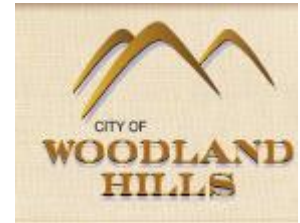


City of Woodland Hills

**APPLICATION for SUBDIVISION
FINAL PLAT APPROVAL**
(City Code 11-3-5)



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): _____

For Office Use Only:

Pre-submittal Meeting Date: _____

Application # _____

City Engineer Review Date: _____

PC Public Meeting Date: _____

Approved Denied

CC Public Meeting Date: _____

Approved Denied

Final Plat Fee*

Base Fee: \$1000.00 +
_____ lots x \$50.00 = _____

Total to City of Woodland Hills _____

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

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.

Submittal Procedure:

- All developers applying for Final Subdivision approval must first receive approval of a Preliminary Plan.
- 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.
- Refer to the Final Plat Flow Chart for submittal/review procedures.

Submittal Requirements:

- All applications must contain the following items:
 - (1) _____ Application (filled out) and application fee
 - (2) _____ Street sign fees and recording fees as determined by City of Woodland Hills.
 - (3) _____ Approved Preliminary Plan with all changes that were required through the Preliminary Plan process (one (1) full size set (24”x36”), one (1) reduced size set (11”x17”), and a PDF copy). Any other changes made to the approved Preliminary Plan must be identified and stated throughout the final plat process.
 - (4) _____ Final Plat (one (1) full size set (24”x36”), one (1) reduced size set (11”x17”), and a PDF copy) according to the requirements of this application and City of Woodland Hills Ordinances
 - (5) _____ Construction Plans (According to the requirements of this application and Section 11-4-2 of the City Code).
 - (6) _____ Soil study (if changed from Preliminary Plan)
 - (7) _____ Storm drainage calculations (if changed from Preliminary Plan)
 - (8) _____ Storm Water Pollution Prevention Plan (SWPPP) with NOI permit number
- Please follow carefully the Final Plat Requirements and Checklist included as part of this Application. The lack of information under any item specified herein, or improper information supplied by the developer, shall be cause of an incomplete application and disapproval of a Final Plan.

FINAL PLAT REQUIREMENTS

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

- (1) _____ The Final Plat shall be prepared and certified by a Professional Land Surveyor licensed by the State of Utah. Drawings shall be on mylar (initial reviews can be on paper) having outside dimensions of 24x36 inches. The border of the Plat shall be drawn in heavy lines, leaving a margin of at least 1-1/2 inches on the left-hand side of the sheet, and at least ½ inch on the remaining 3 sides of the sheet. The Plat shall be drawn so that the top of the sheet either faces North or East. All lines, dimensions, and markings shall be made on the mylar with permanent, waterproof, black “India Drawing Ink”, or equivalent. The Plat shall be drawn/plotted to a conventional scale (i.e. 20,30,40,50,60) large enough to clearly show all details. The workmanship on finished drawings shall be neat, clear, and readable. The prepared form adopted by Utah County is preferred. A poorly drawn or illegible Plat is sufficient cause for rejection.
- (2) _____ Title Block showing: the subdivision name, type of development, date of preparation, owners dedication, a paragraph of acceptance by the city council, signature block for mayor, city recorder, planning commission chair, and two city council members, and the contact information of the owner, developer (certification of title required), designer, engineer, & surveyor.
- (3) _____ North Arrow, scale, & vicinity map
- (4) _____ Accurately drawn boundary of Plat, drawn as a heavy, solid line, showing the proper bearings-distances, etc. tied to Public Survey Monumentation. Said tie must include a bearing-distance along a Section or 1/4 Section line as part of the tie. A rectangular tie (i.e. North xxx.xx’ and East xxx.xx’) from a monument is inadequate. Proper Basis of Bearing must be promulgated.
- (5) _____ The names, widths, lengths, bearings, curve data, etc. on the center lines of proposed streets and easements; also the boundaries, bearings and dimensions of all portions within the Subdivision, as intended to be dedicated to the use of the public; the lines, dimensions, bearings, and numbers of all proposed lots, parcels reserved for any reason within the subdivision. In any case, provide adequate dimensions, ties, widths, etc. to enable reproduction and/or establishment of any part or portion of Plat. All lots shall be numbered consecutively under a definite system. All proposed streets shall be named or numbered in accordance and in conformity with the street naming and numbering system of Woodland Hills. All streets must also be shown on the plat as “Public”.
- (6) _____ Curve data on all curves in the Subdivision including: Radius, Arc length, Delta, and chord bearing & distance.
- (7) _____ Areas of all lots-parcels in square feet. Areas for lots larger than 1 acre in size may be noted in acres.
- (8) _____ Location of all proposed Survey monuments. (See City Standards for monument requirements.)
- (9) _____ FEMA Flood Zones or Flood Ways, if applicable, and all necessary easements associated with drainage channels.
- (10) _____ Identification of the buildable area of each lot including setback details for each lot.
- (11) _____ State Code requires that all existing right-of-ways and easements of record be shown on the Plat with applicable Book/Page recording information. These may include any existing easements, etc. crossing through, or affecting the subdivision in some manner.

- (12) _____ Location of existing geological hazards according to the “Utah County Geological Hazards” map or other professionally qualified on-site investigation. Include all proposed hazard mitigation plans, improvements or restrictions.
- (13) _____ A summary of total project acreage, total acreage in lots, total number of units, total acreage of open space or other dedicated parcels, total acreage in roads, lane miles of road, and zone.
- (14) _____ Notation explaining how all storm water runoff will be handled on the site.
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CONSTRUCTION PLAN REQUIREMENTS

Construction plans shall be prepared for all required improvements and stamped by an Engineer licensed to practice in the state of Utah. Plans shall be drawn at a scale of no more than one (1) inch equals fifty (50) feet, and map sheets shall be the same size as the Preliminary Plan. These requirements are the minimum and other information may be required as the need dictates.

Please initial each item as being completed, or put N/A if waived by staff or not applicable to approval process:

- (1)_____ **Construction plans shall have the following notes:**
- “All construction shall conform to the latest version of APWA and Woodland Hills City Development and Construction Standards and appropriate ordinances.”
 - “Prior to construction, an erosion and sedimentation control plan shall be submitted to the Public Works Inspector for approval.”
 - “Prior to the commencement of any work, a pre-construction meeting shall be held with the Public Works Inspector, city engineer, contractor, and property owner.
- (2)_____ **Street surfacing drawings shall show:**
- Flow direction and type of cross drainage structures at intersections with adequate flow line elevations.
 - Existing ground at centerline and at each side of the road (if they differ more than 2 feet).
 - All ADA ramps, street signs, and street lights.
- (3)_____ **Storm drain drawings shall show:**
- Plans and profiles of all storm drain lines (profiles of short lines connecting inlets to mains are not required).
 - Location, size, length, pipe type, and grade of all lines.
 - Manhole size, location and flowline elevations (maximum manhole spacing is 400’).
 - Inlet size, location, grate elevations and flowline elevation.
- (4)_____ **Sewer drawings shall show:**
- Plans and profiles of all sewer lines.
 - Location, size, length, pipe type, and grade of all lines.
 - Manhole size, location and flowline elevations (maximum manhole spacing is 400’, manholes shall have adequate drop from inlet to outlet).
 - Service locations or note specifying locations.
- (5)_____ **Culinary water drawings shall show:**
- Location, size, and pipe type of water mains, valves, fittings and hydrants. Hydrants shall be located per Section 2.8.6 of the Development and Construction Standards.
 - Resolution of vertical conflicts with gravity lines. Show looping as required.
 - Service locations or note specifying locations.
- (6)_____ **Grading plans shall show:**
- Existing contours at 2’ intervals.
 - Design contours at 2’ intervals in all areas where grading is to be done outside of the street right-of-way (including driveways).
 - Elevations to be based on Utah County datum with benchmark and elevation noted.
 - Plans must note a maximum slope of 4% for the distance between the 6-inch cobble rock ditch and property line.
 - Details at all curb returns including spot elevations and curb slopes.
 - Lot grading details showing proper drainage away from all structures.
 - Plan and profile of any piping of ditches or ravines.
- (7)_____ **Erosion Control and Re-vegetation Plans shall show:**
- Location of historic drainage channels.
 - Location and type of erosion control devices.
 - Location and type of re-vegetation proposed.
 - Specific times of implementation of the plan, both in terms of planting season and number of days following commencement of grading.
 - Duration that erosion control and re-vegetation measures are to be in place.
 - Who has responsibility for implementation and maintenance of the plan
 - Details of all best management practices (BMP’s) to be used for the plan.
- (8)_____ **Construction Details**
- A separate sheet of details for structures that are to be constructed shall accompany each set of plans. All structures shall be designed in accordance with minimum requirements established by the City of Woodland Hills Standard Specifications, and shall be clearly dimensioned and described.
 - Street cross section showing cross slopes as shown on the standard cross section drawings, standard utility line locations, and the pavement section design (as per Geotechnical Study).
 - Retention/detention pond details and cross sections, where applicable.

OTHER ITEMS/INFORMATION REQUIRED PRIOR TO RECORDING OF PLAT AND CONSTRUCTION OF IMPROVEMENTS

- (1) _____ The number of culinary and irrigation water shares transferred into the name of City of Woodland Hills for the proposed development. No approval of a Final Plat will be issued until sufficient water for the proposed project has been transferred into the name of City of Woodland Hills. Please be aware that this process may require considerable time.
- (2) _____ Engineer’s cost estimate of probable cost of improvements (for bonding purposes) containing an itemized listing of quantities, and unit costs. This item may be submitted following council approval.
- (3) _____ Electronic and Record Drawings:
 - a. Plat and improvement drawings shall be furnished electronically in AutoCAD format (.dwg) or Data Exchange Format (.dxf). These electronic files shall be provided to the City after final approval but before recording of the Plat.
 - b. After completion of all public works improvements the Developer shall provide the City with a set of sepia (reproducible) “record drawings” which have been corrected to show the constructed improvements (as-builts). **Final payment from the durability retainer shall not be made until these records are received.**
- (4) _____ A preliminary title report covering all the property located within the subdivision. The report shall be prepared or updated within thirty (30) days of the date of recording of the Final Plat.
- (5) _____ A final draft of any subdivision restrictive covenants (CC&R’s) or agreements.
- (6) _____ Evidence that all property taxes are current and that roll back taxes have been paid, and that no other debts or obligations are outstanding and no liens or encumbrances are placed on the property.
- (7) _____ Written assurance and proof of bond from the public utility companies that necessary utilities will be installed and proof that the developer has submitted petitions in writing for the creation or extension of any improvement necessary. In order to satisfy these provisions, a letter of recognition from the service provider on their letterhead shall be provided to the City. These utilities include, but are not limited to; Comcast, Century Link, Nebo School District, Dominion Energy, SEDS, and the United States Post Office.
- (8) _____ Any other information as may be useful or necessary for the meaningful review of the project. Additional information may be requested based on the nature of the project or the site.
- (9) _____ If the project is a PUD, the developer will need to provide detailed information regarding the density bonus the developer is seeking, proposed amenities, preliminary landscaping plan for all open space areas and a phasing plan, if applicable.
- (10) _____ Prepared easements for any necessary offsite water, sewer , or drainage improvements across privately owned land.
- (11) _____ Letter from the Utah County Health Department regarding any proposed septic tanks or leach fields.
- (12) _____ Any and all fees relating to city submittals, plat recording, street signs, connector’s agreements, and subdivider agreements.
- (13) _____ A SWPPP report accompanied by all necessary documentation and permits
- (14) _____ If septic tank/system is to be installed, 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).

GUARANTEES

Acceptable, signed contracted guarantees for all required improvements must be posted prior to recordation of the Final Plat to assure their timely and satisfactory completion. The amount of the guarantee shall be equal to the following:

Construction bond..... As per City ordinances
Inspection Fee Deposit..... 6% of approved construction cost estimate
(All inspections will be conducted on an hourly fee basis and billed against the 6%. In the event inspection fees exceed 6%, additional fees will be assessed. Following completion of the project, any remaining funds will be refunded to the Developer.)

INSPECTION OF IMPROVEMENTS

All construction work involving the installation of improvements shall be subject to inspection by the City. Required inspections, notifications, submittals and fees are detailed in Chapter 02.10 of the City of Woodland Hills Development and Construction Standards and are incorporated hereby.

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: _____