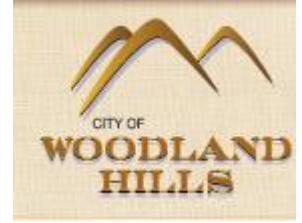


# City of Woodland Hills

## APPLICATION for SUBDIVISION PRELIMINARY PLAN APPROVAL

(City Code 11-3-4)



### GENERAL INFORMATION

**PROPOSED PROJECT NAME:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_ **Subdivision** \_\_\_\_ **PUD** \_\_\_\_ **Overlay**

**Name of Owner(s):** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Name of Engineer:** \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Name of Developer or Authorized Agent(s):** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Current Zoning of the property (see official zone map):** \_

Requested Zone: \_\_\_\_\_ Zone Change Application # (if necessary): \_\_\_\_\_

#### For Office Use Only:

City of Woodland Hills:

Application # \_\_\_\_\_

City Engineer Review Date: \_\_\_\_\_

PC Public Meeting Date: \_\_\_\_\_

Approved  Denied

CC Public Meeting Date: \_\_\_\_\_

Approved  Denied

Preliminary Plan Fee\*

Base Fee \$1000.00  
\_\_\_\_\_ lots x \$50.00 = \_\_\_\_\_

Total to City of Woodland Hills \_\_\_\_\_

\* This initial fee covers two (2) reviews of the Preliminary Plan. If the plan requires three (3) or more reviews, an hourly rate will be charged.

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## APPLICATION REQUIREMENTS AND PROCEDURE

**NOTE: Please read the City of Woodland Hills Subdivision Ordinance as well as any other pertinent sections of the City of Woodland Hills Development and Construction Standards in detail before submitting any type of Subdivision Application. A Preliminary Plan application requires at least one public meeting before the Planning Commission.**

### Submittal Requirements:

- All applicants must schedule a pre-submittal meeting with LEI Engineers before submittal will be allowed. Plans that are “dropped off” at the city office without having had a pre-submittal meeting first will not be accepted.
- At the pre-submittal meeting the applicant shall bring one (1) 11”x17” copy of the final plans, as well as any other applicable documents required for submittal. LEI will review the submittal documents with the applicant to determine whether all requirements on this checklist have been met.
- All applications must contain the following items:
  - (1) \_\_\_\_\_ Application fees
  - (2) \_\_\_\_\_ Preliminary Plan (one (1) full size set (24”x36”), one (1) reduced size set (11”x17”), and a PDF copy).
  - (3) \_\_\_\_\_ One (1) printed copy of a Geotechnical Soils Study (According to the requirements of this application)
  - (4) \_\_\_\_\_ One (1) printed copy of Storm Drain Calculations (According to the requirements of this application and City of Woodland Hills Ordinances)
- Please follow carefully the Requirements and Checklists for each item included as part of this Application. The lack of information under any item specified herein, or improper information supplied by the developer, may be cause of an incomplete application and disapproval of a Preliminary Plan. The Planning Commission may require additional information in order to make an informed decision concerning the application.

### Submittal Procedure:

- See Preliminary Plan Flow Chart for submittal/review procedure.

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## PRELIMINARY PLAN REQUIREMENTS

The developer must initial each item as being completed, or put N/A if waived or not applicable to approval process:

- (1) \_\_\_\_\_ A preliminary site plan prepared by a licensed land surveyor, landscape architect, or professional engineer at an engineers’ scale not more than one inch equals one hundred (100) feet, prepared in ink, with sheets numbered in sequence if more than one sheet is used.
- (2) \_\_\_\_\_ A north arrow, scale, date, and legible vicinity map of the city, including an aerial image of the area.
- (3) \_\_\_\_\_ A title block showing: the subdivision name, type of development, date of preparation, and the contact information of the owner, developer, designer, engineer, and surveyor.
- (4) \_\_\_\_\_ A plat map indicating the location of the property with respect to surrounding properties and streets, the names of all adjoining property owners or names of adjoining developments, the location and dimensions of all boundary lines of the property expressed in feet and decimals of a foot, and the legal description of the property compete with Township, Range and Section lines. Legal description must be tied to a section line as basis of bearing based on State Plan coordinates. No rectangular ties to a section corner will be allowed.
- (5) \_\_\_\_\_ The location, width, and details of all existing and proposed streets and easements, alleys, trails, and other public ways and easements, zones, and proposed street rights-of-way within and adjacent to the property. Include elevations of centerline of roadway if required by the City Engineer.
- (6) \_\_\_\_\_ The location and size of existing and proposed water courses, canals, ditches, bridges, culverts, drains, water lines, storm drain lines, sewer lines, natural gas lines, power lines, street lights, communication lines, fire hydrants (within 500’ of property), buildings (within 100’ of property) and other pertinent features. Including details for connection to existing Woodland Hills infrastructure.
- (7) \_\_\_\_\_ The locations, dimensions, and areas of all proposed or existing lots complete with utility easements, lot numbers, buildable areas and building setback lines. All lots shall be consecutively numbered. Out-parcels shall be lettered in alphabetical order.
- (8) \_\_\_\_\_ The location and dimensions of all property proposed to be a set aside for a park or playground use, or other public or private reservations and open space dedications, with designation of the purpose thereof, types and conditions, if any, of the dedication, preservation or reservation complete with an acreage tabulation of all open space areas. .

- (9) \_\_\_\_\_ Other conditions on the property including existing watercourses, rock outcrop, wooded areas, buildings, snow and mud slide conditions, and soil erosion.
- (10) \_\_\_\_\_ Names of all new and existing streets including all street and regulatory signs.
- (11) \_\_\_\_\_ A tabulation table indicating the total subdivision area, number of lots, density, zoning, and open space area.
- (12) \_\_\_\_\_ All information required by the Planning Commission or City Engineer after review of Concept Plan.
- (13) \_\_\_\_\_ Explanation of drainage and site easements, if any.
- (14) \_\_\_\_\_ Explanation of reservations and conservation easements, if any.
- (15) \_\_\_\_\_ Existing contours at 2' intervals at least 100' beyond the project boundary. Elevations to be based on Utah County datum with benchmark and elevation noted.
- (16) \_\_\_\_\_ Indication of anticipated cut and fill areas including slopes and heights. In addition, the City Engineer may require individual site or road grading plans to determine buildable area, driveway slope, erosion control, etc.
- (17) \_\_\_\_\_ Storm drainage calculations for the collection, transport, storage and discharge of a 25 year storm and a storm water plan for a 100 year storm. Include rainfall intensities used with drainage calculations. If sumps are to be used, a percolation test rate is to be submitted.
- (18) \_\_\_\_\_ Geotechnical soils study to determine, at a minimum, roadway pavement design, percolation rate (if used), backfill, and compaction requirements and slope stability (if applicable).
- (19) \_\_\_\_\_ If the subdivision covers only a part of a larger un-subdivided area whether owned by the developer or not, the following shall be submitted:
  - 1. A plan showing the location of the subdivision as it forms part of the larger area.
  - 2. A plan proposing a future street system that demonstrates how the balance of the un-subdivided area could be developed.
- (20) \_\_\_\_\_ The following note shall be included on the plans: "All construction shall conform to the approved City of Woodland Hills Development and Construction Standards and pertinent ordinances."
- (21) \_\_\_\_\_ A phasing plan if applicable.
- (22) \_\_\_\_\_ Evidence of certificates of water appropriation in the amount of 0.90 acre feet per year for each lot.
- (23) \_\_\_\_\_ APPLIES ONLY IF SEPTIC TANK IS REQUIRED: Provide a diagram showing placement of septic tank and drain field. Provide results of a percolation test performed for each lot (if subdivision is three lots or less) or for the entire property (if subdivision is more than three lots).

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**DEVELOPER CERTIFICATION**

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the City of Woodland Hills Subdivision Ordinance and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Ordinances in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that City of Woodland Hills may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Owner's Signature of Authorization to file Application: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Developer's Signature (if different from owner): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_