WEST VALLEY CITY
Public Works - Engineering

SUBDIVISION FINAL PLAT & PLAN
Checklist

Carefully follow the Checklist below and **initial each item** as being completed or put N/A if waived by staff or not applicable to approval process. Incomplete Applications will not be accepted for review. The West Valley City Engineering Standards can be found online on our website: https://www.wvc-ut.gov/20/Engineering

Record of Survey (ROS)

1. _____ Submit copy of filed or proposed Record of Survey (ROS) used to establish boundaries of proposed subdivision.

Final Subdivision Plat Requirements

1. _____ Plat name shall include approved [Name (Phase No.) (Minor) (Sub/PUD/Condo) (Prior Plat Lot(s)/Unit(s) Amended)].
   a. _____ Include the following: plat(s), street(s), lot(s), and/or unit(s) being vacated and/or amended, 1/4 Section, Section, Township and Range, SLB&M, West Valley City, Utah. Subdivision name is to be distinct from any name on a plat recorded in the county recorder's office [10-20-803(2)(a)].
   b. _____ Plat to be signed, sealed, and certified by a Professional Land Surveyor (PLS).
   c. _____ Plat formatted to fit on a 24"x 36" sheet(s) with a north arrow, and both written & graphic scales (not smaller than 1" to 100').
   d. _____ Legend required for all symbols and line types depicted.
2. _____ Exterior boundary to agree with existing or proposed division lines as depicted on filed or approved Record of Survey ROS Map(s) Utah Code 17-73-504.
   a. _____ Exterior boundary clearly defined (heavy line) with POB, lines, and curves labeled.
   b. _____ Boundary tied spatially to at least two existing (found) clearly described (with date stampings) PLSS monuments or other monuments of record. Basis of bearings (B of B) identified between two PLSS monuments or other found monuments of record.
   c. _____ Written legal description to agree with exterior boundary labels, ties to monuments, and Basis of Bearing.
   d. _____ Show recording information for adjoining plats (Book and Page numbers) of record and vesting documents (Entry numbers) for adjoining parcels.
   e. _____ Plat boundary checked spatially for harmony with legal descriptions for adjoining parcels and plats.
   f. _____ Review narrative on filed and/or approved ROS Map(s) for an explanation of found evidence or deed elements used to reestablish or retrace each existing division line (excluding free lines) on the exterior boundary.
   g. _____ Exterior boundary angle points on existing division lines shall be recovered or set.
   h. _____ Submittal of closure sheets required for all lot, parcels, streets, and overall plat boundary. Boundary, street, lot, or unit figures to close mathematically.
3. _____ Connecting or abutting streets to agree with streets as depicted on recorded subdivision or road dedication plats.
   a. _____ Centerlines and widths of all existing streets (within 200 feet of exterior boundary) clearly defined with line, curve, and offset labels, also identify and show centerline bearings and distances to any existing (found) street monuments.
   b. _____ Show all streets within 200 feet of plat boundary, including both sides of abutting streets.
   c. _____ Show any proposed changes to existing street rights-of-way as required by applicable governing agency.

4. _____ Existing easements of record, evidence of possible prescriptive easements, and proposed easements to be shown on plat
    a. _____ Existing easements are to be depicted graphically on the plat along with references to their instrument(s) of record or to ROS map(s) asserting any observed evidence of possible unrecorded, statutory, or prescriptive easements, said easements are to be clearly defined with line and curve labels, centerline offsets, and dimensions to future ownership interest lines (with some exception).
    b. _____ 10' Public Utility Easements to be shown along the street frontages of each lot, together with any other easements as may be required
    c. _____ Show and label appurtenant easements located outside the boundaries of the plat, including Temporary Turnaround Easements, Storm Drain Easements, etc. Such easements are to be recorded prior to recordation of subdivision plat and entry number noted on plat.
5. _____ Owner's Dedication and Consent to Record to include operative language per governing agency.
6. _____ Interior streets, lots, and easements to be adequately labeled with necessary line, curve, and offset dimensions.
    a. _____ Check that the total area of the exterior boundary is equal to the sum of the interior streets and lots/units areas.
    b. _____ Lot or unit reference, block or building reference, street or site address, street name and coordinate address, acreage or square footage for all parcels, units, or lots, and length and width of the blocks and lots intended for sale Utah Code 10-20-803(2)(a).
    c. _____ Label lot and parcel areas.
    d. _____ Street names required for non-linear streets (may not duplicate existing street names within the County). Street names to be approved by the Salt Lake County Addressing Division. Approval letter required.
    e. _____ Proposed addresses shown on each lot and parcel (two addresses required for corner lots).
7. _____ Street monuments (to be set) depicted at street centerline intersections and at radius points of cul-de-sacs, and at other points needed to adequately (to be set) depicted at street centerline intersections and at radius points of cul-de-sacs, and at other points needed to adequately determine rights-of-way, e.g. PIs (if within asphalt), PCs, PTs, or Midpoints.
    a. _____ Consecutive monument connecting lines defined with monument-to-monument bearings and distances.
8. _____ Approval blocks per Utah Code 10-20-804
9. _____ Vicinity map

Required Notes on Final Plat

1. _____ Offset pins to be placed in back of curb. 5/8" x 24" rebar with survey cap to be placed at all lot corners prior to occupancy. Cap shall include the business name or "P.L.S." followed by the license number of the surveyor in charge.
2. _____ This area is adjacent to Agriculturally Zoned (A) properties and is subject to the normal, everyday sounds, odors, and all other aspects associated with an agricultural lifestyle (If adjacent to A zones).
3. _____ A soils report in accordance with Section 7-13-504 of the West Valley City Ordinances has been prepared. Include name of geotechnical engineer or firm, report #, and date.
4. _____ Note indicating historical depth of high-water table and elevation of lowest floor slab (min 3' above WT). Include table showing lowest floor elevation for each lot referenced to finished TBC (based upon soils report findings).
5. _____ Final grading of individual lots shall be performed in such a way that excess water shall be contained entirely on the site or directed to an improved street or directed to an approved drainage inlet, drainage channel or drainage easement. Excess water shall not be allowed to drain onto adjacent private property unless approved as part of an overall system, as reflected in the subdivision approval or otherwise.

6. _____ For subdivisions with common area where an HOA is involved, add the following note in the owner's dedication area of the title block:
"Pursuant to Utah Code 10-20-804(1)(D), the owner(s) hereby convey all common areas shown on this plat and as indicated hereon to the (insert name of HOA and their mailing address)."

Additional Requirements

1. _____ Letters required from all utility companies indicating their review and approval of plat.
2. _____ Monument permit required from the Salt Lake County Surveyor's office prior to installation of new street monuments, or removal and replacement of existing street or other monuments

Construction Drawings

1. _____ Final construction drawings of all required public improvements consistent with West Valley City Design Standards. An engineer must stamp and date all construction drawings in accordance with the procedures of the Utah State Board for Professional Registration. Construction drawings shall include:
    a. _____ Vicinity Map
    b. _____ North arrow, Standard Engineering Scale and Legend
    c. _____ Sheet Index
2. _____ Show and label existing and proposed right of way and property lines on all applicable sheets
3. _____ **Street Plan and Profile** (see WVC Engineering Standards – Part 3: Roadway Design)
    a. _____ Include north arrow, standard engineering scale and legend.
    b. _____ Show existing and proposed improvements on subject parcel(s) and opposite and adjacent frontages.
    c. _____ Show existing utility and storm drain infrastructure in plan and profile with location, pipe type (may be noted in a utility legend), and size.
        i. _____ Include existing and proposed culinary and pressurized irrigation lines and associated fire hydrants, valves, and blowoffs (per Water-Sewer District Standards).
        ii. _____ Include depth, and slope of all sewer lines, with the proper spacing of all boxes, manholes and other improvements.
        iii. _____ Include depth, and slope of all drainage lines, with the proper spacing of all boxes, manholes and other improvements (Minimum 15" RCP required within public right-of-way).
        iv. _____ Include all applicable callouts to Standard Drawings (see WVC Engineering Standards 2.2 and 2.3)
    d. _____ Typical sections of all roads including pavement design, base and subbase amounts and location of utilities within the street right of way.
    e. _____ The California Bearing Ratio (CBR) value (used to determine the amount of road sub-base required) must be noted on each road cross section. (see WVC Engineering Standards 3.3.2.1, Verify if MINOR STREET, MINOR COLLECTOR, COLLECTOR or Greater)
    f. _____ Show plan and profile of streets, including curb and gutter when roadway widening occurs. Label slopes (see WVC Engineering Standards 3.1.3), roadway width, lane and shoulder widths.
    g. _____ Asphalt pavement tie-in per APWA Standard Plan 251 (see WVC Engineering Standards 3.1.4). Include existing edge of asphalt elevations and label proposed cross slopes.
    h. _____ Pedestrian Access Ramps per UDOT Standard Drawings (see WVC Engineering Standards 3.2.3)
    i. _____ Include TBC and Centerline stations and elevations to be shown at 50' intervals and at all PC, PT, PRC, PVI, BVC and EVC locations.
    j. _____ Vertical curve stations and elevations to be shown at 25' intervals.
    k. _____ Show street monuments to be set per Salt Lake County Surveyor standards. Label monument to monument bearings and distances
    l. _____ Identify County benchmark location and elevation.

4. _____ **Grading and Drainage Plan** (see WVC Engineering Standards – Part 4: Drainage Design Standards)
   a. _____ Reference Drainage Report completed for the project.
   b. _____ Label size, type, slope, and length of each existing and proposed gravity flow pipe. All storm drain piping within the public right-of-way to be minimum 15" RCP.
   c. _____ Provide table of all pervious and impervious areas on the site, new and existing
   d. _____ Identify required/provided volumes for each detention/retention area.
   e. _____ Label high water contour of detention/retention areas.
   f. _____ Minimum 1 foot freeboard required.
   g. _____ Orifice/Water Quality Treatment BMPs
   h. _____ Show all irrigation and drainage ditches and proposed piping. Written approval from water users to pipe or abandon any ditches on property (see WVC Code 7-13-808 (3))
   i. _____ Include Cross Sections or Typical Sections for channels or ponds.
   j. _____ Final grading of individual lots shall be designed to retain all excess stormwater on-site or direct runoff to an improved public street. Runoff shall not be discharged onto adjacent private property. Lots that do not drain directly to the public right-of-way shall provide permanent on-site stormwater retention facilities to prevent the conveyance of runoff between properties. These facilities shall not be altered without approval. Identify which lots will not drain directly to the Public Right of Way.

      Note: For lots where runoff cannot be directed to an improved street, a lot-specific Grading and Drainage Plan shall be submitted with the building permit application. (See WVC Engineering Standards 4.1.1.10)

5. _____ **Drainage Report** (see WVC Engineering Standards 4.2)
   a. _____ Narrative
   b. _____ Retention/ Detention calculations
      i. _____ Retention 100 yr, 24 hr storm event calculations (no percolation)
      ii. _____ Detention – 10 yr storm event calculations (see WVC Engineering Standards Appendix 8.1 for release rate map)
   c. _____ Low Impact Development Evaluation - Does Site meet "Land Disturbance Threshold"? (see WVC Engineering Standards 4.1.1.1.)
      i. _____ LID Design/Calculations (see West Valley Engineering Standards 4.1.1.5)
      ii. _____ LID BMPs for Project Volume Retention Goal (see WVC Engineering Standards 4.1.1.5.2)
   d. _____ Pipe Sizing Calculations
   e. _____ Inlet Spacing and Gutter Spread Calculations
   f. _____ Orifice Calculations
6. _____ **Street Lighting Plan** (see WVC Engineering Standards 3.5)
7. _____ **Roadway Striping Plan** for all Collector Streets or larger

   a. _____ Label striping color, size, type
   b. _____ Label existing and proposed lane widths
   c. _____ Label all tapers
   d. _____ Detail all existing and proposed signs
8. _____ **Storm Water Pollution Prevention Plan (SWPPP)** for developments meeting the "Land Disturbance Threshold". Developments of areas less than one acre will still be required to take appropriate measures to prevent sediment from entering the storm drain system and to prevent the tracking of mud and debris onto city streets. (see WVC Engineering Standards Section 4.3)

9. _____ **Traffic Generation Analysis (TGA)**
10. _____ **Traffic Impact Study (TIS)** if required
11. _____ **Engineer's Estimate** of all quantities, unit prices and total cost of Public Infrastructure, Storm Water Storage Facilities, and Permanent Storm Water Quality BMPs.

CERTIFICATION

I (we) certify under penalty of perjury that this submittal and all information submitted as a part of this submittal is true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this submittal be incorrect or untrue, I (we) understand that West Valley City may rescind any approval or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the West Valley City Development Code and Engineering Standards that items and checklists contained in this submittal are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I (we) also agree to allow the Staff, appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature _____Title _____ Date _____

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