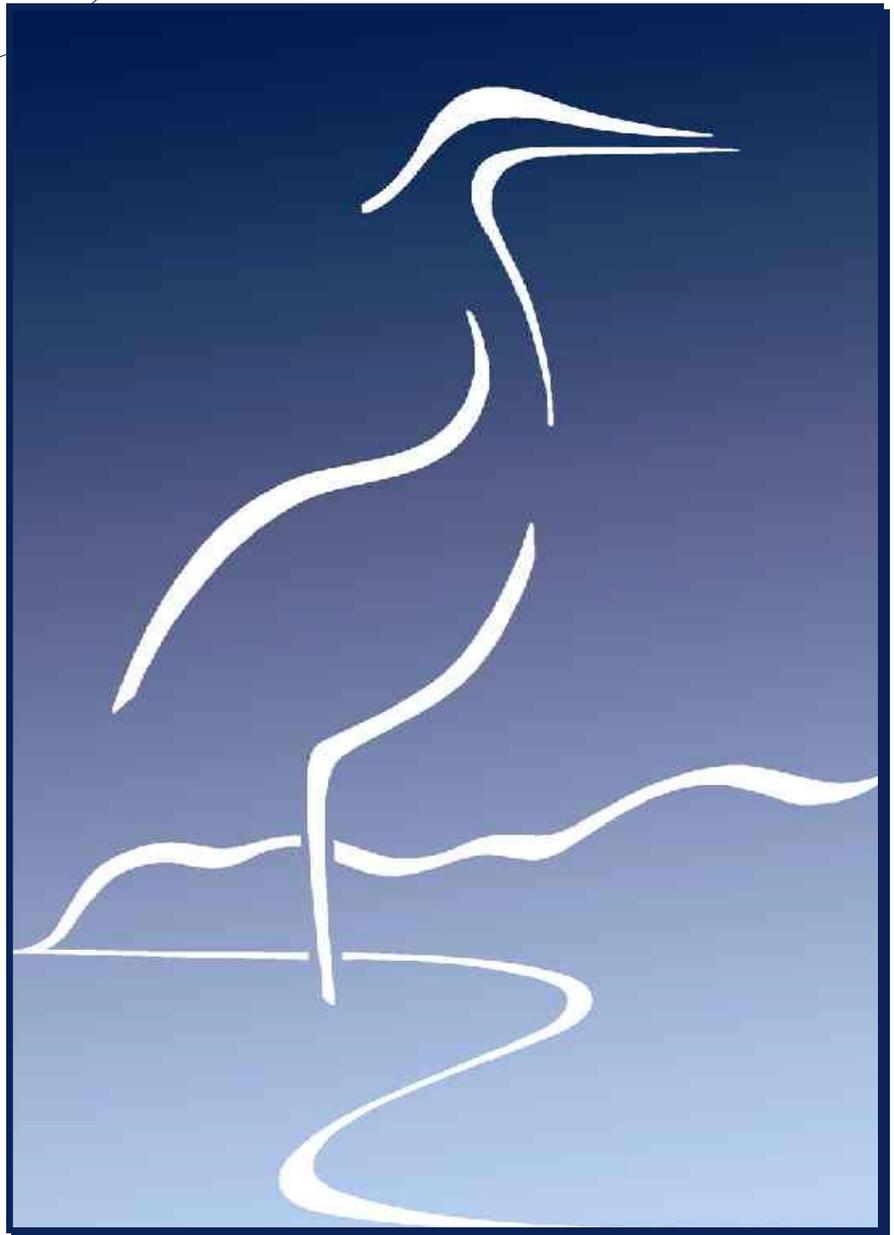


CITY OF SARATOGA SPRINGS

# DEVELOPER PACKET



**CITY OF SARATOGA SPRINGS**

1307 N. Commerce Drive, Ste 200  
Saratoga Springs, Utah 84045  
Phone: 801-766-9793  
Fax: 801-766-9794  
[www.saratogaspringscity.com](http://www.saratogaspringscity.com)

# CITY OF SARATOGA SPRINGS

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## A MESSAGE FROM THE MAYOR

Welcome to Saratoga Springs. The City's staff and I look forward to getting to know you as you proceed through the development review process.

As you may be aware, Saratoga Springs is an exciting new pro-development community. Since its incorporation in December 1997, we have experienced rapid growth and today there is more interest in our community than at any other time in our short history. More than 28,000 residents call Saratoga Springs home, many of whom work along the Wasatch Front and enjoy our quiet suburban location with expansive views of Timpanogos Mountain and Utah Lake. For the past 10 years we have been the fastest growing city in Utah and we anticipate that the combined populations of Saratoga Springs, Eagle Mountain, and Lehi will exceed 500,000 at build out.

Transportation has been at the forefront for many years. With the addition of Pioneer Crossing, the Mountain View Corridor freeway, several major arterial roadways and future plans that include the addition of both light and heavy rail, Saratoga Springs is an easily accessible location and a dynamic residential and commercial center.

With our future top-of-mind, we are committed to responsible and balanced growth. We are working with a globally-recognized urban design firm who is laying-out our city center to include multiple land uses that consist of regional retail, neighborhood commercial, resort/hospitality, traditional neighborhood, business park and others. There are nearly 4,000 acres of undeveloped land in the City and we are excited that you will be part of shaping what our future looks like.

As you begin developing your project, your first step is to meet and discuss your goals with our Planning Department. They will walk you through the first steps of development and outline all of the required applications and estimated timelines that will optimize your project plans. This packet contains the development review process, the departments you will be working with at each phase and your expected fees.

We thank you for your interest in our city and commit to making your development efforts easy and painless. We wish you success with your projects and look forward to growing our city with you.

Sincerely,

A handwritten signature in blue ink that reads "Jim Miller". The signature is stylized and cursive.

Jim Miller  
Mayor

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# City of Saratoga Springs

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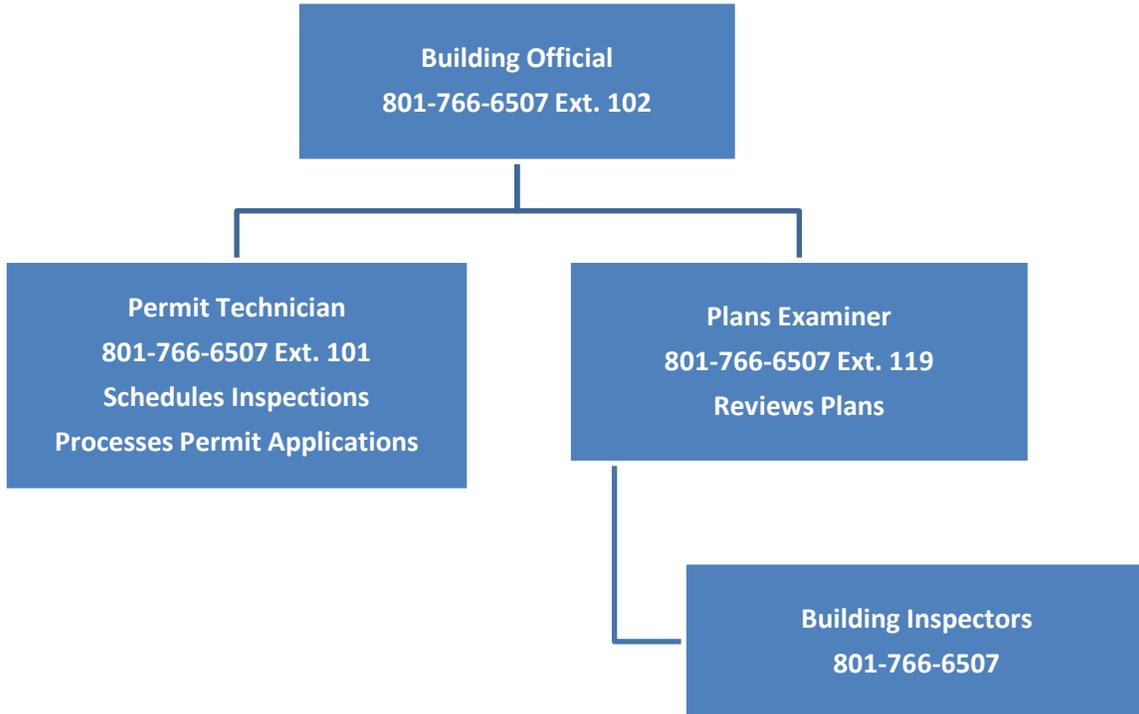
## Contact List

<b>Building Department</b>	<b>(801) 766-6507 x101</b>
<b>Engineering</b>	<b>(801) 766-9793 x406</b>
<b>Planning</b>	<b>(801) 766-9793 x126</b>
<b>Public Works</b>	<b>(801) 766-6506</b>
<b>Recorder</b>	<b>(801) 766-9793 x103</b>
<b>Utilities</b>	<b>(801) 766-9793 x117</b>



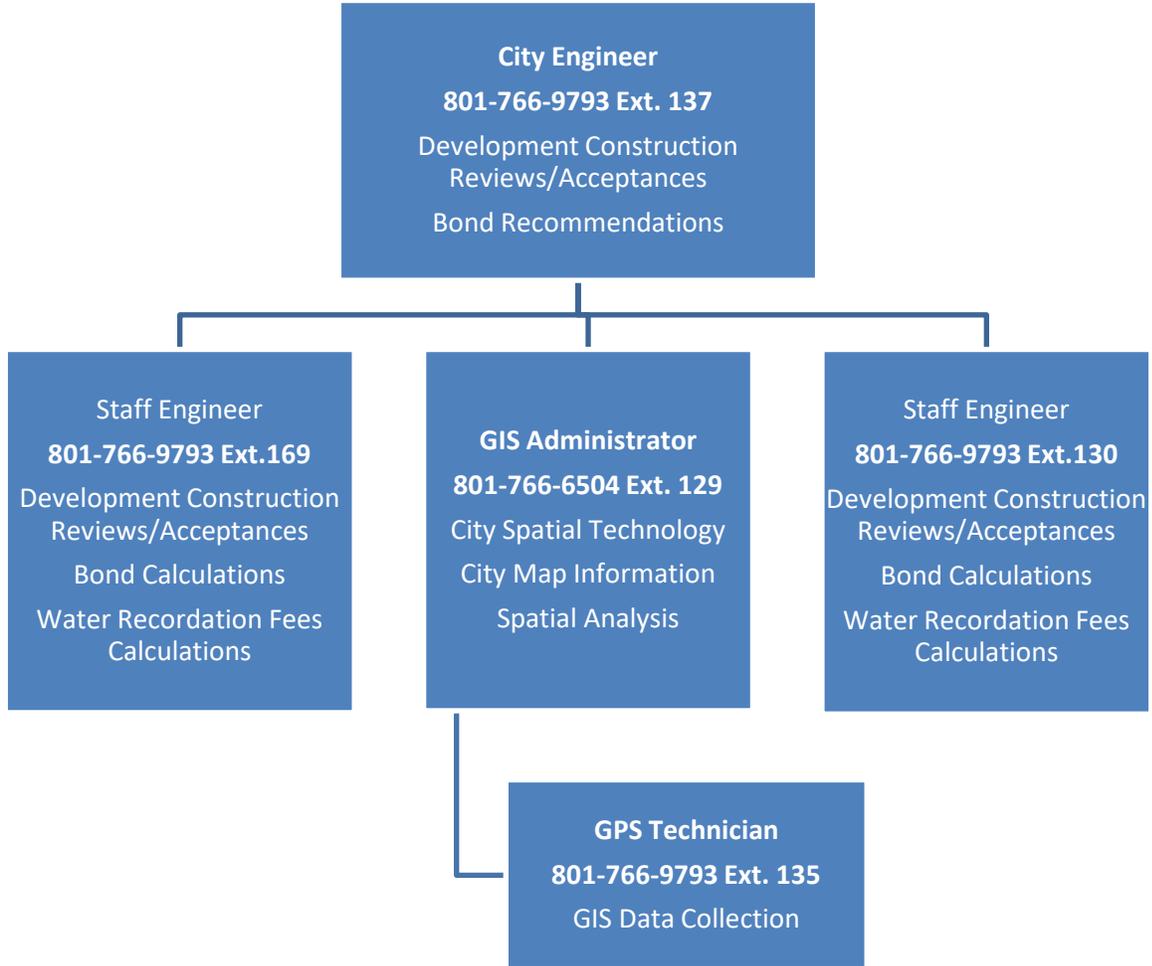
# Building Department Personnel List

Building Department Phone No. 801-766-6507



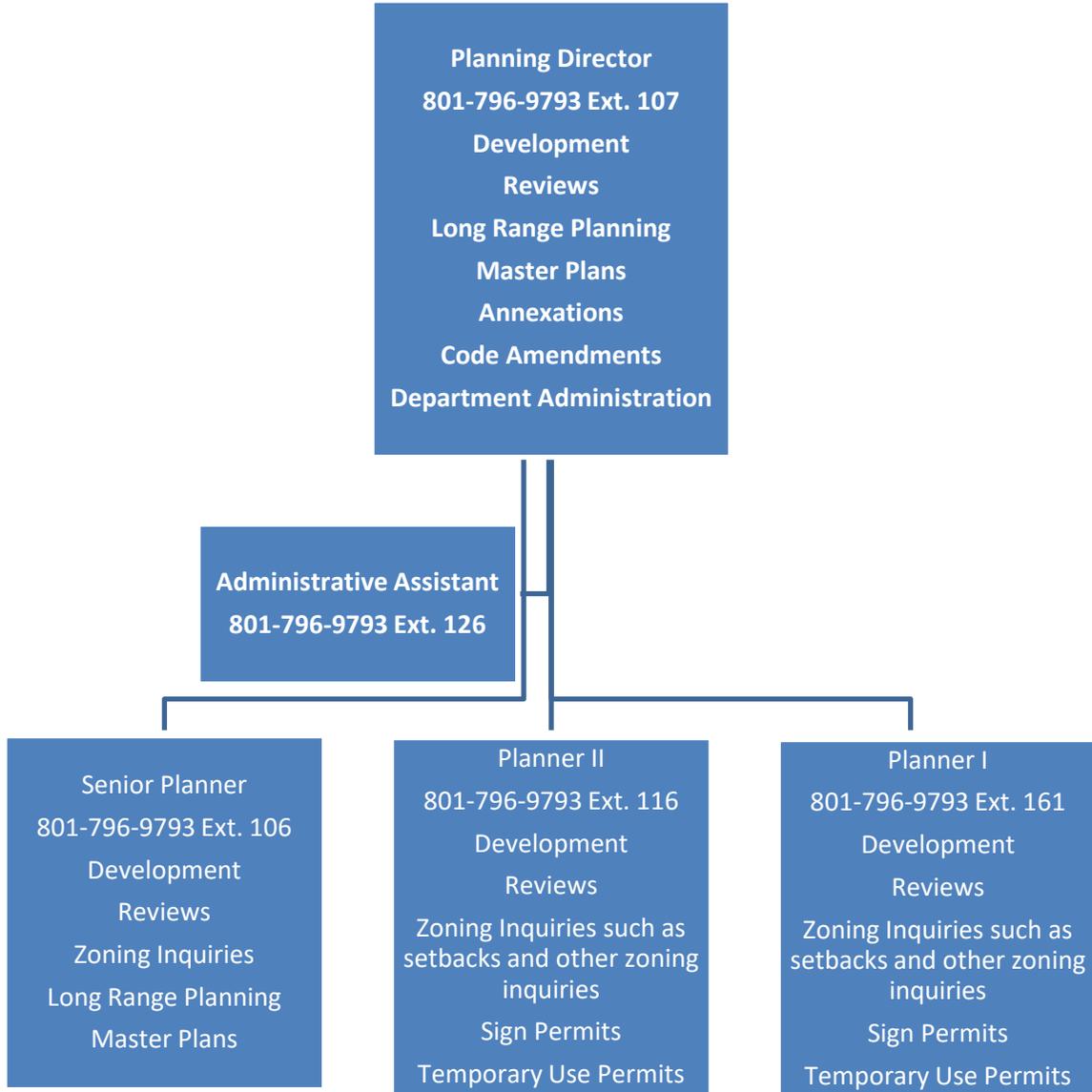
# Engineering Department Personnel List

Department Phone No. 801-766-6506



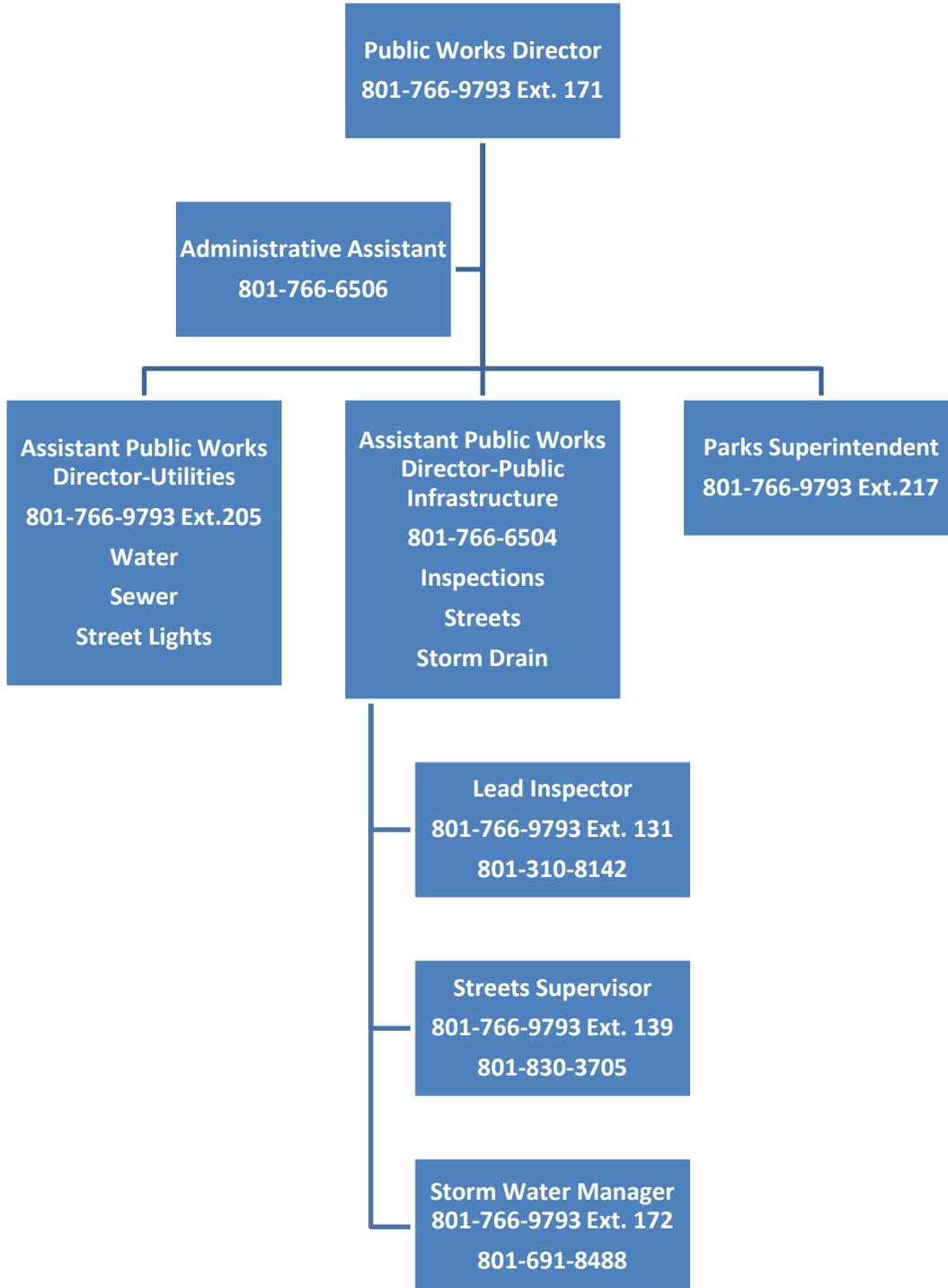
# Planning Department Personnel List

Department Phone No. 801-796-9793 ext 126



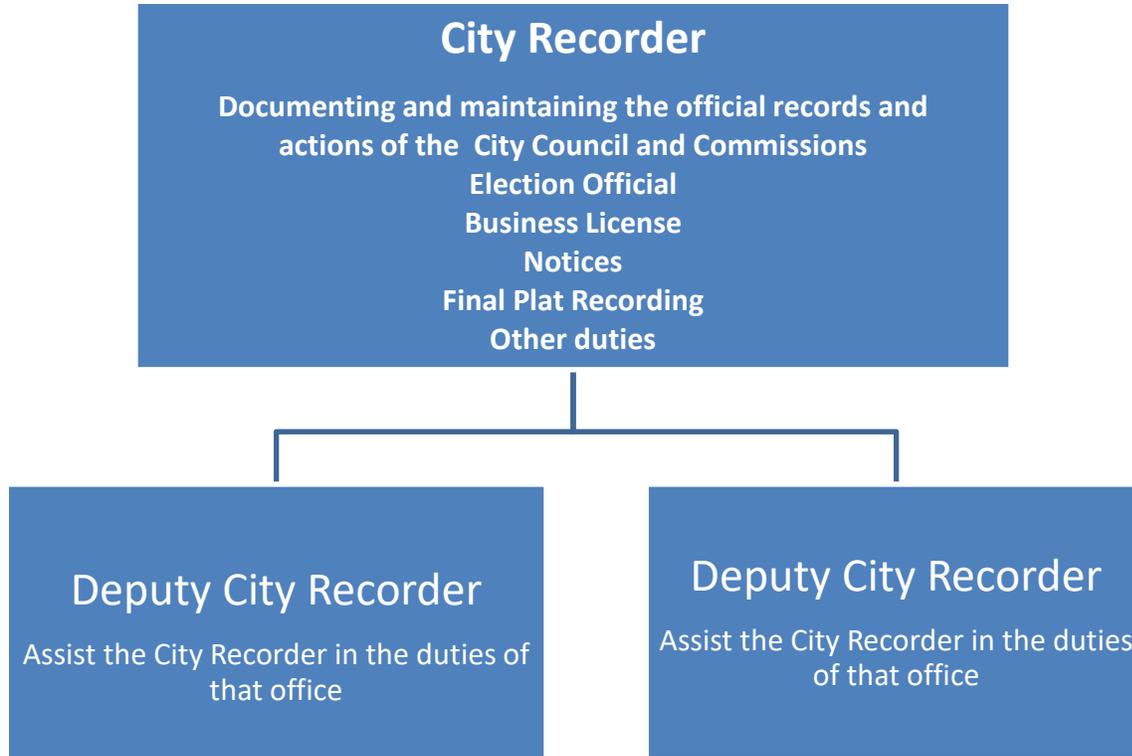
# Public Works Personnel List

On-Call/Emergency Phone No. 801-404-2468



# Recorder's Office Personnel List

Office No. 801-766-9793 ext. 103



# Utilities Department Personnel List

Office No. 801-766-9793 ext. 100

## Utility Billing Supervisor

**801-766-9793 ext 117**

All City Monies

Makes daily deposits of funds

Monitors cash management programs

Utility billing

Accounts Receivable Functions included in Billing

Meter Reading Schedule

System Maintenance Activities

Rate Updating

Account Analysis and Reconciliation

Database Administration and Troubleshooting.

## The Receptionist/Utility Clerk

**801-766-9793 ext 100**

Creating New Utility Accounts

Generates Service Requests and Work Orders

Animal Licenses Processing

Business Licence Fees

Marina Pass Processing

Utility Fees

Account Reconciliation

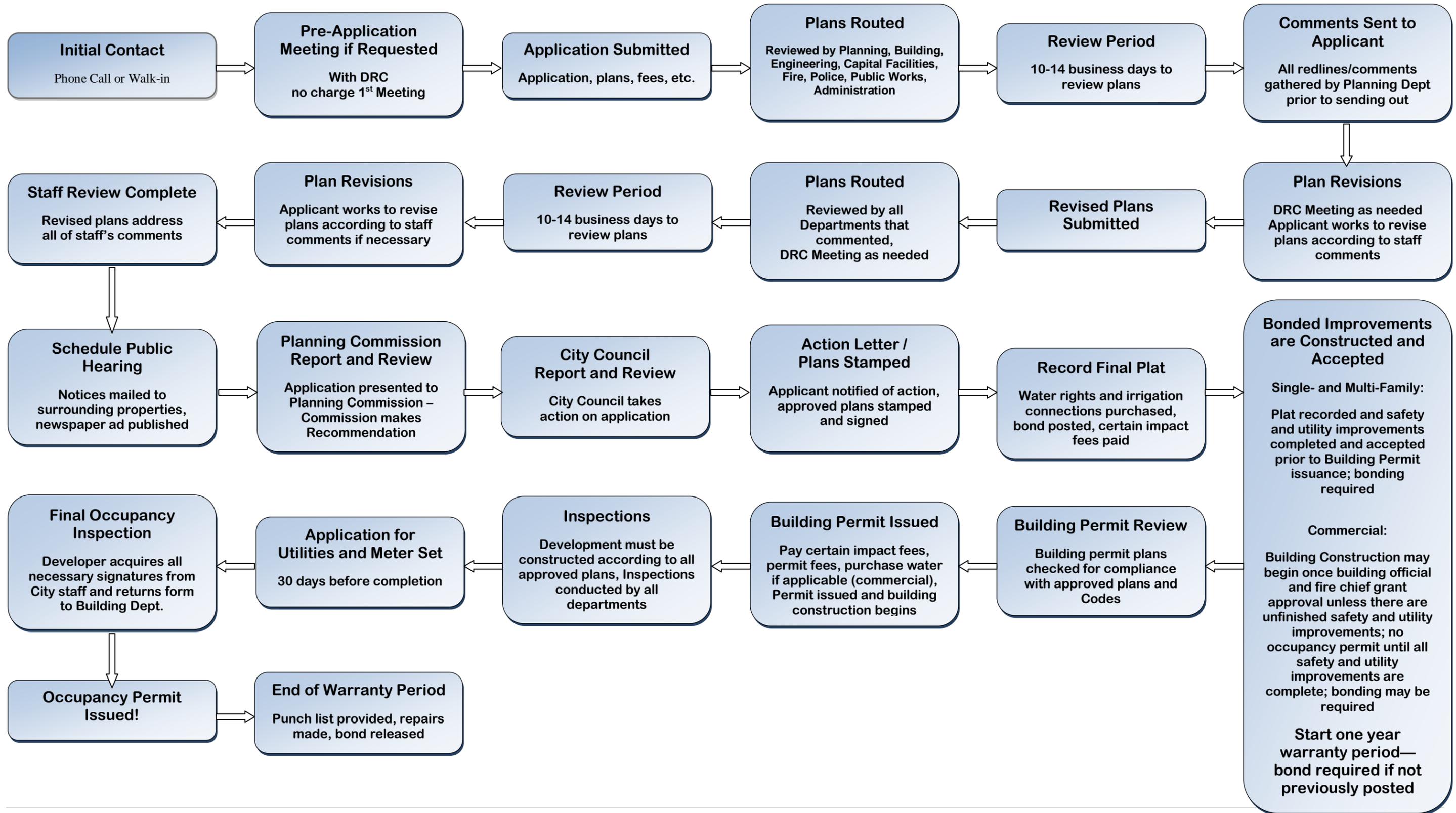
Phone Call Dispersement

Customer Service





# CITY OF SARATOGA SPRINGS DEVELOPMENT REVIEW PROCESS



# STEPS AND PROCEDURES FOR DEVELOPERS

### **DEVELOPMENT APPLICATION PROCESS**

- Meet with a City Planner
  - Discuss your goals and ideas
  - Discuss your submittal requirements and submission dates
  - Discuss your estimated timelines to determine if they are in line with process timelines
- The Planning Department will receive your application and route it to the Development Review Committee (DRC). DRC is made up of a staff member from each City Department.
- DRC will review your project submittal for appropriate requirements and then provide the Planning Department with a review of your project (2-3 weeks from submittal date).
- Once the Planning Department has gathered all of the DRC comments you will receive an email with the redlines.
- At this point you will review all of the comments and revise your plans accordingly. You will then resubmit your plans to the Planning Department for a second review.
- If all items have been addressed and there are not any outstanding issues the Planning Department will review upcoming Planning Commission and City Council agendas and schedule your item for a public meeting if required for your application.
- Most applications require notices to be placed in the newspaper and mailed to surrounding property owners, therefore, your application materials must be acceptable approximately 3-4 weeks prior to a regularly scheduled Planning Commission or City Council meeting in order to meet all public noticing requirements.
- Once the Planning Commission and/or City Council have approved your development application you may proceed to the next step which may include any of the following:
  - Site construction
  - Building construction
  - Plat Recordation
  - Another development application

## **STARTING CONSTRUCTION**

### **PRE-CONSTRUCTION MEETING**

Before site work begins a pre-construction meeting must be held. During which an inspector, who will be working with you for the duration of the project, will be assigned. Before scheduling a pre-construction meeting the following items will need to be submitted, approved, or verified:

- Approved, Stamped Construction Drawings
- Bond Calculations from Engineering Department
- Review and inspection fees paid to City Recorder based on bond calculations
- Provide State NOI signed by all responsible parties
- Provide City Storm Water Permit signed by all responsible parties
- Contractor's certificate of liability insurance, meeting minimum requirements\*
- Applicable contractor's license
- Excavation permit, if needed
- Grading Permit, if needed

To schedule a pre-construction meeting, please contact an Administrative Assistant at 801-766-6506 at least 48 hours prior. During this meeting, you along with your contractors and our staff will sit down and discuss the framework of the project, along with any requirements set forth by the City Standards and Specifications, and/or applicable codes. You will also be given a pre-construction packet with discussion items and additional application documents you may need. (See Exhibit A for Preconstruction Packet)

### **INSPECTIONS**

During the construction of infrastructure improvements, for your project, a City Inspector will be in contact with your contractor on a daily basis, Monday thru Friday. If there is an inspection you are requesting at a specific time, a 24-hour notice will need to be given to the Administrative Assistant so they can schedule it with the City Inspector. (See Exhibit B for inspections)

### **PRE-BOND & BOND REDUCTIONS**

Pre-bond/Bond reductions are provided to a developer as work on a project is completed. A pre-bond reduction is issued when a bond has yet to be posted, whereas a bond reduction is given when a bond has been posted.

It is the responsibility of the developer to request, by way of email or letter, a pre-bond/bond reduction. That request is to be made through the Administrative Assistants and/or the Project Inspector. If a reduction of funds is approved, a letter will be sent to you and the bond holder to provide the allotted amount of funds. (See Exhibit C-Pre-Bond/Bond Reduction Procedure Flow Chart p. 31)

## **GETTING ONTO WARRANTY**

### **BOND POSTING/RECORDATION**

When a performance bond is posted, the total amount will include the performance bond amount and the warranty bond amount. The warranty amount is 10% of the total improvement cost. If any amount remains in the performance bond when a project begins warranty, a request will be sent to the bond holder to issue a 'preliminary release' of that amount. The warranty bond amount will be retained through the warranty period.

Before a plat may start its warranty period, the following items must be in place:

- Plat must be submitted to City Recorder for County Recordation processing.
- Warranty Bond posted with the City. The warranty bond amount is 10% of the total improvement cost for the project.
  - Bonds accepted by the City are: Cash, Escrow, or Letter of Credit. For the appropriate bond agreement, please contact the City Attorney at 801-766-9793 x105.

Please contact the City Recorder at 801-766-9793 x103 for complete information to the bonding process and what is required.

### **INSPECTION**

Once a project is complete and before building permits are issued, a final walk-thru will need to be scheduled with a City Inspector. All inspections must be scheduled at least 24 hours prior. During this walk thru, a punch list of incomplete, defective or unacceptable items will be compiled and sent to the contractor and developer. (See Exhibit D- Example of Begin of Warranty Punch List p.31)

It is the responsibility of the developer to request by way of email or letter, an inspection when the project is ready to begin warranty. That request is to be made through the Administrative Assistants and/or the Project Inspector. The Project Inspector will complete an inspection to prepare a punch list of items to be completed. Once all items are completed to City Standards, the Project Inspector will notify the Administrative Assistants, who will begin the process to begin warranty. A letter will be sent once the action has been approved by all appropriate City personnel.

**BEGINNING WARRANTY**

Once all items on the punch list are completed, approved, bond posted, and recorded, the City can begin the process of starting the 12-month warranty period for the developer. Typically, this can take up to 7 business days. Once approval is given by the City, a letter of acceptance of the project will be given to the Developer, and the City will release any bond funds up to the 10% required to be held during the warranty period.

### **ACQUIRING BUILDING PERMITS**

\*Please see the Building Department for a complete list of requirements, or for questions regarding obtaining a building permit. The Building Department can be reached at 801-766-6507.

#### **REQUIREMENTS FOR ISSUANCE OF OCCUPANCY PERMITS (RESIDENTIAL)**

1. All required inspections of the structure(s) must be complete.
2. All subdivision improvements shall be complete, bonded for, and functional including, but not limited to repairs, if any, to sidewalks, roads, curb and gutter, park strips or fire hydrants or other public and private improvements that may be on or adjacent to the lot where occupancy is requested.
3. Landscaping improvements, if required, shall also be complete. If weather does not permit the installation of the required landscaping, applicants shall post a bond with the City for the estimated costs of the installation of the landscaping and shall sign an agreement that the landscaping shall be installed within thirty (30) days of weather permitting.

NOTE: There are no exceptions to the policy except the installation of asphalt in winter months as noted herein. The City will not allow the issuance of building permits until all improvements required on the construction plans for the subdivision are complete. Park improvements may be completed at a later time, but only if allowed by a Master Development Plan agreement or project development agreement.

#### **BUILDING PERMITTING AND OCCUPANCY POLICY COMMERCIAL, MULTI-FAMILY, INSTITUTIONAL**

**Description/Purpose:** This policy will establish a consistent and reasonable approach to the issuance of building permits and certificates of occupancy for these projects. The policy affects commercial, churches, schools and other institutional uses.

#### **Policy:**

- 1) The City will allow building permits to be issued in commercial and multi-family residential projects only under the following conditions:
  - a. Proper City development approvals have been obtained such as site plan, conditional use, or other applicable process requiring approval from the Planning Commission or City Council.
  - b. The installation (and successful operation) of a water system capable of delivering fire flows must be in place. All roadway improvements must also be completed except for asphalt as noted below (3).
  - c. Asphalt exceptions may also be allowed during winter months by following the asphalt exception policy allowed in the residential CO policy document.

## Steps & Procedures

- 2) The City will allow Certificates of Occupancy to be issued in these developments only when all required improvements (on and off-site) have been completed and bonded for. The only exceptions to this policy are:
  - a. Landscaping bonds may be placed during winter months in lieu of the installation of the required landscaping improvements with approval of an appropriate staff member.
- 3) These policy statements shall be included as an exhibit in development agreements.
- 4) In the case of condominium projects, phasing plans and development agreements shall be created so that all improvements (utilities, roads, sidewalks, amenity packages) are installed and functioning prior to the City allowing the recordation of plats (record of survey in this case). Asphalt and landscaping may be exempt, but only as allowed by our weather related policies above.

### **SIGNING UP FOR UTILITIES**

Once all the required inspections are completed, the structure is finished, and a Certificate of Occupancy (C of O) is being obtained, a utility account will need to be created for the structure(s) before residency. To sign up for an account please contact the Receptionist/Utility Clerk at 801-766-9793 x100. A Service order will be generated to have the water meter set. A copy of the utility application can be found on the City website at:

<http://www.saratogaspringscity.com>, scroll down under **Resident/Community**, click on **Utilities** and then **Applications**.

**GETTING RELEASED FROM WARRANTY**

**NOTICES**

Approximately 60 or less days before the expiration of the warranty period, a letter/punchlist will be mailed/mailed to the developer informing you that the project is due to come out of warranty. If a punchlist has not been received, the developer will be required to request, in writing, a punch list of items needing repair or replacement due to material failure or defective workmanship issues. The City will mail/email the punchlist to be completed prior to warranty ending.

**FINAL BOND RELEASE/ACCEPTANCE OF PROJECT/END OF WARRANTY**

Once all punch list items have been completed, by you as the developer, and everything is up to City Standard and Specifications, a request for the final bond release and end the warranty period may begin. If the City approves, a letter of acceptance will be issued to the developer and the bond holder notifying both of the acceptance, the end of warranty obligation, and release of the remaining funds.

### **ADDITIONAL INFORMATION**

For information regarding what the City requires by way of public improvement please see the City's Standard and Specifications. An online version of this book can be viewed on the City's Website at: [www.saratogaspringscity.com](http://www.saratogaspringscity.com) scroll down in the **Departments** tab, click on **Engineering**, then **Standard and Specifications**.

### **OTHER ONLINE RESOURCES**

#### **Excavation/Encroachment Permit**

Go to [www.saratogaspringscity.com](http://www.saratogaspringscity.com) scroll down in the **Departments** tab, click on **Engineering**, then **Permits & Forms**.

#### **Land Development Code**

Go to [www.saratogaspringscity.com](http://www.saratogaspringscity.com) scroll down in the **Departments** tab, click on **Planning & Zoning**, then **Land Development Code**.

#### **Project Application**

Go to [www.saratogaspringscity.com](http://www.saratogaspringscity.com) scroll down in the **Departments** tab, click on **Planning & Zoning**, then **Applications**.

#### **Building Application**

Go to [www.saratogaspringscity.com](http://www.saratogaspringscity.com) scroll down in the **Departments** tab, click on **Building**, then **Application & Forms**.

#### **City Maps**

Go to [www.saratogaspringscity.com](http://www.saratogaspringscity.com) scroll down in the **Departments** tab, click on **Mapping & GIS**.

EXHIBIT A  
PRE-CONSTRUCTION PACKET



**Record of Preconstruction Meeting**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Project: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

City Project Number: \_\_\_\_\_

Meeting Attendees	Phone:	Email

Inspector: \_\_\_\_\_ Phone: \_\_\_\_\_

**SUBJECTS FOR CONVERSATION**

- Approved and Stamped Set of Construction Plans
- Landscape plans needed for review
- Road Cut permit and fees paid
- Contractor license and proof of insurance
- See SWPPP Checklist
- Soils Engineering Firm : need for quick turnaround of tests
- Working hours on job sites is from 7:00 am to 10:00 pm (Sunday 9:00 am - 10:00 pm)
- Construction water meter must be obtained at the City Hall (\$1,500 refundable check)
- Contractors must have copy of the City Standards and Specifications on site
- 24 to 48 HOURS NOTICE needed prior to inspections or testing procedures
- 100% of Life Safety improvements must be completed prior to building permits (seasonal exceptions)
- Submittals needed for ALL materials brought on site prior to installation
- No one but City personnel will operate water valves
- Construction access to project
- U.D.O.T. Permits, if applicable
- Testing procedures (Water, Secondary water, Sewer, Storm pipe, Roads etc.)
- City Standard discussions
- Street Lights should be ordered early to avoid Project delays
- Mountain States Lighting Ted Maestas off. 801-268-4879 cell 801-673-5289 fax 801-265-9581
- Discussions on suitable backfill material, maximum 25% passing the # 200 sieve
- Discuss concrete: 6.3 bag mix min, full face forms, cold weather protection
- Bond Reduction/Release Procedure. Call 766-6506 for requests. Please see flow chart.
- Determine secondary water meter size and order early to avoid delays
- Discuss Pre-Treatment Survey for TSSD

Job Contractor Email: \_\_\_\_\_

Job Contractor Cell: \_\_\_\_\_

SWPPP Owner e-mail: \_\_\_\_\_

SWPPP Owner cell #: \_\_\_\_\_

Development Owner: \_\_\_\_\_



## Submittal Requirements

Plat: \_\_\_\_\_

Project: \_\_\_\_\_

All materials that will be used in the construction of any improvements in the City of Saratoga Springs must comply with the City's Technical Specifications and Drawings and with an approved set plans. This list is provided to aid in determining what submittals should be provided to the Engineering Department prior to construction. Please refer to the City's Technical Standards and Drawings or contact the City Engineer for any details.

		<b>Date Received</b>	<b>Approved</b>	
			<b>Yes</b>	<b>No</b>
<input type="checkbox"/>	Pipe and fittings	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sewer manholes	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sewer pipe bedding	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cast iron ring and cover with logo	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Storm drain pipe, F.E.S. and grates	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Storm drain pipe bedding	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Storm sewer manholes with ring and cover castings	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Storm drain inlet boxes and grates	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Culinary main and service pipe	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Water line fittings	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pipe bedding	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Concrete mix design for thrust blocks/collars	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Fire hydrants	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Saddles and corporation stops	_____	<input type="checkbox"/>	<input type="checkbox"/>

Steps & Procedures

			Approved	
		Date Received	Yes	No
<input type="checkbox"/>	Culinary meter setters and boxes	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Valve boxes	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Blow offs	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Culinary meter boxes and cast iron lids w/ logos	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Air and Vac	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	R.P.Z. valves	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	P.R.V.	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Tracer wire	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Irrigation main and service pipe	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pipeline bedding	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Saddles and fittings	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Irrigation meter setters	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Irrigation meter boxes	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Curb and gutter concrete mix design	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sidewalk concrete mix design	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	A.D.A. detectable warning tiles	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Concrete cure	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Imported back fill for all utilities and roads	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Road base	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Asphalt mix design	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Landscape packet with all irrigation pipe and fittings	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Street signs and posts	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Street lights, conduit and wire	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Excavation Contractor's license and insurance	_____	<input type="checkbox"/>	<input type="checkbox"/>



## Saratoga Springs Meter Specifications

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

Project: \_\_\_\_\_

Inspector: \_\_\_\_\_

Developer: \_\_\_\_\_

Project Manager: \_\_\_\_\_

<u>Size</u>	<u>Make</u>	<u>Model</u>	<u>Lay Length</u>	<u>Meters Needed</u>
1"	Badger	E-Series	11.25"	_____
1.5"	Badger	E-Series	13"	_____
2"	Badger	E-Series	17"	_____
3"	Badger	M5000	11"	_____
4"	Badger	M5000	11"	_____
6"	Badger	M5000	15.75"	_____
8"	Badger	M5000	15.75"	_____

All Meters to be ordered with Itron 100w Encoder.

Contact Salesperson:

Badger- Hydro Specialties

Steve Hansen @ 1-801-641-9130

shansen@hydrospecialties.com

## Non-Capital Asphalt Pavement Acceptance Checklist

---

Project: \_\_\_\_\_  
 Paving Dates: \_\_\_\_\_  
 Paving Location: \_\_\_\_\_  
 Mix Supplier: \_\_\_\_\_ Tons: \_\_\_\_\_  
 Mix Designation: \_\_\_\_\_  
 Paving Contractor: \_\_\_\_\_

- Volumetric Mix Design (Article 2.02 D)**
  - ½" Gradation
  - 75 Gyration at Design
  - 10% RAP
  - 3.5% Air Voids
  - 11.5% Effective Binder Content (VMA – Voids)
  - Calculation using Aggregate Gsb (dry)
- Verification of current UDOT HMA 514 QMP Mix Plant certification (Article 1.05 B)**
- Verification of AMRL Laboratory Accreditation (Article 1.05 D)**
- Verification of WAQTC/UDOT TTQP Technician Certification (Article 1.05 D)**
- Daily Quality Control Data (Article 1.05 E)**
  - One sample per 500 tons
  - Gradation
  - Binder Content
  - Air Voids (Va)
  - Voids in Mineral Aggregate (VMA)
  - Effective Binder Content by Volume (VMA – Va)
  - Voids Filled with Asphalt (VFA)
  - Dust to Binder (D/B) Ratio
  - 4 Density/Thickness Cores – or –
  - 10 Random Nuclear Gauge Tests (with Core Correlated Gauge)
- Daily Plant Production records (Article 1.06 A)**
  - Asphalt Binder Quantity
  - Aggregate Quantities, including RAP
  - AntiStrip (Lime) Quantity
  - Water Quantity
- Cold weather paving plan (Article 1.09 A.2)**



CITY OF SARATOGA SPRINGS

### Hydrant Meter Check-Out

Hydrant # \_\_\_\_\_ Date Checked Out \_\_\_\_\_  
 Meter Reading \_\_\_\_\_ Receipt # \_\_\_\_\_

Company Checking Out Meter \_\_\_\_\_  
 Subdivision/Area Using \_\_\_\_\_

	Good	Broken	Notes
Meter Body	<input type="checkbox"/>	<input type="checkbox"/>	_____
Handles	<input type="checkbox"/>	<input type="checkbox"/>	_____
Inlet Coupling Screen	<input type="checkbox"/>	<input type="checkbox"/>	_____
Inlet Coupling gasket	<input type="checkbox"/>	<input type="checkbox"/>	_____
Inlet Coupling Femal Threads	<input type="checkbox"/>	<input type="checkbox"/>	_____
Outlet Coupling Male Threads	<input type="checkbox"/>	<input type="checkbox"/>	_____
Check Valve Assembly	<input type="checkbox"/>	<input type="checkbox"/>	_____
Register Housing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lid	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gate Valve	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Comments: \_\_\_\_\_

Print Name \_\_\_\_\_

I hereby understand and I'm aware that I need to return the meter on the said date of \_\_\_\_\_ to be read and reinspected.

Signature \_\_\_\_\_ Contact # \_\_\_\_\_

### Hydrant Meter Check-In

Hydrant # \_\_\_\_\_ Date Returned \_\_\_\_\_  
 Meter Reading \_\_\_\_\_

	Good	Broken	Notes
Meter Body	<input type="checkbox"/>	<input type="checkbox"/>	_____
Handles	<input type="checkbox"/>	<input type="checkbox"/>	_____
Inlet Coupling Screen	<input type="checkbox"/>	<input type="checkbox"/>	_____
Inlet coupling gasket	<input type="checkbox"/>	<input type="checkbox"/>	_____
Inlet Coupling Femal Threads	<input type="checkbox"/>	<input type="checkbox"/>	_____
Outlet Coupling Male Threads	<input type="checkbox"/>	<input type="checkbox"/>	_____
Check Valve Assembly	<input type="checkbox"/>	<input type="checkbox"/>	_____
Register Housing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lid	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gate Valve	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Comments: \_\_\_\_\_

Amount Withheld for Refund: \_\_\_\_\_

**\*For Office Use:** The meter has been returned and therefore eligible for a refund on the deposit. \*

Authorized Signature \_\_\_\_\_ Amount to be returned: \$ \_\_\_\_\_

Enclosure: Water Costs Charged



### Building Permit Approval Checklist

This is a list of improvements that must be completed and accepted by the City prior to the issuance of building permits. This list is meant to be comprehensive but may omit details that are associated with the approved construction drawings that must be completed prior to the issuance of building permits. Please refer to the City's Technical Standards and Specifications and the Land Development Code for any and all details associated with the construction and acceptance of all improvements.

#### Sanitary Sewer:

- Construct all of the planned sewer system.
- Laterals are to be installed, marked and painted Green.
- All man holes grouting must be completed and collars poured after street improvements are completed.
- All testing must be completed and approved (flushing, pressure test, mandrel, and video).
- All manholes and pipe must be clean prior to acceptance.
- As- BUILTS must be provided and approved.

#### Storm Sewer:

- Construct all of the planned storm sewer system.
- All testing must be completed (system flushing, air testing, mandrel and video).
- All inlet and cleanout boxes must be installed to grade and cleaned.
- All grates must be installed in the correct direction.
- As- BUILTS must be provided and approved.

#### Culinary Water:

- All mains and services must be installed. Tracer wire continuity must be tested and accepted throughout pipe system.
- All testing must be completed and approved (chlorination, bacteria test and pressure testing).
- Valve boxes must be set to grade and plumb
- If operator nut is more than 4 ft. deep extension must be installed
- Meter boxes and meter setters installed and set to grade
- Fire Hydrants installed to grade, plumb, and steamer port facing the street

## Steps & Procedures

- Blow offs installed and set to grade.
- Laterals must be marked and painted with Blue paint.
- Appropriate PRV's, air-n-vacs and all other system improvements must be installed.
- Approved set of As- Bults to be provided and approved

### Irrigation Water:

- All mainline and service pipelines must be installed. Tracer wire continuity must be tested and accepted throughout the pipe system
- All pressure testing must be completed
- Valve boxes set to grade and plumb
- If operator nut is deeper than 4 ft. deep, extensions must be installed
  
- Meter box and setter must be installed and set to grade
- All system drains must be installed.
- All blow offs installed and set to grade.
- Appropriate PRV's, air-n-vacs, reduced pressure zone valves must be installed.
- Approved set of as-Bults must be provided and approved

### Roadway Improvements:

- All U.D.O.T. improvements must be completed if applicable
- All asphalt and testing must be completed except when a variance for winter weather is given by City Council.
- Curb and gutter needs to be installed.
- Sidewalk needs to be installed.
- Street lights must be installed with conduit and wire and addressing turned into the City with as-bults
- Street signs must be installed that meets MUTCD and City standards
- All striping must be complete per plan and meet MUTCD and City standards
- Approved set of As- Bults must be provided and approved

### Landscaping:

- All landscaping and irrigation systems must be completed as per approved set of plans
- All on and off site landscaping must be completed
- Tree condition must be acceptable
- Turf condition must be acceptable
- Power must be provide by the developer for the two year warranty period
- Developer must provide the City with an acceptable landscape maintenance schedule, as per the City's Standards and Specifications
- The developer must supply the City with a complete set of as-built drawings to include;
  - One set with the entire irrigation system including all mains, laterals, heads and types, all wiring, power source and strong box location, valves and drains,

## Steps & Procedures

- One set with all plant schedules to include all shrub bed, tree, side walk and trail locations.
- Provide 3 copies of playground equipment operation and maintenance manuals

### SWPPP:

- Provide the City with a copy of the N.O.I. and N.O.T. permits.
- Provide the City with a copy of the weekly inspection reports.
- All of the SWPPP must stay in compliance per the approved set of plans and permit
- Adjust implementations appropriately until N.O.T. is provided

### As-Built:

- Provide the City with one paper copy and one mylar copy.
- Provide the City with an electronic copy in auto – cad.

### Documents:

- All easements for on and offsite utilities must be recorded.
- Provide the city with 3 copies of facility manuals.
- Provide the City with a copy of engineer's certification on all detention pond capacities.
- Provide the City with all manufacturer certifications and testing documentation on all Pressure Reducing Valves, Reduced Pressure Zone Valves and all other system improvements

### General Notes

- All offsite improvements associated with these phases or plats must be completed per plan
- All improvements must comply with the City Standards and Specifications
- Post construction punch list provided by the City inspector must be completed and all deficiencies must be completed and accepted by the City inspector
- Recordation of the plat and a two year warranty bond must be in place

PRETREATMENT SURVEY  
TIMPANOGOS SPECIAL SERVICE DISTRICT  
Required by District's Rules & Regulations

1. Business Name: \_\_\_\_\_
2. Business Address: \_\_\_\_\_
3. Brief business description-principal products and services:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Will you discharge wastewater other than domestic waste from showers, restrooms, etc. to the sanitary sewer?  Yes  No If yes, describe:  
\_\_\_\_\_  
\_\_\_\_\_
5. Describe any waste products the facility may generate such as solvents, oils, sludge and/or interceptor wastes. In addition, any dry process wastes generated? What is the intended disposal method for the wastes?  
\_\_\_\_\_  
\_\_\_\_\_
6. Does this business use or intend to use any technology or equipment utilizing water from the culinary water system? Please list: i.e., process water, product water, heating water, cooling water, boilers, chillers, antifreeze systems, etc.  
\_\_\_\_\_  
\_\_\_\_\_
7. Status of Facility:  Occupied  Vacant
8. Facility Type:  Single Building  Office Complex  Warehouse  Shell  
 Empty Lot (Date of Construction: \_\_\_\_\_)
9. Designated Contact:  

Name (type or print)	Signature	Date
Title: _____ Business Phone: _____		

---

Inspection Comment: \_\_\_\_\_  
\_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_



### SWPPP COMPLIANCE INSPECTION FORM



Project Name:		Project Location:		Date:	
Owner:		Contractor (General):		Start time:	
Site Contact:		Phone:		Stop time:	
UPDES Permit #:		Expiration:		Weather: Sunny Cloudy Raining Snowing Other:	
Date of last rain event:		Duration:		Approx. Rainfall (in):	
Inspector (Print):			Contractor ECS (Print):		
Reason for Inspection:		Schedular		>.5" Rain Event Random	
Receiving Waters:		<input type="checkbox"/> Jordan River		<input type="checkbox"/> Utah Lake	
Inspection Code (circle):		SW sampling SW non-sampling		Inspector Code (circle): (S) State (L) Local	
Type Code (circle):		1 - Municipal		2 - State	
SWPPP, EROSION, SEDIMENT AND HOUSEKEEPING BMP'S INFORMATION					
YES NO N/A					
1. Is the SWPPP on site and accessible, or is the SWPPP location posted in an obvious place and reasonably accessible (in a short time)?					
2. Are erosion control, sediment control, and good housekeeping BMP's installed on the site as shown in the SWPPP?					
3. Has the SWPPP been updated to reflect the current site conditions (modifications dated & initialed on site map, new BMPs on site map, discontinued BMPs crossed off site map, new BMP details & spec's in SWPPP, SWPPP amendment Log, etc.)?					
4. Are on-site inspections being performed and recorded by a qualified person on a weekly or biweekly basis, reporting items required by permit? (Inspector name & qualifications, weather, problems/repairs, corrective action, new BMPs, removed BMPs, discharges, etc.)					
5. Have all corrective action items from previous inspections been addressed and documented within the time frame allotted by the inspector?					
6. Are SW flows entering and leaving the construction site controlled, managed, or diverted around the site? (e.g. perimeter controls, berms, silt fence, upgradient boundary diversion, down gradient boundary sediment control, etc.)					
7. Is there evidence of sediment discharge such as mud flows or soil deposits from the construction site in downstream locations?					
8. Is there evidence of vehicles tracking soil off the construction site?					
9. Is there soil, construction material, landscaping items, or other debris piled on impervious surfaces (roads, drives) that could be washed with SW to a storm drain or water body?					
10. Is there a need to repair, maintain, or improve erosion control BMPs (temporary stabilization, erosion blankets, mulch, vegetated strips, rip rap, surface roughening, pipe slope drain, dust control, etc)?					
11. Is there a need to repair, maintain, or improve sediment control BMPs (silt fence, check dams, fiber rolls, sediment trap/basin, inlet protection, waddles, straw bails, curb cut-back, etc)?					
12. Is there a need to repair, maintain, or improve good housekeeping controls (clean track out pad, sweeping, construction materials management, litter/trash control, port-o-potties staked down, fueling areas, concrete wash out area, proper curb ramps, spill prevention, etc)?					
13. Are there disturbed areas that have not had construction activities for 14 to 21 days without stabilization? (except snow or frozen ground)?					
14. Are there places where BMPs are needed and should be installed or not needed and should be removed?					
COMMENTS AND CORRECTIVE ACTIONS FOR SWPPP COMPLIANCE					
<i>Identify the problem and its location. If appropriate, describe (in general terms) what needs to be completed. However, only if qualified (e.g., you are a designer) should you be mandating specific BMPs to install. Include the date when corrections are made.</i>					
EPA Form 3560-3 SEV Codes and Descriptions					
DOR11	Discharge without a permit	BR19B	Failure to properly operate and maintain BMP's		
DOR18	Failure to apply for a Notice of Termination	BR19A	Failure to properly install/implement BMP's		
BOR12	Failure to conduct inspections	EOR16	Failure to submit required report (non-DMR)		
BOC17	Failure to develop any or adequate SWPPP/SWMP	AOR22	Narrative effluent violation		
BOC18	Failure to implement SWPPP/SWMP	DOR12	Failure to submit required permit information		
BOR41	Failure to maintain records	AOR12	Numeric effluent violation		
COR11	Failure to monitor	BOR42	Violation of a milestone in an order		
Inspector, please list all applicable SEV codes:					
<i>I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.</i>					
Inspector:					
(Print Name)		(Title)			
(Signature)		(Date)			
Contractor ECS:					
(Print Name)		(Title)			
(Signature)		(Date)			

(Attach additional sheets of narrative, pictures and checklists, as necessary)



RIGHT-OF-WAY ENCROACHMENT PERMIT  
Public Works Department  
213 North 900 East  
Saratoga Springs, UT 84045  
Phone: (801) 766-6506  
Fax: (801) 766-9872

Name of Grantee: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Office Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Contracting Company: \_\_\_\_\_ State License Number: \_\_\_\_\_

Name of Project Foreman: \_\_\_\_\_

Foreman's Email: \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Office Phone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Work Location: \_\_\_\_\_

Purpose of Excavation: \_\_\_\_\_

Method of Excavation: \_\_\_\_\_

Proposed Construction Start Date: \_\_\_\_\_ Time: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_ Time: \_\_\_\_\_

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CITY OFFICE USE ONLY

Application Date: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Permit # \_\_\_\_\_ By: \_\_\_\_\_

Steps & Procedures

With this application and signed agreement, furnish a **plat map or sketch** showing location of the excavation, with the edge of asphalt, centerline of street, north arrow, and scale of drawing.

A **minimum bond amount of \$500.00** will be assessed, for additional information on the bond please see section nine of the following excavation/encroachment agreement. Please use the calculations template below to figure the required bond.

		<u>Total Quantity</u>	<u>Total Cost</u>	
Pavement Type:				
3" Asphalt w/ 6" UBC road base	SF		\$3.17	\$

Concrete:				
24" curb and gutter w/6" UBC road base	LF		\$23.00	\$
5" sidewalk w/ 6" UBC road base	SF		\$5.50	\$

Soft Surface Type (Shouldering):				
UBC road base	SF		\$1.15	\$

Landscaping Type:				
Turf/ Irrigation	SF		\$1.73	\$
Native	SF		\$1.15	\$

TOTAL BOND AMOUNT (total for all encroachments, if more than one cut):      \$ \_\_\_\_\_

\*\* N O T E \*\*

**GRANTEE MUST NOTIFY THE ASSIGNED INSPECTOR 24 HOURS IN ADVANCE BEFORE ANY WORK CAN PROCEED. CONTRACTOR SHALL HAVE THIS APPROVED PERMIT ON JOB SITE AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN A CITATION.**

To activate permit contact The Public Works Department, Phone: (801) 766-6506 or Fax: (801) 766-9872  
**Special Conditions / Instructions:**

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## Steps & Procedures

NOTE: Applications will be subject to up to a **five (5) business days** waiting period after the application has been submitted and signed by the Grantee.

- Submittal of **proof of insurance** and bond is required. Minimum limits listed below:
  - PROFESSIONAL LIABILITY, including ERRORS and OMISSION: \$2,000,000 combined single limit per occurrence. Limits apply to this service product individually.
  - GENERAL LIABILITY: \$1,000,000 combined single limit per occurrence, personal injury and property damage. 2,000,000 aggregate. Broad Form Commercial General Liability is required (ISO 1993 or better).
  - AUTOMOBILE LIABILITY: \$1,000,000 combined single limit "per accident" for bodily injury and property damage. "Any Auto" coverage is required.
  - WORKERS' COMPENSATION and EMPLOYERS LIABILITY: Workers' compensation statutory limits, as required by the Workers Compensation Act of the State of Utah, and Employers Liability limits set at a minimum of \$300,000 for each accident, disease, and employee. No officer or owner of any business or organization subject to the Workers' Compensation Act of the State of Utah may be excluded from this requirement.
  - EMPLOYMENT PRACTICES LIABILITY: \$1,000,000 per occurrence, \$2,000,000 aggregate. Required for employers subject to the provisions of Title VII of the Civil Rights Act and the Utah Antidiscrimination Act.
  
- The Grantee must **notify the following parties twenty-four (24) hours**, in advance, before any work is started:
  - Public Works Department 801-766-6506
  - Alpine School District 801-610-8850 (Michelle Gray: Ext. 306 or [mgray@alpinedistrict.org](mailto:mgray@alpinedistrict.org) and Derek Farnes Ext.111 or [derek@alpinedistrict.org](mailto:derek@alpinedistrict.org) )
  - Saratoga Springs Fire Department 801-766-6505
  - Saratoga Spring Police Department 801-766-6503
  - Utah Valley Police Dispatch 801-794-3970
  - Republic Services 801-785-5935
  
- All signage shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and a **Traffic Control Plan**, prepared by a Certified Traffic Control Technician, must be attached.

Grantee is **required** to consult utility companies operating in this area before making any excavation and must call **Blue Stakes 1-800-662-4111**. In granting this permit, City of Saratoga Springs makes no representation as to the location of utility facilities in the area to be excavated or the effect of the permitted excavation on said utilities.

Grantee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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CITY OFFICE USE ONLY

- Fee Received: Amount \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_ By: \_\_\_\_\_
- Bond Verified: Amount \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_ By: \_\_\_\_\_
- No Fees or Bond Needed
  
- Proof of Insurance Received (attached or filed) Approved by: \_\_\_\_\_
- Traffic Control Plan Received (must be attached) \*Approved by: \_\_\_\_\_
- Project plans to Engineering Approved by: \_\_\_\_\_

**Inspector Assigned:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**\*Permit Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*By approving the attached traffic control plan, the City does not accept liability for its compliance to MUTCD standards.

**Inspections Done After 1 Year of Completion**

Patch Inspection Completed: By: \_\_\_\_\_ Date: \_\_\_\_\_

Bond Release Issued Date: By: \_\_\_\_\_ Date: \_\_\_\_\_

# EXHIBIT B INSPECTION SHEET

Steps & Procedures

City of Saratoga Springs

Project:

Type of Inspections/tasks	
Submittals Received?	
Development - Daily Inspection	
Pre-construction Meeting	
Notify Water Dept. of Large Diameter Meters	
SWPPP Provided?	
Grading Permit Provided?	
Right of Way Encroachment Complete?	
Insurance Received?	
License Received?	
NOI Provided?	
UDOT Permit Received?	
Approved Landscape Plans?	
Blasting Form	
Culinary Connection/Bore Pre-Activity Checklist	
Culinary Waterline Loop	
Disinfection Test Result	
Bacteria Test	
Culinary Pressure Test Result	
Secondary Connection/Bore Pre-Activity Checklist	
Secondary Waterline Loop	
RPZ Inspection	
Secondary Pressure Test Result	
Curb Proof Role	
Curb Densities	
Curb Concrete Breaks	
Sidewalk Densities	
Sidewalk Concrete Breaks	
Streetlight Bases	
Streetlight Poles/Luminaires	
Sub-grade Proof Roll	
Structural Fill Proof Roll	
Streetlight Wiring/Conduit	
Streetlight Work Order	
Structural Fill Densities	
Road Base Proof Roll	
Road Base Densities	
Asphalt Test	
Manhole Collars	
Road Monuments Installed	
Sanitary Sewer TV & Jet Test	
Sanitary Sewer Manhole Exfiltration Test	
Storm Drain TV & Jet Test	
Storm Drain Manhole Exfiltration Test	
Sanitary Sewer Air Test Result	

## Steps & Procedures

Sanitary Sewer Video Test Result	
Storm Drain Air Test Result	
Storm Drain Video Review Result	
Sanitary Sewer Mandrel Rest Result	
Orifice plate info to inventory	
PRV Inspection	
Lot Transfer Information Gathered	
Notice of Termination	
Building Permit Punchlist	
Start of Warranty Punchlist	
Warranty Inspection (After Punchlist)	
Certificate of Final Acceptance/End of Warranty	

# EXHIBIT C

## BOND RELEASE/REDUCTION FLOW CHART

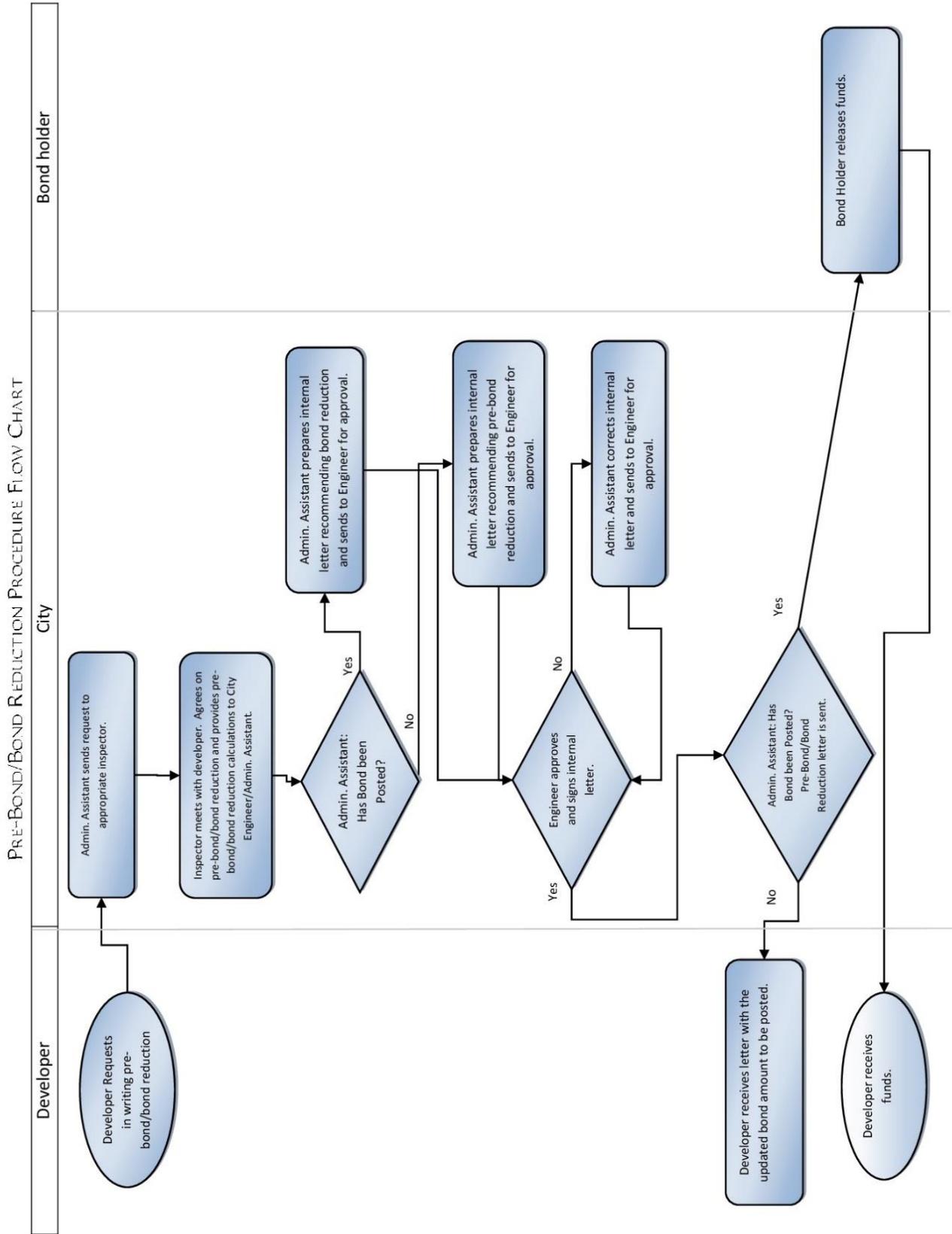


EXHIBIT D  
BEGIN OF WARRANTY PUNCH LIST EXAMPLE

Steps & Procedures



Date

Developer/Contractor

Attn:

Address

City, State, Zip

Fax/Email

RE: PUNCH LIST TO BEGIN WARRANTY DEVELOPMENT

Dear:

The City of Saratoga Springs has inspected the aforementioned project and submits to you the list of items that will need to be corrected by you, as the developer of the project. These items must be completed before the project may begin the 1-year warranty period with the City.

The PUNCH LIST items are:

Item #	Lot #	Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Notes		

Please call the City Engineering Inspectors, to coordinate the completion of this work.

Also, please be aware that it will be your responsibility to maintain SWPPP best management practices until all disturbed property is stabilized. Should SWPPP ownership transfer to another party, please provide the Notice of Termination (N.O.T.) and/or information regarding the transfers of State NOI and City SWPPP Permit.

Please govern yourself accordingly.

Sincerely,

(Engineering Inspector) for Mark T. Edwards  
Assistant Public Works Director

cc: File

# DEVELOPMENT FEES



## **DEVELOPMENT FEES**

This is an outline of the expected development fees  
Please refer to the attached data for a summary of all fees

- **Planning Department Application Fees**
  - Application fees are paid with the associated application when it is submitted
  - Development applications may include: Annexation, Rezone, Concept Plan, Site Plan, Conditional Use, Preliminary Plat, Final Plat
  
- **Review and Inspection fees**
  - Paid at the time of a pre-construction meeting
  - Construction may begin after the site plan or preliminary plat have been approved and the construction drawings have been stamped by the City Engineer
  - Meter fees
  
- **Final Plat / Water Rights and Bonding**
  - Residential or Commercial calculations apply
  - Water rights, secondary water connections and bonding are paid at the time of plat recordation for all residential construction and at the time of building permit for all commercial construction
  - Bonding (115%)
  - Recording fees as determined by Utah County
  
- **Building Permit and Impact Fees**
  - Application submittal fee: \$200 for Single Family, \$500 for Multi-family and non-residential submittals. This fee is applied to the permit fee.
  - Impact Fees
  - Permit fees and connection fees are paid at permit issuance
  
- **Utilities**
  - Hydrant Meter: \$1500 deposit (refundable minus usage)

## Development Fees

### **PLANNING DEPARTMENT FEES**

A. Pre-Application Meeting:	1 <sup>st</sup> meeting free \$250.00 each additional meeting
B. Master Development:	
1. Master Development Agreement/Plan Application, standalone	\$12,000.00
2. Master Development Agreement/Plan Amendment, Major	\$3,200
3. Master Development Agreement/Plan Amendment, Minor	\$500
C. Rezoning Request:	
1. All rezoning requests	\$500.00 for 1 <sup>st</sup> acre, plus \$50.00 per acre or portion thereof
D. General Plan Amendment	\$1000.00
E. Code Amendment	\$1,000
F. Conditional Use:	
1. Conditional Use-Home Occupation (staff review only)	\$250.00
2. Conditional Use-Home Occupation (Planning Commission and City Council review required)	\$350.00
3. Conditional Use- amendment or existing site	\$250.00
4. Conditional Use-All other	\$500.00
G. Subdivisions:	
1. Subdivision Concept Plan Review	\$500.00, plus \$50.00 per acre
2. Preliminary Plat	\$500.00, plus \$100.00 per lot (Residential) \$1000.00, plus \$100.00 per lot (Commercial) \$500.00 plus \$150.00 per lot (Sensitive lands)
3. Minor Subdivision	\$750.00, plus \$100.00 per lot
4. Plat Amendment	\$500.00, plus \$50.00 per lot
5. Final Plat	\$400.00, plus \$50.00 per lot (Residential) \$1000.00, plus \$50.00 per lot (Commercial) \$1000.00 plus \$50.00 per lot (Sensitive lands)
6. Lot Line Adjustment	\$300.00
7. Street/Open Space Dedication Plat	\$500.00
8. Street/Right of Way Vacation	\$2000.00
9. Plat Vacation/Closure	\$750.00
10. Zoning Compliance Letter	\$50.00
11. Recording Fee	Current fee charged by Utah County Recorder
H. Site Plan Review Fees:	
1. Site Plan, Residential	\$60 per unit or \$5,000, whichever is less
2. Site Plan, Non- Residential	\$5,000.00
3. Site Plan Amendment, Residential, Major	\$500.00 plus \$50 per unit
4. Site Plan Amendment, Non- Residential, Major	\$500 plus \$50 per 1000 sq. ft. of building area, or per acre for outdoor uses
5. Site Plan Amendment, Minor	\$250.00

## Development Fees

I. Annexation Application Fee	\$500.00 + \$10.00 per acre,
J. Signs:	
1. Permanent Sign Permit	\$150.00
2. Temporary Sign Permit	\$50.00
3. Development Information Sign	\$300.00
4. Development Information Sign Panel	\$50.00
5. Development Information Sign Renewal	\$50.00
K. Planned Community Zone (aka Smart Code)	
1. Community Plan, New	\$500 plus \$80 per acre or portion thereof
2. Community Plan, Amendment	\$500 plus \$25 per acre or portion thereof
3. District Area Plan, New	\$500 plus \$100 per acre or portion thereof
4. District Area Plan, Amendment	\$500 plus \$25 per acre or portion thereof
5. Village Plan, New	\$500 plus \$65 per acre or portion thereof
6. Village Plan, Amendment	\$500 plus \$20 per acre or portion thereof
L. Change of Use Permit	\$50.00
M. Comment Review Meeting (CRM):	
1. Final Plat, Preliminary Plat, Site Plan	First 3 CRMs are covered with application fee. More than 3 meetings are \$250 per meeting
2. MDA, District Area Plan, Community Plan, and Village Plan	First 10 CRMs are covered with application fee. More than 10 meetings are \$250 per meeting
N. Hearing Examiner:	
1. Appeal of City Council/ Planning Commission Decision	\$500
2. Appeal of Planning Director Decision	\$500
3. Variance	\$500
O. Public Noticing:	
1. Newspaper public notice fee	\$75 per advertisement
2. Mailed Notice (postcard)	\$1 per postcard

**REVIEW AND INSPECTION FEES**

Inspection Fees: (Based on Engineer's Calculation of the total bond amount (115%) prior to any bond releases or reductions that may be authorized before the posting of the final bond amount)

- a.     \$1.00 to \$50,000                   5%
  
- b.     \$50,001 to \$250,000             \$2500.00, plus 2 ½% of remaining balance greater than \$50,000, but not more than \$250,000.
  
- c.     \$250,001 to \$500,000           \$7500.00, plus 2% of remaining balance greater than \$250,000, but not more than \$500,000.
  
- d.     Over \$500,001                    \$11,250.00, plus 1% of remaining balance greater than \$500,000

**BUILDING PERMIT FEES**

\*Building permit fees effective January 1, 2011

<b>Building Permits</b>	<b>Total Valuation</b>
\$1.00-500.00	\$24.00
\$501.00-2,000.00	\$24.00 for the first \$500.00 plus \$3.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00-40,000.00	\$69.00 for the first \$2,000.00 plus \$11.00 for each additional \$1,000.00, or fraction thereof, to and including \$40,000.00
\$40,001.00-100,000.00	\$487.00 for the first \$40,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00-500,000.00	\$1,027.00 for the first \$100,000.00 plus \$7.00 for each additional \$1,000.00, or fraction Thereof, to and including \$500,000.00.
\$500,001.00-1,000,000.00	\$3,827.00 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof to and including \$1,000,000.00.
\$1,000,001.00-5,000,000.00	\$6,327.00 for the first \$1,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof, to and including \$5,000,000.00.
\$5,000,001.00 and up	\$18,327.00 for the first \$5,000,000.00 plus \$1.00 for each additional \$1,000.00, or fraction thereof.

**IMPACT FEES & WATER FEES FOR RESIDENTIAL**

<b><u>Impact Fees</u></b>	<b><u>Amount</u></b>
Culinary Water <sup>1</sup>	\$3,000
Secondary Water <sup>2</sup>	\$1,800
Timpanogos Special Service District Sewer <sup>3</sup>	\$3,812
City Sewer <sup>3</sup>	\$1,200
Parks <sup>3</sup>	\$1,800
Storm Drain <sup>3</sup>	\$559
Public Safety <sup>3</sup>	\$850
Roads <sup>4</sup>	\$2,500

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<sup>1</sup> One (1) water connection is required for each residential unit. 0.5 acre feet of water rights are required for every unit. Water rights are available for purchase from the City at \$4,000 per acre foot (or \$2,000 per unit). The City also accepts various other water rights for culinary purposes upon approval by the City Attorney. Water rights must be submitted to the City prior to recordation of any subdivision plats.

<sup>2</sup> Connection to or participation in the creation of the City's secondary water facilities is required and will be subject to the existing or planned infrastructure that is detailed in the City's Secondary Water Master Plan. Four (4) secondary water connections are required for each net irrigable acre. Net irrigable acre = 90% of all land within any development project not used for open space, streets and commercial and multi-family parking areas + 35% of all land within any development project that is used for streets and parking areas + 100% of all land used for open space. In multi-family developments the secondary water connections are based on actual landscaped area instead of the net irrigable acreage calculation. When secondary water is not available and culinary water is to be used, seven (7) culinary connections are required (at the culinary impact fee rate) per net irrigable acre. Two (2) acre feet of water rights per net irrigable acre are required to be turned into the City upon recordation of any subdivision plats.

<sup>3</sup> One impact fee is required per unit.

<sup>4</sup> For single family units, one impact fee is required per unit. For multi-family units a 30% discount is given on each impact fee per unit.

**IMPACT FEES & WATER FEES FOR NON-RESIDENTIAL**

<b><u>Impact Fees</u></b>	<b><u>Amount</u></b>
Culinary Water <sup>1</sup>	\$3,000
Secondary Water <sup>2</sup>	\$1,800
Timpanogos Special Service District Sewer <sup>1</sup>	\$3,812
City Sewer <sup>1</sup>	\$1,200
Storm Drain <sup>3</sup>	\$559
Public Safety <sup>4</sup>	\$850
Roads <sup>5</sup>	\$2,500

<sup>1</sup> Culinary water and sewer impact fees are calculated based on Equivalent Residential Units (ERUs). One ERU is equal to one impact fee. This calculation is based on the number of fixtures in the building as contained in the plans submitted to the Building Department. A worksheet may be completed in advance to gain an estimate of this calculation. In addition, 0.5 acre feet of water rights are required for every ERU. These water rights may be provided to or purchased from the City in the amount of \$4,000 per acre foot.

<sup>2</sup> Secondary water is calculated based on four (4) impact fees per acre of landscaped area in the development. Water rights are also required for secondary water at 2 acre feet per net irrigable acre at the above indicated price. If secondary water is not available, and culinary water is to be used, seven (7) impact fees per acre of landscaped area are used instead of four and the culinary water impact fee would be charged.

<sup>3</sup> The storm drain ERUs are calculated by multiplying the total acreage of the site by 4.3 and rounding up to the nearest whole number. This calculation represents the number of ERUs and the impact fee is charged at one impact fee per ERU.

<sup>4</sup> The public safety impact fee is based on one ERU per 10,000 square feet of the building.

<sup>5</sup> Road impact fee ERUs are calculated using the table below. The City currently offers an 80% discount on road impact fees to commercial development.

Land-Use	Unit	Equivalent Residential Units (ERU)
Single-Family Housing	dwelling unit	1.0
Multi-Family Housing	dwelling unit	0.7
Convenience Store/Gas Station/ Fast	1,000 Sq. Ft.	7.0
Pharmacy	1,000 Sq. Ft.	3.0
Specialty Retail	1,000 Sq. Ft.	2.2
Grocery Store	1,000 Sq. Ft.	3.7
Church	1,000 Sq. Ft.	0.2
Office Building/Research Park	1,000 Sq. Ft.	0.6
Schools & Recreational Facilities	1,000 Sq. Ft.	0.6
Mini Warehouse Storage	1,000 Sq. Ft.	0.3
Industrial/Manufacturing	1,000 Sq. Ft.	0.4
Restaurant	1,000 Sq. Ft.	5.5
Bank	1,000 Sq. Ft.	8.8
Other Retail	1,000 Sq. Ft.	1.7

**TABLE FOR CALCULATING ERU'S**

Fixture Type	Load Factors	Bsmt	1st	2nd	3rd	Total
Automatic clothes washers, commercial	3					0
Bathroom group	5					0
Bidet	1					0
Combination sink and tray	2					0
Dental lavatory	1					0
Dental unit or cuspidor	1					0
Dishwashing machine	2					0
Drinking fountain	0.5					0
Emergency floor drain	0					0
Floor drains	2					0
Kitchen sink	2					0
Lavatory	1					0
Shower	2					0
Sink	2					0
Urinal	4					0
Wash sink (circular or multiple) each set of faucets	2					0
Water closet, flushometer tank, public or private	4					0
Water closet, public (1.6 gpf)	4					0
Water closet, public (>1.6 gpf)	6					0
Water Heaters						0
	Total	0	0	0	0	0

ERUs = Total/40

**METER CONNECTION FEES**

a. Single Family Residential Meter (5/8" or 3/4")	\$600.00
b. 1" Meter	\$700.00
c. 1 1/2" Meter	\$975.00
d. 2" Meter	\$1,875.00

**OTHER INSPECTIONS & FEES**

Demolition Fee, when required by the building official:	\$25.00
Plan Review Fees:	65% of the building permit fee
Inspections outside normal business hours* [min. charge 2 hrs.]:	\$47.00
Re-inspection fee per hour* [min. charge one hour]:	\$47.00
Inspections for which no fee is specifically indicated-per hour* [min. charge one hour]:	\$47.00
For use of outside consultants for plan reviews, inspections or both:	Actual Costs**
Permits not requiring a complete plan review:	25% of building permit fees
A fee collected for the State of Utah for inspector training:	1% of permit fee.

\* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved.

\*\* Actual cost includes administrative overhead costs.