



Subdivision or Condominium Submission Checklist - Final

Notice: An online application shall be submitted through the online application portal. All plans must be submitted through the online portal. All submitted subdivision proposals shall be reviewed in accordance with the Santaquin City Code. Submission of subdivision 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 Subdivision or Condominium Review Application
 - ___ Application fee per Santaquin City Fee Schedule, which covers a maximum of two reviews. Additional reviews may require additional fees, based on staff time required
 - ___ Phasing plan, including construction of infrastructure, amenities and landscaping
 - ___ Preliminary Title Report
 - ___ Tax history (will be verified by City staff) **Note:** All taxes must be current prior to recordation of a development
 - ___ Completed corrections from preliminary review(s) on all drawings
 - ___ Six (6) 24" x 36" final approved copies of all construction plans must be submitted after final approval and prior to construction.
 - ___ Electronic PDF files formatted for both 24" x 36" and 11" x 17"
 - ___ All plans must be prepared, stamped, dated and signed by a licensed surveyor and/or engineer
 - ___ All improvements and details shall comply with the Santaquin City Development Standards and Construction Details.
- 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.
- ___ Landscape and irrigation plans where required as part of a PUD, multi-family or condominium plat
 - ___ UDOT, Railroad, Irrigation Company and/or the Santaquin branch of USPS review and approval, if necessary
 - ___ Final Covenants, Conditions and Restrictions (CC & R's), if necessary
 - ___ Mylar Plat for recording, and check to Utah County Recorder's office for recording fees (due after final approval)

Plan Requirements:

Cover sheet, drawn as required for preliminary submittal, including any and all corrections required as part of preliminary review.

Recording Plat, drawn as required for preliminary submittal, including any and all corrections required as part of preliminary review.

Utility Plan Sheet, drawn as required for preliminary submittal and including any and all corrections required as part of preliminary review, **and:**

- Location of street signs, traffic regulatory signs, street lights and cluster mail boxes
- Location of all gas, power, telephone and cable television lines

Storm Drain/Grading Plan drawn as required for preliminary submittal, including any and all corrections required as part of preliminary review, **and:**

- Erosion and dust mitigation plan
- Engineered calculations for any retaining walls
- Vegetation re-establishment plans
- Show retaining walls, if any, providing engineering calculations for all retaining walls 4' or taller in height

Plan & Profile Sheets, which include, but are not limited to:

- Title block as described for preliminary submittal
- Designing engineer's stamp, signature & date on each sheet
- Plan and profile for each street, sewer, and/or storm drain alignment at a vertical scale of 1" to 1', 2', 3' or 1' to 4' including
 - Footings
 - Location and slopes of existing utilities and topography
 - Proposed Centerline road grades and vertical curves
 - Slope and location of proposed sewer and storm drain system features
 - Invert elevations for proposed sewer, water and storm drain system features
 - Finished elevations of all sewer manholes and storm water inlets/manholes

Detail Sheets, which include but are not limited to:

- Title block as described for preliminary submittal
- Details for all proposed improvements and utilities
- Designing engineer's stamp, signature & date on each sheet
- All details drawn in compliance with the Santaquin City Development Standards and Construction drawings