2' minimum contours, survey grade) shown as light or dashed lines
- Proposed grading shown as solid lines (2' minimum contours, 5' in hillside overlay zone, survey grade)
- Show retaining walls, if any, providing engineering calculations for all retaining walls 4' or taller
- Proposed storm drain system including
 - Label on site storm drainage retention areas
 - Label off-site storm drainage areas
 - Location of curb boxes, sumps, and/or other storm drainage systems
 - Label slopes at various locations and grade breaks
- Calculations for storm drainage systems, including percolation tests witnessed by a City representative (calculations shall be signed, stamped & dated by a professional engineer)

__North Arrow and Scale Bar

Site Accessibility Circulation Plan, designed by a licensed traffic engineer

- Surrounding area uses
- Proposed turning movements for emergency vehicle access (ingress and egress)
- Number of parking stalls
- Number of trips
- Access points

Detail Sheets shall include, but not be limited to:

- __Title Block (as described on Cover sheet)
- __Plan and profile for sewer and storm drainage systems (if needed)
- __Details for all proposed improvements and utilities, according to City standards