



# Site Plan Instructions

## New Home Form #1

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • [www.alpinecity.org](http://www.alpinecity.org)

**Two (2) copies of a detailed site plan, drawn to scale (1" = 20' min.) shall be filed with the Building Department. If site plans are incomplete or inaccurate, the building permit application may be delayed until such information is forthcoming. The site plan shall clearly show the following:**

I have included all items listed below on the site plan. If an item does not apply to this site plan, I have read and understand all of these requirements (must check "YES" before an application is accepted by the Alpine City Building Department).		YES
1. Lot lines & their dimensions (conform to legal description)		
2. Scale		
3. North arrow		
4. Adjacent streets		
5. Easements and Rights-of-way		
6. Motor vehicle access and parking		
7. Curb, gutter & public sidewalks		
8. Accessible route of travel		
9. Location of any existing structures		
10. Location of all proposed structures being applied for with this permit. Any structures that are not part of this permit should be left off the site plan or clearly labeled as "future plans".		
11. Setbacks as outlined on page 4. Building location must comply with all Alpine zoning Regulations and cannot be located on any easement or right-of-way.		
12. Existing elevations: a. All corners of lot b. Elevation of curb at extension of lot line c. Contours on a minimum of 2-foot intervals		
13. Finish grade elevations: a. All corners of proposed structure b. Elevation of basement floor c. Elevation of main floor d. Elevation of garage floor		
14. Total height of home (vertical distance from the "average elevation of the finished grade" of the structure to the "roof line of the structure". See Alpine City Development Code Section 3.21.8 for "roof lines" defined). The maximum height allowed is thirty-four (34) feet.		

15.	<p>Location of:</p> <ul style="list-style-type: none"> <li>a. Sewer lateral</li> <li>b. Water lateral</li> <li>c. Water meter</li> <li>d. Gas line and gas meter</li> <li>e. Electrical meter box</li> <li>f. Pressurized irrigation lateral</li> </ul> <p>These items cannot be located in the driveway, sidewalk or similar area. These items must be located in a landscaping area.</p>	
16.	Plans comply with the 2015 IRC and 2014 NEC if it is a residential use. Plans comply with the 2015 IBC, IMC, IPC and 2014 NEC if it is a commercial use.	
17.	Retaining walls or accessory structures proposed within a public utility easement will require written approval of all affected entities.	
18.	Any retaining walls over 4 feet in height from the footing to the top of the wall shall be designed by a professional engineer licensed in the State of Utah, and be designed in accordance with Article 3.32 of the Alpine City Development Code. A separate building permit and peer review will be required.	
19.	Fences are required to get a separate building permit. Under no condition shall a privacy fence and retaining wall exceed nine (9) feet on the same plane. If a privacy fence that is on top of a retaining wall would exceed nine (9) feet, the fence shall be set back at least four (4) feet from the back side of the retaining wall. Open style fences including but not limited to rail fences, field fences, or chain link fences are permitted to be on the same plane as a retaining wall. (Section 3.21.6 of the Alpine City Development Code)	
20.	The sight triangle on corner lots will not be obstructed. The sight triangle is defined as the area formed by connecting the corner of the property to points 35 feet back along each property line abutting the street. (Section 3.21.6 of the Alpine City Development Code)	
21.	Driveway shall have an all-weather driving surface. Slope of driveway may not exceed 12%. (Alpine City Development Code 3.1.11.5f)	
22.	A report from a soils engineer is required.	
23.	No construction, buildings or landscaping is located in a designated floodplain unless otherwise approved with supporting documentation.	
24.	If the site is located in a designated hazardous area, a "Hazard Disclosure" form has been reviewed and signed.	



## DRAINAGE REQUIREMENTS FOR SITE PLANS

I have included all items listed below on the site plan. If an item does not apply to this site plan, I have read and understand all of these requirements (must check "YES" before an application is accepted by the Alpine City Building Department).		YES
1.	Show location and type of retention, drainage must be away from structure in all cases	
2.	Drainage from the property may not exceed that which existed prior to development. Paved areas and roof drains may need to be supplied with appropriate sumps or other means of mitigation.	
3.	<p><b>Drainage plans</b> are required for <u><b>all site plans, regardless of topography</b></u>, including at minimum the following requirements.</p> <ul style="list-style-type: none"> <li>a. Contours on <b>2-foot</b> intervals.</li> <li>b. Lot configurations with dimensions, footprints of home, etc.</li> <li>c. <b>Proposed drainage patterns.</b> Where possible, drainage will be directed to City streets after the first 0.55 inches (2-year, 1-hr event) of rainfall is retained onsite.</li> <li>d. Acceptable methods of retaining water are sumps, berms, retention, rainwater harvesting, low impact development bmp's, and other methods approved by the City Engineer. Retention areas will need to be sized according to the storm drain calculations.</li> <li>e. <b>Natural drainages</b> shall not be filled in where the potential for runoff from upstream exists, without providing a plan for the potential runoff.</li> <li>f. Supporting storm drain <b>calculations</b> are required.</li> </ul>	
4.	<b>Design Criteria:</b> The design storm is <b>2-year, 1-hour</b> (90 <sup>th</sup> percentile storm, 0.55").	
5.	Drainage plans shall be required to <b>be stamped by a licensed professional engineer, registered in the State of Utah, no exceptions.</b>	
6.	<b>A certified survey</b> shall be required, certifying that the house is placed on the lot in conformance with Alpine City zoning ordinances.	

**Jed Muhlestein P.E.**  
**Alpine City Engineer**



## SETBACK REGULATIONS FOR DWELLINGS

### **TR-10,000 Zone**

Front:	30 feet from the front property line or 40 feet from the curb
Rear:	20 feet from the rear property line
Sides:	Aggregate of 22 feet with no less than 10 feet on a side
Corner lots:	30 feet from the property line on both street frontages. Interior side yard 10 feet.
Minimum lot size:	10,000 square feet*
Minimum frontage:	90 feet on a public street*

### **CR-20,000 and CR-40,000 Zones**

Front:	30 feet from front property line or 40 feet from the curb.
Rear:	30 feet from the rear property line
Side:	Aggregate of 30 feet with no less than 12 feet on a side
Corner lots:	30 feet from the property line on both street frontages. Interior side yard 12 feet.
Minimum lot size:	20,000 square feet in the CR-20,000 zone*
	40,000 square feet in the CR-40,000 zone*
Minimum frontage:	110 feet on a public street*

**\* Lot sizes and frontages may be less in a Planned Residential Development (PRD)**

Taken from Alpine City Development Code:  
Sections 3.2.5, 3.3.4, 3.3.5, 3.4.4, 3.4.5, 3.5.5

### **Design for Alpine City shall comply with the requirements for:**

a.	Frost line depth	30 inches
b.	Assumed soil bearing pressure	1,500 psf
c.	Seismic zone	3
d.	Basic Wind Speed	115 – C mph
e.	Roof snow load	45 psf (no allowance for duration)



## INFRASTRUCTURE PROTECTION BOND INFORMATION

During site plan review, an inspection will be made of the job site. The inspection includes the street, sidewalk, curb and gutter, valves, hydrants, manholes, the pressurized irrigation box, and where applicable, adjacent open space and trails.

The purpose of the inspection is to note any existing damage to the infrastructure. The developer will be held responsible for existing damage.

Any damage incurred during construction and landscaping will be the responsibility of the builder/homeowner.

If the initial inspection cannot be made because snow, dirt or some other material is covering the sidewalk, curb, PI box, etc., the building permit will not be issued.

The street, gutter and sidewalks must be kept clear at all times. Dumpsters and portable bathroom facilities are required at the job site. They may not be located on the sidewalk or street. Curb ramps are required and shall be constructed of wood, metal, or asphalt. Dirt or gravel ramps are prohibited.

Public or private open space and vacant lots shall not be used for the storage of equipment, building and/or landscaping materials, dumpsters, sanitary facilities or any other material related to the project. Access to the building site across open space or adjacent vacant lots is prohibited.

**Inspections will be withheld if there is a violation of the Clean Street Ordinance or other Ordinance. Continuing violations will be red-tagged.**

Clean Street Ordinance Section 14-405  
Infrastructure Protection Bond - Ordinance No. 2008-14  
Open Space Ordinance No. 2007-12  
Trail Ordinance No. 2009-06



## Application for Residential Site Plan

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Building Address \_\_\_\_\_ Parcel # \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_ Plat \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Contractor \_\_\_\_\_ License # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_  
Applicant or Contractor Signature

\_\_\_\_\_  
Date

### EXCAVATION OF LOT PRIOR TO ISSUANCE OF BUILDING PERMIT IS PROHIBITED

Alpine City will not approve applications for either a site/plot plan or building permit application until all boundary lines of the property site are accurately identified with a 5-foot metal tee post at all corners and angle points.

These are to remain in place until an occupancy permit has been issued.

Inspection may be withheld if all posts are not in place at inspections.

**Alpine City Building Department**  
**756-6347 ext. 5**



BP# \_\_\_\_\_

## DEPARTMENT APPROVALS

Before the Building Permit Application (Form #2) will be accepted, approval of the following departments shall be obtained.

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Job Address \_\_\_\_\_

Lot # \_\_\_\_\_ Subdivision \_\_\_\_\_

Lot Zoning \_\_\_\_\_ Parcel # \_\_\_\_\_

Intended Use:      ☐ Single Family Dwelling  
                             ☐ Single Family with Accessory Apartment  
                             ☐ Commercial

\_\_\_\_\_  
City Planner \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
City Fire Marshall \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Public Works Director \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
City Engineer (SWPPP) \_\_\_\_\_ Date \_\_\_\_\_