



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

# RETAINING WALL PERMIT APPLICATION

**STAFF USE ONLY**

Application Date: \_\_\_/\_\_\_/\_\_\_ Subdivision/Lot #: \_\_\_\_\_  
Valuation (Cost of Project): \_\_\_\_\_ Amount Owed (Calculated with Building Permit): \_\_\_\_\_  
Amount Paid: \$ \_\_\_\_\_ Received By: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Cash / Card / Check  
Open Space or Trail: Yes / No Plat Map Verified: Yes / No Aerial Map Verified: Yes / No  
Approved / Denied By: \_\_\_\_\_ Staff Comments: \_\_\_\_\_

**INFORMATION**

Property Owner Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_  
Affiliation (if different than owner): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Owner's Signature: \_\_\_\_\_

**SUBMITTAL:**

Submit one (1) drawing that includes/shows the following (to be completed on a separate page):  
1. All property lines, streets, existing fences and driveways; and  
2. Any Open Space or Trails adjacent to the property; and  
3. Location, height and material(s) of the wall.  
\*\*If the retaining wall exceeds 4 feet measured from the bottom of footing, or has a surcharge, a building permit is required (Building Permit Application is attached).

**RESTRICTIONS:** Please note the following restrictions:

1. A retaining wall within the front setback shall be a minimum of ten (10) feet from the front property line and shall not exceed four (4) feet in exposed height. The maximum height of a retaining wall in any other location is six (6) feet exposed height. A retaining wall shall be set back a minimum of fourteen (14) feet from the back of curb on all sides that abut a street.
2. Retaining walls for daylight basements or window wells have a maximum exposed height of eleven (11) feet.
3. Retaining walls shall not be placed any closer to another retaining wall than at a ratio of one foot horizontal to one foot vertical height of the wall.
4. Under no condition shall a fence and retaining wall exceed eight (8) feet in height on the same vertical plane measured from the finished grade of the lower property. If a privacy fence or other opaque, non-open style fencing that is on top of a retaining wall would exceed eight (8) feet measured from the finished grade of the lower property, the fence shall be set back at least four (4) feet from the back side of the retaining wall. Open style fences are permitted to be on the same plane as a retaining wall.
5. Retaining walls shall not be permitted within public utility easements without city approval, and no approval will be granted where a storm drain, culinary water line, pressurized irrigation line, or sewer line is installed.
6. Retaining walls require a building permit if it exceeds four (4) feet in height measured from the bottom of the footing to the top of the retaining wall. The submittal for the building permit must include:
  - a. a stamped engineered plan from a licensed engineer,
  - b. a drainage plan which provides for containment of run-off water on site or discharged to a City approved location,
  - c. plans for a conduit as required by the City Engineer if the retaining wall is to be constructed within the public utility easement where utilities do not exist. The property owner shall be financially responsible for the removal or reconstruction of a retaining wall in a public utility easement if the easement is needed per Utah Law (UCA 54-3-27).



# BUILDING PERMIT

APPLICATION DATE

- |                                      |                                   |                                     |  |
|--------------------------------------|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> ADDITION | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> BASEMENT FINISH |
| <input type="checkbox"/> COMMERCIAL  | <input type="checkbox"/> GARAGE   | <input type="checkbox"/> T.I.       | <input type="checkbox"/> OTHER (SPECIFY) |
| <input type="checkbox"/> SIGN        | <input type="checkbox"/> REMODEL  |                                     |  |

PERMIT NUMBER

OWNER \_\_\_\_\_ UTAH COUNTY PARCEL SERIAL NUMBER \_\_\_\_\_

HIG

FOR DEPARTMENT USE ONLY

OWNER MAILING ADDRESS, CITY, STATE, ZIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

DATE ISSUED	
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JOB SITE ADDRESS \_\_\_\_\_

SIGNATURE	
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LOT NUMBER & SUBDIVISION \_\_\_\_\_

ZONE	
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CONTRACTOR \_\_\_\_\_ CONTRACTOR LICENSE NUMBER \_\_\_\_\_

MAILING ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

BUILDING		
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PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

PERMIT 1%		
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ARCHITECT \_\_\_\_\_ NO. STORIES \_\_\_\_\_ BEDROOMS \_\_\_\_\_ BATHS \_\_\_\_\_

STATE TAX PLAN		
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PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_ OCC. TYPE \_\_\_\_\_ FIREPLACE \_\_\_\_\_ PLUMB FIX. \_\_\_\_\_

CHECK TOTAL		
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ENGINEER \_\_\_\_\_ BLDG SIZE \_\_\_\_\_ LOT SIZE \_\_\_\_\_ NO. OF UNITS \_\_\_\_\_

DEPOSIT		
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PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_ GARAGE \_\_\_\_\_ ATTACHED \_\_\_\_\_ PARKING \_\_\_\_\_

TOTAL PERMIT FEE		
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### EXISTING USE OF PARCEL

### INTENDED USE OF PARCEL

- |  |  |
|--|--|
| <input type="checkbox"/> VACANT        | <input type="checkbox"/> COMMERCIAL      |
| <input type="checkbox"/> AGRICULTURE   | <input type="checkbox"/> INDUSTRIAL      |
| <input type="checkbox"/> SINGLE FAMILY | <input type="checkbox"/> OTHER (SPECIFY) |
| <input type="checkbox"/> DUPLEX        |  |
| <input type="checkbox"/> MULTI-FAMILY  |  |

- |  |  |
|--|--|
| <input type="checkbox"/> RESIDENTIAL   | <input type="checkbox"/> CONDO           |
| <input type="checkbox"/> AGRICULTURE   | <input type="checkbox"/> COMMERCIAL      |
| <input type="checkbox"/> SINGLE FAMILY | <input type="checkbox"/> INDUSTRIAL      |
| <input type="checkbox"/> DUPLEX        | <input type="checkbox"/> OTHER (SPECIFY) |
| <input type="checkbox"/> MULTI-FAMILY  |  |

SEWER		
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TSSD		
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P.I.		
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PARKS		
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ROAD		
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BOND		
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PSD		
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CULINARY		
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METER		
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STORM SEWER		
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PERMIT TOTAL		
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PROJECT VALUE		
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FLOOR	VALUATION	SQ.FT.
MAIN		
2ND		
3RD		
BASEMENT		
FINISHED BASEMENT		
GARAGE		
DECK/PORCH		
POOL		
OTHER		

MINIMUM PROPERTY SETBACK DISTANCES:		
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FRONT SETBACK		
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REAR SETBACK		
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SIDE STREET SETBACK		
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SIDE SETBACK		
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DATE PREPARED		
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I AGREE TO COMPLY WITH ALL CITY, COUNTY, AND STATE BUILDING LAWS AND ORDINANCES, AND THAT THE REPRESENTATIONS IN THIS APPLICATION FOR A BUILDING PERMIT ARE TRUE AND ACCURATE, AND ANY MISREPRESENTATION OR ERRORS HEREIN ARE THE SOLE RESPONSIBILITY OF THE APPLICANT, AND SHALL IN NO WAY INCUR OR ACCRUE LIABILITY OR OBLIGATION TO ENFORCING OFFICERS OR AGENTS.

THIS PERMIT BECOMES NULL AND VOID IF WORK ON CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED OCCUPANCY OF STRUCTURE IS PROHIBITED UNTIL AFTER FINAL INSPECTION AND ZONING AND OCCUPANCY CERTIFICATE IS ISSUED. I HAVE CHECKED THE SEWER DEPTH OF ABOVE LOT AND WILL TAKE ALL RESPONSIBILITY FOR SETTING BUILDING ACCORDINGLY.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### COMMENTS AND NOTES:

PURCHASERS OF THESE LOTS ARE TO BE AWARE THEY ARE RESPONSIBLE TO DETERMINE SOIL & SUBSURFACE CONDITIONS AS THEY AFFECT BUILDING ON THEIR INDIVIDUAL LOTS, AND THE SAME ARE SOLELY RESPONSIBLE TO PROVIDE ADEQUATE MEASURES TO REMEDY ANY CONDITIONS WHICH ARE DISCOVERED SUCH AS GROUNDWATER AND UNACCEPTABLE SOILS FOR PROPER STRUCTURAL STABILITY.

**HIGHLAND CITY**  
5400 W. Civic Center Dr.  
Highland, UT. 84003  
801-772-4516