

FOR OFFICE USE ONLY
GL 10-3419-100; Code 313

Fees received by: _____ Date of submittal: _____

Amount paid: _____ Receipt number: _____

Fees: CASH OR CHECK ACCEPTED

Base Administrative Fee \$325 plus
Additional Fee for Engineering Review of Plans* \$150 x _____ = \$325
(per sheet, includes 2 reviews)*
SWPPP Review Fee \$200 plus \$50 per addtl. review \$200 + _____ x \$50 = _____
Inspection Fee** \$182.50 x _____ = _____
(per acre, rounded up to next whole acre)

Fee Total: \$ _____



SARATOGA
SPRINGS

Note: Applications should be submitted to the Engineering Department; **insert name(s) or email(s) here.**
The 10-15 business day turnaround time for the first round of comments.

OFFSITE PUBLIC IMPROVEMENTS APPLICATION Updated March 2020

Applicant & Project Information

PROJECT NAME:

Work Location:

Purpose of Proposed Construction:

Property owner:

Billing Address:

City:

Zip:

Office Phone:

Cell:

E-mail Address:

Applicant / Authorized Agent:

Contact Person:

Address:

City:

Zip:

Phone:

Cell:

E-mail Address:

Contractor:

Contact Person:

Address:

City:

Zip:

Phone:

Cell:

E-mail Address:



SARATOGA SPRINGS

Supporting Materials

In an effort to provide the best service and most efficient review of your application, no application will be accepted unless an appointment is made with the Engineering Department and the application is determined to be complete, containing all items on the application checklist. To schedule an application submittal appointment, please contact the Engineering Department Administrative Assistant at 801-766-9793 x126.

Plans will be routed for review the first business day after they are received. Once routed, most applications will receive a response within 10 business days. A Comment Review Meeting (CRM) may be scheduled 10 business days after the plans are routed and are generally held Thursday mornings. Reviews may occasionally take longer for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

Staff Use Only:

Anticipated review of 10 business days

Anticipated review of more than 10 business days

19.14.06. Application.

1. **Overview of application process.** The property owner or an authorized agent shall make application on a form prescribed for Off-Site Public Improvements by the City.
 - a. Applicants for development approval must provide complete and accurate information regarding the specific off-site public improvements on the application.
 - b. No application shall be processed until the application fee has been paid and the application has been reviewed for completeness and accepted by the City. Incomplete applications shall not be processed under any circumstance.
2. **Pre-application process.** Prior to a complete application, a pre-application conference shall be held between the applicant and the Engineering staff, once the applicant can provide completed Checklist with the necessary accompanying materials.



REVIEW 1 DATE: _____
REVIEW 2 DATE: _____
REVIEW 3 DATE: _____

Engineering Review – Off-Site Public Improvements Checklist

DEVELOPMENT NAME: _____

The attached document is a list of typical Engineering Department review criteria for off-site public improvements. Each submittal shall include an electronic copy of complete plans signed, stamped, and dated by the Utah-licensed professional Engineer in responsible charge. The Engineer is responsible for initialing each item on the checklist. Please check with the Engineering Department before assuming that an item is not applicable, unless it is obviously not applicable.

Documents submitted to the Engineering Department shall be organized according to the following general format:

- 1 Plat (necessary easements)
- 2 Cover Sheet
- 3 Boundary and Topographical Survey
- 4 Overall Project Plan
- 5 Demolition Plan
- 6 Grading and Drainage Plan
- 7 Utility Plan
- 8 Plan and Profile Sheets
- 9 Detail Sheets
- 10 Storm Water Pollution Prevention Plan (SWPPP)

Upon first submittal for plan review, the applicant must sign the verification on the Engineering Plan Review Checklist indicating he/she has personally inspected the Checklist and that all items on the Checklist have been initialed by the responsible Engineer. A copy of the checklist must accompany the plans with all subsequent reviews. The City will not accept plans for review without this signed checklist.

In accepting plans for construction, the City of Saratoga Springs assumes that applicants have not made any errors and have complied with all applicable codes and ordinances. If, after acceptance of plans for construction, an error is discovered or it is discovered that some aspect of the accepted drawings does not comply with applicable codes and ordinances, the applicant shall, at his own expense, revise the drawings and modify any infrastructure as necessary to correct the problem. Applicants and their design professionals shall remain responsible for their projects at all times.

Notice about Reimbursements: Reimbursement agreements must be approved by the City Council and executed by both parties before construction can begin on the project. If the applicant wishes to begin construction before there is an agreement in place with the City, he/she must sign and record a waiver stating he accepts the risk that he may not be reimbursed for any improvements installed, even if they are system improvements.

I understand the conditions stated above and have personally reviewed this submittal and verify that it is complete and that all of the items listed below have been initialed by the responsible Engineer.

Applicants Signature _____

Printed Name _____

Note: The following is not intended to be a comprehensive list of items. The City may require more information based on site-specific conditions.

Applicant Submitted (Provide Initials)	Required Submittals	City Use Only Accepted Date
	Storm drainage calculations in a separate report. This report shall include pipe systems, surface routes, and detention ponds. It shall also include a discussion about low impact development best management practices that were considered and implemented for the purpose of infiltrating, evapotranspiring, or harvesting and using storm water from the site to protect water quality. If no best management practices were implemented, explain the reasons preventing their use. This report shall be stamped and certified by a Utah-licensed professional Engineer, with the following language: "I hereby certify that this report for the onsite drainage of this development was prepared by me (or under my direct supervision) in accordance with the provisions of the City of Saratoga Springs' Standard Specifications and Drawings, and was designed to comply with the provisions thereof. I understand that the City assumes no responsibility or liability whatsoever for this report."	
	AutoCAD file of Grading Plan	
	Army Corps Requirements (including consideration of ephemeral streams)	
	Infiltration Feasibility Report per City guidelines and an Operation and Maintenance Plan if seeking to use retention and/or infiltration in stormwater design.	
	Record of Survey per UCLS Standards, AND topographical map including all other relevant information or the existing recorded plat from the County Records Office	
	UDOT permit for vehicular access or storm drain connection to SR68, SR73, or SR145	
	CLOMR/LOMR filed application for property in FEMA 100-yr flood plain.	
	Stream Alteration Permit from Utah Division of Water Rights if impacting a natural drainage channel.	
	Irrigation master plan of gravity conveyances before and after development on a dedicated sheet. The irrigation master plan shall include the following text "The Developer agrees and certifies with signature and date that the Developer: (1) understands how the existing gravity irrigation system ("system") functions on, through, or in the vicinity of the Project; (2) understands how development of the Project will affect the system and stakeholders; (3) takes full responsibility for changes to the system; (4) understands that the City assumes no responsibility or liability for changes made to the system; and (5) agrees to release, indemnify, hold harmless, and defend the City against any and all claims, actions, or lawsuits with respect to Developer's development activity or alteration of the system."	
	Permit from the canal company if impacting a canal	
	Construction plans signed and stamped by the responsible Engineer.	
	Pothole data for storm drain crossings in existing roadways.	
	Necessary easement and covenant documents.	
	Permit from Division of Forestry, Fire and State Lands if impacting Jordan River or Utah Lake.	

Applicant Submitted (Provide Initials)	All Sheets Must Contain	City Use Only
		Accepted Date
	Project name	
	Drawing number and title.	
	"Call Before You Dig" logo.	
	North arrow and drawing scale.	
	Abbreviations and Legend	
	All text, features, and linework must be of a size which is legible when printed on standard 11x17 sized paper.	
	References to specific Standard Plans as applicable	
Applicant Submitted (Provide Initials)	Cover Sheet	City Use Only
		Accepted Date
	Stamped, signed, and dated by a Utah-licensed Professional Engineer	
	Project name	
	Sheet Index for all sheets	
	Vicinity Map with North arrow	
	Data table for Overall project and for each phase that lists in Sqft, Acres, and percent of total of; 1) Total Area, 2) Total Impervious Area, 3) Total Lot Building Area or Building Pad Area 4) Total Landscape Area, 5) Total ROW Area, 6) Total Number of Lots	
	Legend	
	Contact information for the project team and other key contacts	

Applicant Submitted (Provide Initials)	Overall Project Plan	City Use Only
		Accepted Date
	A note stating, "A right-of-way encroachment permit must be obtained from the City of Saratoga Springs prior to doing any work in the existing right-of-way. Contact Mark Edwards at 801-766-9793, Ext. 118.	
	Overall Site Plan uses callouts and is on 1 sheet (no matchlines)	

Applicant Submitted (Provide Initials)	Existing Topography / Demolition Plan	City Use Only
		Accepted Date
	Existing Topography	
	All existing features in and adjacent to project.	
	Plans for removal or relocation of existing infrastructure as needed	
	Areas classified as sensitive lands including 100-yr flood plains, natural drainages, water bodies, rivers wetlands, and slopes greater than 30%	
	Existing easements or other encumbered areas	
	Street Names	

Applicant Submitted (Provide Initials)	Grading and Drainage Plan	City Use Only Accepted Date
	Stamped and certified by a Utah-licensed professional Engineer, with the following language: "I hereby certify that this design for the onsite drainage of this development was prepared by me (or under my direct supervision) in accordance with the provisions of the City of Saratoga Springs' Standard Specifications and Drawings, and was designed to comply with the provisions thereof. I understand that the City assumes no responsibility or liability whatsoever for this design."	
	Data table, broken up by phase if applicable, with cut/fill (cubic yards) quantities and import/export (cubic yards) quantities	
	Data table (broken up by phase if applicable) with quantities of each storm drain improvement totaled by type and size including pipes and structures	
	A conspicuous note stating, " Accepted Construction Drawings OR a Grading Permit must be obtained from Saratoga Springs City prior to disturbing any vegetation or moving any soil. Contact the City Engineering Dept at 801-766-9793".	
	A note stating, " A Right-of-Way Encroachment Permit must be obtained from the City of Saratoga Springs prior to doing any work in the existing right-of-way. Contact Chris Klingel at 801-766-9793, Ext. 118.	
	Existing contour lines (in gray scale) at one-foot intervals	
	Proposed contour lines at one-foot intervals	
	Benchmark elevation relative to an identified section corner.	
	Storm drain system showing pipe sizes, manholes, combination boxes and catch basins, with all elevations (rim & invert) and structure sizes.	
	Detail sheet showing detention pond(s) (including cross-sections), sized orifice design, spillway, and overland 100 year flood route called out	
	FEMA Flood Zone delineation and 100-year flood elevation limits	
	Spot elevations where necessary including curb returns	
	Locations of any utility conflicts	
	Minimum 15" pipe for all public drainage systems (RCP under pavement).	
	Separate detail sheets showing detention ponds (including cross-sections), sized orifice design, spillways, etc	
	Location and type (details) of storm water treatment systems. In details provide product information showing the treatment device complies with the City's treatment standards.	
	Callout points of connection to existing system	
	Access road to all structures outside of the ROW (12' min width, 15% max slope).	
	Storm drain line extended to property lines terminated with a manhole	
	Minimum slopes on storm drains per HEC 22	

Applicant Submitted (Provide Initials)	Utility Plan	City Use Only
		Accepted Date
	Data table (broken up by phase if applicable) with quantities of sewer improvements totaled by type and size including pipes, structures, fittings, and materials.	
	Data table (broken up by phase if applicable) with quantities of each drinking and secondary water improvement totaled by type and size including pipes, structures, fittings, and materials.	
	A note stating, "A Right-of-Way Encroachment Permit must be obtained from the City of Saratoga Springs prior to doing any work in the existing right-of-way. Contact Chris Klingel at 801-766-9793, Ext. 118.	
	Sanitary sewer/Storm Drain systems showing pipe alignment, sizes, manholes, and laterals	
	Sewer and storm drain systems to the next manhole beyond subdivision boundary	
	Drinking and secondary water systems showing type and size of pipes, valves (gate or butterfly), and fittings (bends, crosses, tees, reducers)	
	Locations of meters and laterals for all open space areas	
	Locations of all fire hydrants	
	Existing utilities (in grayscale) and plans for relocations as necessary	
	Points of connection to existing structures and pipe lines labeled	
	Existing and proposed easements as required by City standards	
	Overall Utility Plan uses callouts and is on 1 sheet (no matchlines)	

Applicant Submitted (Provide Initials)	Plan and Profile Sheets	City Use Only
		Accepted Date
	Vicinity map within subdivision for each sheet	
	Phase boundaries and identification of what will be completed with each phase	
	Typical road sections per Saratoga Springs standards	
	1:30 max. horizontal scale, 1:10 max. vertical scale	
	Label street names	
	Vertical curves for grade changes of 1% or greater	
	Vertical alignment of street tying into existing improvements	
	Matching centerline crowns for lower intersecting streets	
	Maximum 5 percent slope through intersections and 60 feet beyond	
	Pavement section per geotech report, or not less than City standard	
	Locations of any utility conflicts	
	Storm drain pipe size, type, length and slope between manholes	
	Storm drain structures with rim, invert in, and invert out elevations	
	Minimum 15" RCP within City ROW for Storm Drain lines	
	Catch basins provided at all intersections	
	Sewer pipe size, type, length and slope between manholes	
	Minimum sewer slopes per City specifications	
	Sewer manhole sizes with rim, invert in, and invert out elevations	
	Location and complete details of sewage lift stations and other structures	
	Drinking and irrigation systems with callouts for pipe size, type, and DR-18 for PVC.	
	Locations of fire hydrants	
	Callout locations, sizes, types of all fittings (tee, cross, 45 bend, reducers, etc)	
	Air vacuum relief valves and blowoff valves in both plan and profile views	
	Locations of waterline looping due to utility conflicts	

Applicant	Detail Sheets	City Use Only
Submitted (Provide Initials)		Accepted Date
	All applicable Sewer City standard details	
	All applicable Drinking Water City standard details	
	All applicable Irrigation City standard details	
	All applicable Storm Drain City standard details	
	All applicable Street City standard details including pavement section designs	
	All applicable street light City standard details	
	Project-specific details as applicable	