

# Alpine City

## Major Subdivision Process



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

### **CAPSULIZED SUBDIVISION REVIEW AND APPROVAL PROCESS**

(For the complete detailed process of a major subdivision, please refer to Article 4.6 of the Development Code)

#### **Concept Plan**

1. Prepare a concept plan as outlined on the Concept Plan Checklist.
2. Attend a Development Review Committee (DRC) meeting. This meeting is usually held every Monday morning at 9:00.
3. Request a date through the City Planner to be on the Planning Commission agenda and present the concept plan.
4. At least 14 days before the requested Planning Commission meeting, complete and submit the Concept Plan Checklist and Application to the City Planner.
5. Pay all applicable fees to the City Recorder, payable to Alpine City.
6. At least 14 days before the requested Planning Commission meeting, submit the correct amount of all required documentation to the City Planner.
7. At least 14 days before the initial presentation of the concept plan to the Planning Commission, post a sign on the property to be developed and submit stamped and addressed envelopes for a notification letter, which the City Planner will write, to all of the property owners within 500 feet of the proposed development.
8. Once the requirements are met, a notice for a public hearing will be posted and the concept plan for the proposed development will be presented to the Planning Commission.
9. Once concept approval has been granted by the Planning Commission, request a date through the City Administrator to be on the City Council agenda. The concept plan will be presented to the City Council for information and any such direction as the City Council deems appropriate or necessary.
10. After the concept plan has been presented to the City Council, the applicant may apply for preliminary design plan approval.

## Preliminary Design Plan

1. Obtain the Preliminary Design Plan Checklist and Application from the City Planner.
2. Request a date through the City Planner to be on the Planning Commission agenda and present the preliminary design plan.
3. Prepare a preliminary plan as outlined on the Preliminary Design Plan Checklist.
4. At least 14 days before the requested Planning Commission meeting, complete and submit the Preliminary Design Plan Checklist and Application to the City Planner.
5. Pay all applicable fees to the City Recorder, payable to Alpine City.
6. At least 14 days before the requested Planning Commission meeting submit the correct amount of all required documentation to the City Planner.
7. For developments with more than 15 lots or with complex issues such as geologic hazards, hillside development or 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 the City Planner to determine an acceptable schedule.
8. The preliminary design plan is reviewed by the Planning Commission. After the approval of the preliminary design plan by the Planning Commission, the applicant may apply for final plat approval.

## Final Plat

1. Obtain the Final Plat Checklist and Application from the City Planner.
2. Request a date through the City Planner to be on the Planning Commission agenda and present the final plat.
3. Prepare a final plat as outlined on the Final Plat Checklist.
4. At least 14 days before the requested Planning Commission meeting, complete and submit the Final Plan Checklist and Application to the City Planner.
5. Pay all applicable fees to the City Recorder, payable to Alpine City.
6. At least 14 days before the requested Planning Commission meeting, submit the correct amount of all required documentation to the City Planner.
7. The final plat is reviewed by the City Engineer. A Water Letter and Bond Letter will need to be obtained from the City Engineer indicating approval. The City Attorney may also review the final plat, bond agreement, and other required documents.
8. The Planning Commission will review the final plat and make a recommendation to the City Council. The applicant will then need to request a date through the City Administrator to be on the City Council agenda.
9. The final plat is presented to the City Council for review and action. The City Council may or may not follow the recommendation of the Planning Commission.
10. The City Recorder shall record the final plat with the County Clerk and Recorder. Any expenses incurred by the developer shall be borne by the developer and paid prior to recording; i.e. impact, plan check, etc.
11. A preconstruction conference will be conducted prior to construction. A preconstruction meeting provides an opportunity to begin communication and problem solving between the City Staff and the subdivider prior to the start of a major construction project. Typically the City Engineer, City Administrator, City Planner and City Public Works Director will meet with the subdivider prior to construction.



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# Concept Plan Checklist

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The concept plan shall enable the subdivider and the Planning Commission to review the proposed subdivision for general scope and conditions, which might affect said subdivision. The concept plan shall consist of a simple layout of existing and proposed streets, trails, lots, major buildings, planned residential developments, utilities, drainage channels, ditches, and waterways.

Please follow this checklist to ensure a complete and proper concept plan submittal. For more information, please refer to Section 4.6.1 of the Alpine City Development Code. **All items must be completed before the concept plan will be presented to the Planning Commission for review.**

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## Submission Requirements

- | Applicant Use            | Office Use               |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The subdivider shall meet with the DRC to discuss the proposed subdivision before submitting an application or any plans.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit all required documentation to the City Planner fourteen (14) days prior to the scheduled review for the initial submittal and ten (10) days prior to review for a resubmission, including: <ul style="list-style-type: none"><li>• The Concept Plan Checklist, Concept Plan Application and required fees.</li><li>• A list of all property owners within 500 feet of the boundaries of the proposed development and self-addressed stamped envelopes for all property owners on the list</li><li>• Five (5) D size (22"x 34") copies drawn to scale; and</li><li>• Ten (10) 11"x 17" copies drawn to scale.</li><li>• An electronic copy of all required plans in a compatible format (AutoCAD)</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Erect a 4 ft. x 8 ft. sign that is no more than 6 feet in height, five (5) feet inside the property line of the property proposed for development at least fourteen (14) days prior to the meeting at which the concept plan will be presented. The sign must include the following information: <ul style="list-style-type: none"><li>• Nature of the proposed development (i.e., residential, commercial, etc.);</li><li>• Current zoning of the property and proposed zoning, if applicable;</li><li>• Number of proposed lots and sizes, if applicable; and</li><li>• Date, time, and place of the meeting at which the concept plan for the development will be presented.</li></ul>                         |

## Drawing Requirements

Applicant Use	Office Use	
<input type="checkbox"/>	<input type="checkbox"/>	The scale should not be less than 1 inch to 200 feet (1" = 200'). Math scale may change as required on the 11"x17" copy.
<input type="checkbox"/>	<input type="checkbox"/>	The proposed name, address, and current zoning of the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity plan showing significant natural and man-made features on the site and within one-half (1/2) mile of any portion of it.
<input type="checkbox"/>	<input type="checkbox"/>	Total acreage of the entire proposed subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Total number of lots
<input type="checkbox"/>	<input type="checkbox"/>	The property boundaries of the proposed subdivision
<input type="checkbox"/>	<input type="checkbox"/>	The names of adjacent property owners
<input type="checkbox"/>	<input type="checkbox"/>	Topographic contours at no greater intervals than two (2) feet. If the topography is steep, five (5) foot contour intervals shall be used
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	A proposed lot, street, and trail layout indicating general scaled dimensions of lots to the nearest foot.
<input type="checkbox"/>	<input type="checkbox"/>	The acreage of the entire tract proposed for the subdivision and number of lots
<input type="checkbox"/>	<input type="checkbox"/>	Location of waterways, ditches, and easements.
<input type="checkbox"/>	<input type="checkbox"/>	Soil profiles for the proposed subdivision where there are geologic hazards known to the subdivider or Alpine City.
<input type="checkbox"/>	<input type="checkbox"/>	Source of water rights to be conveyed to the City.
<input type="checkbox"/>	<input type="checkbox"/>	Other information, which may allow the DRC and the Planning Commission to evaluate the proposed development.

After concept approval has been granted by the Planning Commission and presented to the City Council, the subdivider may apply for preliminary design plan approval. If preliminary plans have not been submitted within 180 calendar days of the date concept approval was granted, such approval shall be null and void. The voided/null concept plan may be submitted for reinstatement by the Planning Commission, but 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.



# Concept 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

**Concept Plan Fee** \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

(Actual cost of City Engineer's review + \$100.00 + \$20.00 per lot)

**Applicant Signature** \_\_\_\_\_ Date \_\_\_\_\_