

FOR OFFICE USE ONLY

Fees received by: _____ Date of submittal: _____

Amount paid: _____ Receipt number: _____

Number of lots: _____ x **\$100.00** + Base fee: **\$500.00** (residential) = _____
or

Number of lots: _____ x **\$100.00** + Base fee: **\$1000.00** (commercial) = _____
or

Number of lots: _____ x **\$150.00** + Base fee: **\$500.00** (sensitive lands) = _____

Plus

Newspaper Public Notice Fee: **\$75.00** x number of advertisements = _____

Initial review, all of the required supporting materials have been provided:



PRELIMINARY PLAT APPLICATION UPDATED JUNE 24, 2008

Applicant & Project Information

Project name: _____

Property owner: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

Authorized agent: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

Landscape architect: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

Date concept plan review (this is required prior to preliminary plat application): _____

General location of the property: _____

Legal description of property: _____

Size of the subject property: _____ Number of lots: _____

Surrounding land uses: _____

Zoning: _____

Supporting Materials

Chapter 19.12.030 B of the Development Code requires the Preliminary Plat application be required to submit the following supporting materials. Please read Chapter 19.12 of the Saratoga Springs Land Development Code prior to submitting the supporting materials.

1. A copy of the Preliminary Title Report shall be submitted.
2. Soils report. Three copies of a soils report shall be submitted for the proposed project.
3. Storm Drainage Calculations. Three copies of hydraulic and hydrologic storm drainage calculations shall be submitted.
4. Declaration of Covenants, Conditions, and Restrictions. Two copies of the declaration of covenants, conditions and restrictions, if any shall be submitted.
5. County Plat Map. A copy of the Utah County Plat Map showing the ownership and identification numbers shall be submitted.
6. Street Name Verification. Provide written documentation from Utah County indicating approval of all street names to be used in the subdivision.
7. Public Notice. Stamped and addressed business size envelopes (please do not include return addresses on the envelopes) to all owners of property located within 300' of the boundary of the proposed subdivision and a list of those property owners with their addresses as listed in the current county records shall be submitted.
8. Preliminary Plat. Five full-size sheets (24" x 36") at a scale no smaller than 1" = 100' and seven reduced (11" x 17") copies. Additional copies will be required when the request is scheduled for a Planning Commission meeting.
9. Electronic Drawings. An electronic copy of all drawings in a PDF format shall be submitted.
10. Data Table. Table to include total number of lots/units, square footage of proposed buildings by floor, number of proposed garage parking spaces, number of proposed surface parking spaces, percentage of buildable land, percentage of openspace or landscaping and net density of dwelling units by acre.
11. Grading and Drainage Plan. Three full-size (24" x 36") copies at a scale no smaller than 1" = 100' and one reduced (11" x 17") of the grading and drainage plan shall be submitted.
12. Utility Layout Plan. Three full-size (24" x 36") copies at a scale no smaller than 1" = 100' and one reduced (11" x 17") of the utility layout plans shall be submitted.
13. Utility Notification. Complete the enclosed Utility Notification Form and return it with the application.
14. Traffic Report. Three copies of a submittal of a traffic report when required.
15. Evidence of Compliance. The City may require evidence of compliance with all applicable federal, state, and local laws and regulations.
16. A document stating UDOT approval for access on to any state road.
17. Fee. The processing fee of \$500.00 plus \$100.00 per lot (residential) shall be paid in full or the processing fee of \$1000.00 plus \$100.00 per lot (commercial) shall be paid in full or the processing fee of \$500.00 plus \$150.00 per lot (sensitive lands) shall be paid in full depending on the type of land in question. A Newspaper Public Notice Fee of \$75.00 per advertisement shall also be paid in full.

Applicant Certification

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that The City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. 99-01218-01. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof. **Further I understand that any permit granted by the City Council will expire one (1) year from the date the approval was granted.**

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Utility Notification Form

Development Name: _____ Commercial / Residential *Circle One*

Development Address: _____

Developer Name: _____ Developer Contact: _____

Developer Business Address: _____

Developer Tel / Office# _____ Cellular# _____ Fax# _____

The utility companies listed need to receive plans and necessary information for the above stated development to begin the process for providing their services to this project.

Plans will not be approved by the city until this document is completed and returned.

QUESTAR GAS

Name: _____ Title / Position: _____ Tel# _____

(Please print)

Signature: _____ Date: _____

Suggested Contact: **Valerie Young (801) 853-6558**

COMCAST CABLE TELEVISION

Name: _____ Title / Position: _____ Tel# _____

(Please print)

Signature: _____ Date: _____

Suggested Contact: **Sheryl Pehrson (801) 401-3023 sheryl_pehrson@cable.comcast.com**

QWEST

Name: _____ Title / Position: _____ Tel# _____

(Please print)

Signature: _____ Date: _____

Suggested Contact: **Developer Contact Group 1-800-526-3557**

Rocky Mountain Power / City Power

Name: _____ Title / Position: _____ Tel# _____

(Please print)

Signature: _____ Date: _____

Suggested Contact: **Rocky Mountain Power Customer Service 1-800-469-3981**
www.rockymtnpower.net/buildersrequest

UDOT / Utah Department of Transportation

Name: _____ Title / Position: _____ Tel# _____

(Please print)

Signature: _____ Date: _____

Suggested Contact: **Barry Sawsak (801) 227-8018 or Fess Scott (801) 227-8017**