



5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

PRELIMINARY PLAT APPLICATION

STAFF USE ONLY

Application Date: ___ / ___ / ___ Application Number: _____ Fee Owed: \$ _____
Received by: _____ Receipt #: _____ Cash/Card/Check (Check #: _____)
Planning Commission Meeting Date: _____ City Council Meeting Date: _____
Application: Approved/Denied Staff Comments: _____

PROJECT INFORMATION

Name: _____

Address: _____

Acreage/Property Size: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Owner Email Address: _____

Owner's Signature: _____



PROPERTY OWNERS AFFIDAVIT

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon personal knowledge.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, owner(s) of the real property located at _____, in Highland City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the able described real property.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



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PRELIMINARY PLAT REQUIREMENTS

The following items are required for processing. An application will not be accepted without these items.

TO BE COMPLETED BY STAFF		DELIVERABLES
YES	NO	
		Completed and Signed Planning Application.
		Review Fee: <10 Lots \$3,045 11-50 Lots \$4,920 51-100 Lots \$6,295 >100 Lots \$8,045
		Project narrative, including discussion of overall community design, pedestrian connectivity, open space amenities, landscape themes, etc. (7 copies).
		Legible vicinity map indicating the exact location of the property on a separate 8 1/2"x11" sheet (1 copy).
		Legal description of property on a separate 8 1/2"x11" sheet (1 copy).
		Current Title Report (1 copy).
		Property ownership map and list within 500 feet and affidavit of notification (see page 9).
		Addressed, stamped envelopes with no return address for all property owners within 500 feet of the property.
		Preliminary Plat - 24"x36" (3 copies) Copies must be drawn to scale.
		Landscape Plan - 24"x36" (3 copies) and landscape maintenance schedule.
		Perimeter theme wall and entry monument signange elevations, in color - 24"x36" (3 copies). Material and color palette board(s) not to exceed 8 1/2"x11" (2 copies).
		Grading Plan & Drainage Plan - 24"x36" (3 copies) Copies must be drawn to scale. Must be consisent with the master grading plan.
		Utility Plan - 24"x36" (3 copies). Copies must be drawn to scale.
		Project data sheet, see page 7 (provide 7 copies).
		Drainage Report (3 copies).
		Water and Sewer Report (3 copies).
		Traffic Statement (3 copies).



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		COGO (error of closure) (3 copies).
		ALTA Survey - 24"x36" (3 copies). Drawn to scale.
		Reduced copies of all required plans in 11"x17" size (7 copies).
		Reduced copies of all required plans in 8 1/2"x11" size (1 copy).
		All plans on disc as PDF labeled and dated (1 disc).

The applicant should be aware that there may be requests to provide additional materials for staff review and/or Planning Commission or City Council meetings.

Signature: _____

Printed Name: _____

Date: _____

Phone Number: _____



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PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

All plans shall be of the same scale. These items must be present on the plans submitted for review.

PRELIMINARY PLAT

1. Name and address/location of development.
2. Vicinity Map showing area within 1/2 mile of the subject site.
3. Name, address, and phone number of developer and/or owner.
4. Name, address, phone number, and professional seal of engineer/architect or firm preparing
5. Date of plan preparation and subsequent revision dates.
6. North arrow and scale of not less than 1" = 100'.
7. Legal description.
8. Zoning of all abutting and/or adjacent properties.
9. Current dimensions of all property lines.
 - a. Width and names of all platted streets, alleys, utility rights-of-way of public record; public
 - b. Name, book, and page numbers of recorded abutting the subdivision or across a boundary
 - c. Dimensions of parcel boundaries, acreage of parcel.
 - d. Width of any existing driveways, access ways, or private streets adjacent to the parcel.
 - e. Street layout, including location and width of all streets, alleys, crosswalks, and easements.
 - f. Lot layout, including scaled dimensions of typical lots; width and depth of all corner lots
 - g. Width and depth and proposed use of easements and tracts.
 - h. Extent and proposed use of all land to be dedicated or reserved for public use.
 - i. Boundary of all existing and proposed zoning classifications including surrounding zoning.
 - j. Lable minimum and average lot area as dimension and square footage.
 - k. Cross sections of the streets contained in or adjacent to the subdivision.
 - l. Show any proposed construction phasing for the subdivision.
 - m. Map showing the surrounding street pattern and existing subdivisions shown as the actual
 - n. Flood zone determination.
10. Location, identification, and dimensions of the following existing and proposed site elements and data:
 - a. Topographic contours at a minimum of two-foot interval for grades up to ten percent and ten feet for grades over ten feet.
 - b. Existing adjacent and/or on-site streets and street right-of-way.
 - c. Proposed right-of-way dedications and improvements.
 - d. Proposed street cross-sections.
 - e. Existing and proposed ingree/egress points (indicate full access, right-in/right-out only, etc.) and intersections within 300 feet and all structures within 100 feet of project.
 - f. On-site vehicular and pedestrian circulation elements (i.e. sidewalks, walkways, driveways, loading areas, bikeways, etc.
 - g. Provisions for handicapped accessibility including, but not limited to wheelchair ramps, parking spaces, handrails, curb openings.
 - h. Fences and walls.
 - i. Freestanding signage.



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- j. Existing and proposed fire hydrants, backflow preventino equipment, and FDC.
- k. Existing and proposed lighting (on and off-site).
- l. Detention/retention areas.
- m. Water wells, irrigations ditches, washes, and drainage ditches, including direction of flow; location and extent of area subject to inundation and data regarding frequency of inundation.
- n. Water features.
- o. All ground planes labeled (i.e. asphalt, concrete, landscaping, etc.).
- p. Significant rock outcroppings or other natural features.
- q. Phase lines, if applicable.
- ll. Site data table including the following information:
 - a. Existing zoning of the site.
 - b. Gross and net area of site.
 - c. Total buildable area.
 - d. Number of lots.

LANDSCAPE/HARDSCAPE PLAN

- 1. Location of all landscape material, lighting, and site furnishings.
- 2. Botanical and common names of plant material.
- 3. Size of plantings at time of installation.
- 4. Description of irrigation system. Show preliminary backflow preventer location.
- 5. Planting Data Sheet included on all landscape sheets (see attached).
- 6. Locations of all backflow prevention devices. Devices smaller than 3' screened with round-
- 7. Square footage of landscaping in any right-of-way.
- 8. Designate and provide detail of all street median improvements (as applicable).
- 9. Location of preliminary easements, preliminary utilities, and above grade retention/detention
- 10. Blow-up plan views of all usable open space areas and areas with decorative paving indicating
- 11. Elevations and/or details indicating color and design of all proposed site amenities, including but

PRELIMINARY GRADING AND DRAINAGE PLAN

- 1. Topographic contours or spot elevations.
- 2. Delineate any areas in the floodplain.

PRELIMINARY UTILITY PLAN

- 1. All existing water and sewer lines, location, and size.
- 2. Proposed public utility (PUE) and width.
- 3. Proposed location and size of the following:
 - a. Potable water lines
 - b. Sanitary sewer lines
 - c. Fire lines
 - d. Water meters
 - e. Storm drains
- 4. Proposed fire hydrant locations.
- 5. Proposed location of backflow preventers.
- 6. Existing and proposed lcoations of all electric, natural gas, telephone, and/or cable television



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PROJECT DATA SHEET – RESIDENTIAL/COMMERCIAL

PROJECT NAME: _____

PROJECT MANAGER: _____

PROPOSED USE: _____

ZONING DISTRICT: _____

TO BE COMPLETED BY APPLICANT

COMMERCIAL	RESIDENTIAL	CALCULATIONS	TO BE COMPLETED BY CITY
		NET LOT AREA	
		GROSS LOT AREA	
		GROSS BUILDING AREA	
N/A		NUMBER OF UNITS OR LOTS	
N/A		NET DENSITY ALLOWED	
N/A		NET DENSITY PROVIDED	
N/A		MINIMUM LOT SIZE ALLOWED	
N/A		MINIMUM LOT SIZE PROVIDED	
		BUILDING HEIGHT ALLOWED	
		BUILDING HEIGHT PROVIDED	
		MINIMUM PARKING SPACES REQUIRED	
		PARKING SPACES REQUIRED	

SETBACKS (Provide table for each building, labeled to match site plan)

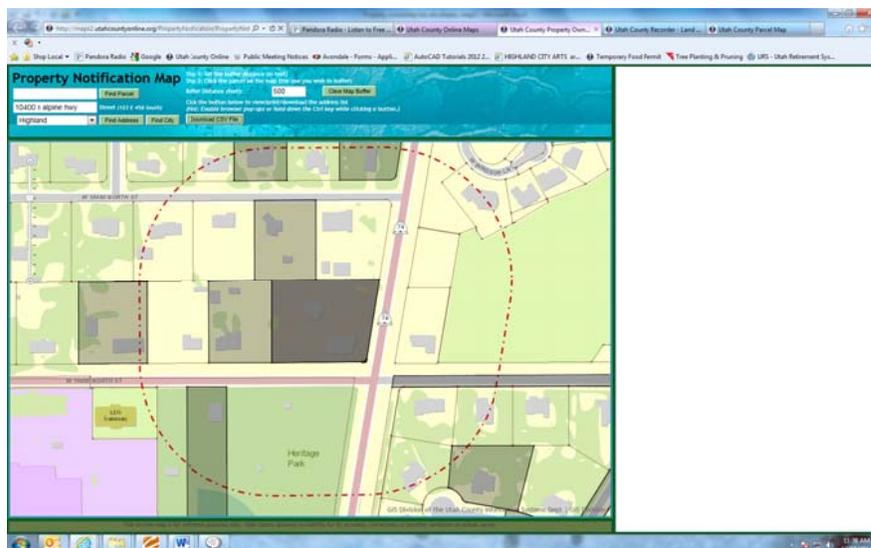
REQUIRED	PROVIDED	CALCULATIONS	TO BE COMPLETED BY CITY
		NORTH ELEVATION	
		SOUTH ELEVATION	
		EAST ELEVATION	
		WEST ELEVATION	
		PARKING (from streets & abutting residential property)	



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INSTRUCTIONS FOR PROPERTY OWNERSHIP NOTIFICATION MAP, LIST, AND ENVELOPES

1. Obtain names and addresses of property owners within 500 feet of the property by using the Utah County Property Notification Map feature. Go to the following web address:
<http://maps2.utahcountyonline.org/PropertyNotification/PropertyNotification.htm>
2. Enter the street address of the property and the city. Click the Find Address button.
3. Enter a buffer distance of 500 feet and click anywhere on the map. This will create a red radius line around the property indicating properties within 500 feet.
4. Print the map that is generated showing the 500 foot radius. To print the screen, press the Print Screen key on the keyboard. It may be labeled [PrtScn]. Open a program such as Microsoft Word. Right click in the document and choose Paste to paste the copied map into the document (see example at the bottom of the page). Submit the printed map to staff when submitting the application.
5. Next, click the Download CSV File button (you may need to press the Ctrl button while clicking the CSV button). This will generate a list of surrounding property owners in an Excel spreadsheet. If this step does not work, a pop-up blocker may need to be disabled.
6. Print and submit the generated list of surrounding property owners to staff when submitting the application.
7. Prepare and submit to staff a set of addressed, stamped envelopes with no return address for all property owners from the generated list.





AFFIDAVIT OF NOTIFICATION

Date: _____ Project Name: _____

Address/Legal Description of Property:

I (we) _____, certify that I (we) am the authorized applicant to Highland City for the above application, and do hereby affirm the attached listing of names and addresses accurately reflects the ownership of property within 500 feet of the above property, according to the Utah County Assessor records on _____ / _____ / _____.
Month Day Year

Applicant/Representative Signature: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

