



Preliminary Design Plan Checklist

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

For developments with more than 15 lots or with complex issues such as geologic hazards, hillsides development or other similar issues, additional time beyond the 14 day review time may be necessary. In such cases, the developer may work with the City Engineer and City Planner to determine an acceptable schedule.

Please follow this checklist to ensure a complete and proper preliminary design plan submittal. For more information, please refer to Section 4.6.2 of the Alpine City Development Code. **All items must be completed before the preliminary design plan will be presented to the Planning Commission for review.**

Submission Requirements

Applicant
Use

Office
Use



Submit all required documentation to the City Planner fourteen (14) days prior to the regularly scheduled Planning Commission meeting or ten (10) days prior to the meeting for a preliminary revision or resubmission, including:

- The Preliminary Design Plan Checklist, Preliminary Plan Application and required fees.
- An electronic copy of all required plans in a compatible format (AutoCAD);
- Two (2) D size (22"x 34") copies drawn to scale
- Three (3) 11"x 17" copies drawn to scale; and
- Other informational material (such as supporting documents) required in Section 4.6.2 of the Alpine City Development Code.

Drawing Requirements

Applicant
Use

Office
Use



The accuracy of location of alignments, boundaries, and monuments must be certified by a registered land surveyor licensed to do such work in the State of Utah.



A vicinity plan showing perimeter outline of the proposed subdivision, accesses, abutting subdivision outlines and names, names of adjacent property owners and adjacent streets within 2 miles of the proposed subdivision.

- A traverse map of the monumented (see Article 4.6.3.5) perimeter of the proposed subdivision. The traverse shall have an error of closure of not greater than one part in 30,000. Survey tie into a legal corner or other permanent marker established by the County Surveyor is required.
- The existing contours at two foot (2') intervals for predominant ground slopes within the tract between level and five percent (5%) grade, and five foot (5') contours for predominant ground slopes within the tract over five percent (5%) grade. Elevations shall be based on National Geodetic Survey area level data. In cases of predominantly level topography throughout a subdivision, one-foot (1') interval contours may be required.
- Lot and street layout with accommodation of streets proposed by the Alpine Street Master Plan and Land Use Element of the General Plan.
- Dimensions of all lots to the nearest foot.
- Dimensions of all building pads when required.
- Total acreage of entire proposed subdivision and acres of open space
- Lots, blocks, or cluster or complex units numbered consecutively.
- Locations and identification of all existing and proposed public and private easements.
- Existing and proposed street names.
- Street profiles to show proposed grades including centerline grades of existing streets in adjacent properties for a minimum distance of 100 feet.
- The Plat shall be drawn to a scale no smaller than one inch equals one hundred feet (1" = 100 ft.), and shall indicate the basis of bearings, map north, name of subdivision (name should not conflict with any other subdivision name), name of county, name of municipality, township, range, section, and quarter section, block and lot number of the property under construction.
- General location in the subdivision area of trees over four (4) inches in diameter, measured at four and one-half feet (4 ½ ft.) above the ground. In cases of heavily wooded areas, indication of the outline of the wooded area and location of trees which are to remain.
- An affidavit (Certificate for Clear Title) that the applicant is the owner, the equitable owner, or authorized by the owner in writing to make application for the land proposed to be subdivided.

- Sites, if any, to be reserved or dedicated for parks, playgrounds, schools, trails, or other public uses.
- Sites, if any, for multi-family dwellings, shopping centers, community facilities, industry, or other uses, exclusive of single-family dwellings, as may be permitted by the Alpine Zoning Ordinance.
- A map showing soil types and their boundaries in the area proposed for subdivision.
- The map shall include a table of interpretation for the soil types shown. (Requests for these maps and tables may be made to the local Soil Conservation District Office.) The soil map shall conform to AASHTO guidelines.
- Location, function, ownership, and manner of maintenance of common open space not otherwise reserved or dedicated for public use (in compliance with the Alpine City Open Space Zone).
- Construction drawing for water, sewer, storm drain and pressurized irrigation. Storm drain calculations will be required.
- Location of waterways and ditches. Where improvements to irrigation ditches are required, written approval from the irrigation company, private ditch owner, or easement holder must be submitted.
- Location and type of street lighting, street signs, street planting, and U.S. Post Office boxes..
- Location of 5350 foot elevation line and the sensitive lands overlay line (SLO) if applicable.
- Location of buildings with animals.
- A map at suitable scale showing the following:
 - Proposed future street layout in dashed line for any portion or parcel of the plan which is not being subdivided at the present time.
 - Water courses, and proposed storm water drainage systems including culverts, water areas, streams, areas subject to occasional flooding.
 - Approximate boundaries of areas subject to inundation or storm water overflows of an intensity estimated to occur with a return frequency of once every hundred years.
 - Existing buildings, other easements, telephone lines, gas lines, power lines, and other features located on the subdivision or adjacent to its boundaries.

- A composite utilities easement plan showing location, size, and proposed use of all easements. All utilities must be constructed within approved easements.

Location of each lot's Buildable Area in a PRD, irregular lots or any other lots as requested by the DRC or Planning Commission. The designated buildable area should not be less than five thousand (5,000) square feet except in the TR-10,000 zone, and shall be shown on the preliminary and final plat together with a notation to the effect that all main and accessory buildings shall be located within the Designated Buildable Area.

- The Designated Buildable Area may be amended by the DRC s long as the minimum setback requirements of the underlying zone are met.

Other Requirements

Applicant
Use

Office
Use

Supporting documents as outlined in Section 4.6.2.3

Summary statement of proposal as outlined in Section 4.6.2.4

Planning Commission approval of the preliminary design plan shall expire 180 calendar days after the date of approval. Reinstatements may be granted by the Planning Commission, and will be subject to all applicable ordinances at the time of reinstatement and a reinstatement fee will be charged in accordance with the current fee schedule.



Preliminary Design Plan Application

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Contact Information

Applicant _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Engineer _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Representative _____

(Person who will be at City meetings to represent the proposed plan. If it is someone other than the applicant/engineer, please indicate his/her relationship to the project.)

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Send City Engineer's review comments to: Applicant Engineer Representative

Project Information

Name of Subdivision _____

Project Address _____ Proposed Number of Lots _____

Project Size (in acres) _____ Current Zoning _____

Source of Water Rights

Alpine Irrigation Shares: # of Primary Shares _____ # of Secondary Shares _____

Other Water Rights: Source _____ # of Acreage Feet _____

Requesting Cash in lieu of Water Rights Option

Preliminary Design Plan Fee _____ Amount Paid _____ Date Paid _____

(Actual cost of City Engineer's review + \$100.00 + \$90.00 per lot)

Applicant Signature _____ Date _____



Utility Notification Form

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Development Name _____ Commercial Residential

Development Address _____

Developer Name _____ Developer Contact _____

Developer Business Address _____

Developer Phone # _____ Mobile _____ Fax _____

The utility companies listed need to receive plans and necessary information for the above stated development to begin the process for providing their services to this project. Plans will not be approved by the City until this document is completed and returned.

QUESTAR GAS

Name _____ Title/Position _____ Phone _____

Signature _____ Date _____

Suggested Contacts: Customer Service (800-662-4111)
Steve Adams (801-856-6490) - steve.adams@questar.com

COMCAST CABLE TELEVISION

Name _____ Title/Position _____ Phone _____

Signature _____ Date _____

Suggested Contacts: Heidi Hawkeye (801-401-3023) - heidi_hawkeye@cable.comcast.com
Matt Young (801-401-3017) - matt_young@cable.comcast.com

CENTURY LINK

Name _____ Title/Position _____ Phone _____

Signature _____ Date _____

Suggested Contact: Ryan Allred (801-374-4107) - Cell (385-223-0084) ryan.allred1@centurylink.com

ROCKY MOUNTAIN POWER

Name _____ Title/Position _____ Phone _____

Signature _____ Date _____

Suggested Contact: Rocky Mountain Power (1-800-469-3981)