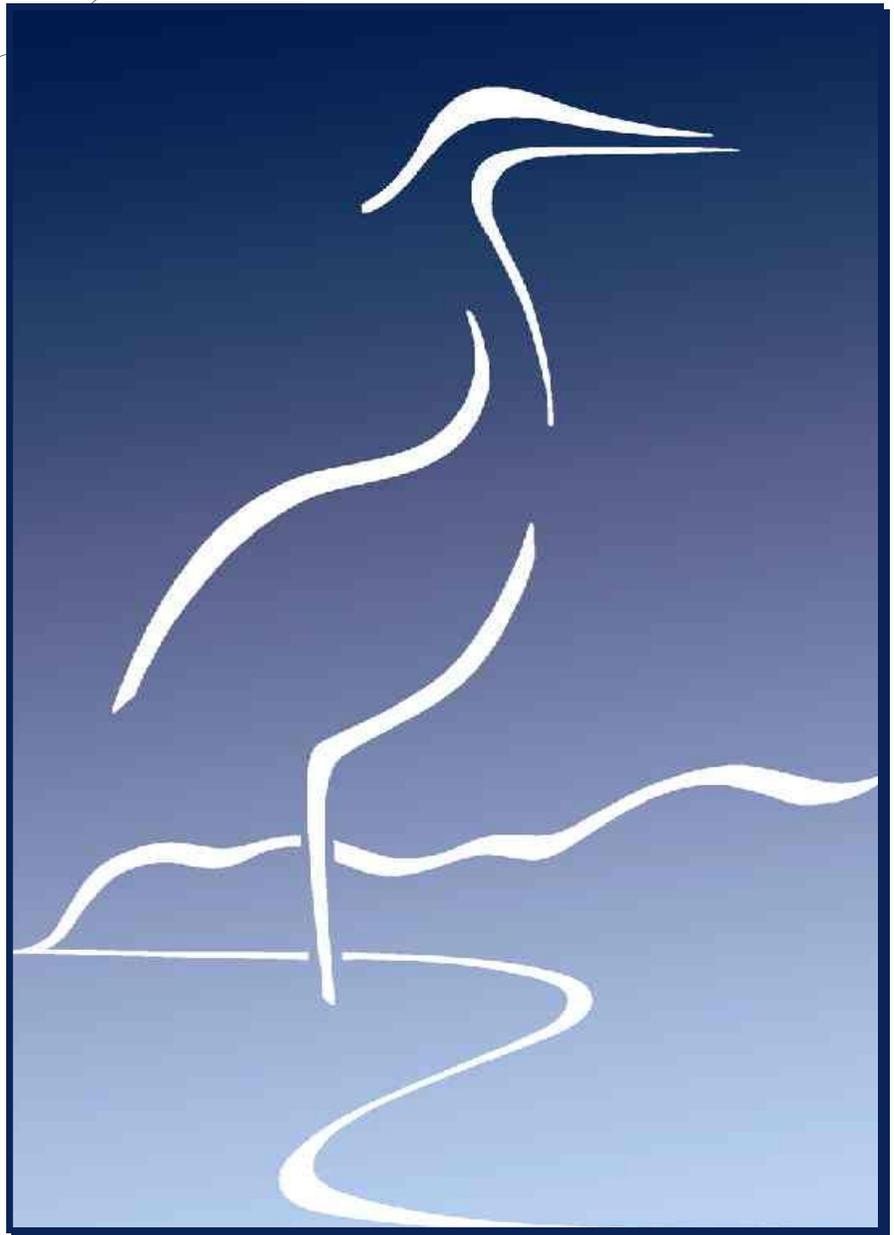


CITY OF SARATOGA SPRINGS

# 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 21,000 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 fluid 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</b>
<b>Engineering</b>	<b>(801) 766-6506</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 x104</b>



# BUILDING DEPARTMENT PERSONNEL LIST

Building Department Phone No. 801-766-6507

**Mark Chesley**  
**Building Official**  
**801-766-6507 Ext. 102**

The Building Official is responsible for overseeing the overall operation of the Building Department for the City of Saratoga Springs. He ensures that all new construction, remodels, repairs and additions that are regulated by the State and locally adopted building, plumbing, mechanical and electrical codes have the proper permits and inspections to assure compliance with the corresponding codes. Provides interpretations of the adopted codes. He reviews all building plans for completeness and compliance prior to the issuance of the permits and sees that all of the required inspections are complete before the issuance of the Certificate of Occupancy.

**Angela Smith**  
**Permit Technician**  
**801-766-6507**

The Permit Technician is responsible for the day to day operation of the Building Department office and maintenance of the department's records. She is responsible for accepting permit applications and submittal documents, processing applications, assessing permit fees, issuing building permits and reporting permit activity to all interested parties and agencies. She schedules inspections, processes utility clearances and documents project completion. She works closely with the Building Official, Inspectors and members of other departments within the City to coordinate job related duties and assist Contractors and Homeowners.

**Richard Hartwell**  
**Building Inspector**  
**801-766-6507 Ext. 108**

Certified Inspector.  
Works with Architects, Engineers, Builders and Home Owners in all issues relating to building codes. Conducts all required inspection on construction projects to ensure compliance to all of the State and Locally adopted building, plumbing, mechanical, electrical and City codes and ordinances. Works with the Building Official in issues involving code interpretations, enforcement and plan reviews.

**Paul Tidwell**  
**Building Inspector**  
**801-766-6507 Ext. 119**

Certified Master Code Professional.  
Works with Architects, Engineers, Builders and Home Owners in all issues relating to building codes. Conducts all required inspection on construction projects to ensure compliance to all of the State and Locally adopted building, plumbing, mechanical, electrical and City codes and ordinances. Works with the Building Official in issues involving code interpretations, enforcement and plan reviews.

**Nick Daniels**  
**Building Inspector**  
**801-766-6507 Ext. 109**

Certified Inspector.  
Works with Architects, Engineers, Builders and Home Owners in all issues relating to building codes. Conducts all required inspection on construction projects to ensure compliance to all of the State and Locally adopted building, plumbing, mechanical, electrical and City codes and ordinances. Works with the Building Official in issues involving code interpretations, enforcement and plan reviews.

# ENGINEERING DEPARTMENT PERSONNEL LIST

Department Phone No. 801-766-6506

**Jeremy Lapin**  
**City Engineer**  
**801-766-9793 Ext. 137**

The City Engineer is responsible for reviewing, commenting, and approving/stamping developer construction plans. They will make recommendations regarding bond calculations and releases.

**Mark T. Edwards**  
**Capital Facilities Manager**  
**801-766-6504**  
**801-766-6506 Ext. 118**

The Capital Facilities Manager oversees all City construction projects. He makes sure all inspections are being performed in a timely matter on subdivision & commercial projects. He reviews plans and follows-up to make sure all improvements are built to code and compliant to the City Standard and Specifications published manual.

**Shane Bennett**  
**Inspector**  
**801-310-8142**  
**801-766-6506 Ext. 131**

Inspectors are responsible for overseeing construction activities, performing inspections, ensuring compliance to the City's standard specifications and drawings.

**Travis Hysell**  
**Inspector**  
**801-830-1690**  
**801-766-6506 Ext. 139**

Inspectors are responsible for overseeing construction activities, performing inspections, ensuring compliance to the City's standard specifications and drawings.

**Brian Gallegos**  
**GIS Technician**  
**801-766-9793 Ext. 129**

The GIS Technician coordinates with the Data Collection position to aid in inventory of utility data. He is responsible for conducting analysis for engineering, public utility and administrative projects and produce cartographic representation of results.

**Karl Schempp**  
**GPS Data Collector**  
**801-766-9793 Ext. 135**

The GPS Data Collector is responsible for data collection using GPS, GIS, and digital imaging technologies. He is responsible for collecting data which includes, but is not limited to, underground utilities, curb, gutter, sidewalks, street lights, fire hydrants, water and sewer pumps, lines, valves and fixtures and all other existing and planned public infrastructure.

**Holly Neibaur**  
**Administrative Assistant**  
**801-766-6506**

The Administrative Assistant performs secretarial and administrative functions related to the preparation of reports, statistical data, correspondence, confidential memoranda, bond releases, meetings, and other documents for the Engineer's Office.

**Holly Geilman**  
**Administrative Assistant**  
**801-766-6506**

The Administrative Assistant performs secretarial and administrative functions related to the preparation of reports, statistical data, correspondence, confidential memoranda, bond releases, meetings, and other documents for the Engineer's Office.

## PLANNING DEPARTMENT PERSONNEL LIST

**Kimber Gabryszak**  
**Planning Director**  
**801-766-9793 Ext. 107**

The Planning Director is involved in overseeing long range planning, such as updating the City general plan and parks master planning and is also involved current planning by overseeing the review of all development applications. The Planning Director makes sure that all of the requirements of the Land Development Code have been met, schedules the project for necessary public hearings and presents the project to the Planning Commission and/or the City Council.

**Sarah Carroll**  
**Senior Planner**  
**801-766-9793 Ext. 106**

The Senior Planner assists in the long range planning, such as updating the City general plan and parks master planning and is also involved in current planning by reviewing a range of applications including: master plans, zone changes, site plans, subdivisions, conditional uses, and signage. The Senior Planner checks to make sure that all of the requirements of the Land Development Code have been met and works with the Planning Director to schedule items, and presents projects to the Planning Commission and/or the City Council.

**Scott Langford**  
**Senior Planner**  
**801-766-9793 Ext. 116**

The Senior Planner assists in the long range planning, such as updating the City general plan and parks master planning and is also involved in current planning by reviewing a range of applications including: master plans, zone changes, site plans, subdivisions, conditional uses, and signage. The Senior Planner checks to make sure that all of the requirements of the Land Development Code have been met and works with the Planning Director to schedule items, and presents projects to the Planning Commission and/or the City Council.

**Chantelle Rosson**  
**Administrative Assistant**  
**801-766-9793 Ext. 126**

The Administrative Assistant performs secretarial and administrative functions related to the preparation of reports, statistical data, correspondence, confidential memoranda, scheduling of meetings, and routing and gathering reviews from department heads on a range of applications including: master plans, zone changes, site plans, subdivisions, conditional uses, and signage. Once review comments are received from each department the Administrative Assistant returns those comments to the applicant.

# PUBLIC WORKS PERSONNEL LIST

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

**George Leatham**  
**Public Works Director**  
**801-766-9793 Ext. 205**

The Public Works Director oversees and manages responsibilities within the department. He insures that City ordinances, governing laws and City procedures are followed. He organizes, and monitors yearly work, and programs. He is responsible for overseeing the budget in relation to the department and monitoring expenditures. He works and coordinates with other government agencies and contractors on operations and maintenance projects.

**Matt Allinson**  
**Culinary Water**  
**801-766-9793 Ext. 213**

Oversees the maintenance of the City Culinary Water System. Responsible for all routine water samples and reports concerning drinking water to the Utah Division of Drinking Water. Maintains water wells to keep them clean, running and working properly. Is responsible for fire hydrants, water lines, the setting of meters, and shutting on/off of water valves.

**Chris Carman**  
**Secondary Water**  
**801-766-9793 Ext. 216**

Is responsible for the service repairs, and maintenance of the City's secondary water system. Checks grates, ponds, and wells for regular wear and tear. Responds to water leaks and other secondary water problems.

**Brian Robinson**  
**Sewer/Storm Drain**  
**801-766-9793 Ext. 214**

Maintains sewer and storm drain lines by ensuring lines are free of debris, bellies, and bad joints. Make sure all City sewer/storm drain infrastructure meet state EPA requirements. Does routine manhole checks to ensure flow is consistent, and normal.

**Rick Kennington**  
**Parks**  
**801-766-9793 Ext.217**

Monitors and maintains the City's Parks, landscaping, marina and jetties. Is responsible for playground safety inspections, pavilions, City restrooms and facilities.

**Doug Stout**  
**Electrician**  
**801-766-9793 Ext. 202**

Maintenance and is responsible for all the electrical pumps and booster stations. Is responsible for making sure all the street lights and school zone flashing lights are working.

**Holly Neibaur**  
**Administrative Assistant**  
**801-766-6506**

Performs a variety of general administrative, executive and clerical duties for the Public Works Director and staff. Creates and completes files, work orders, and requisitions. Compiles various reports, statistical data, correspondence, memoranda and other documents. Receives and responds to citizen's telephone calls, questions, and concerns.

**Holly Geilman**  
**Administrative Assistant**  
**801-766-6506**

Performs a variety of general administrative, executive and clerical duties for the Public Works Director and staff. Creates and completes files, work orders, and requisitions. Compiles various reports, statistical data, correspondence, memoranda and other documents. Receives and responds to citizen's telephone calls, questions, and concerns.

# RECORDER'S DEPARTMENT PERSONNEL LIST

**Lori Yates**

**Recorder**

**801-766-9793 Ext. 103**

The City Recorder is responsible for maintaining the records of the City.

Recordation of development plats.

Preparing the agenda and packet materials for City Council and Planning

Commission meetings.

Taking minutes for both meetings. Municipal elections.

# UTILITIES DEPARTMENT PERSONNEL LIST

**Debbie Elms**  
**Treasurer/Utility Manager**  
**801-766-9793 Ext. 104**

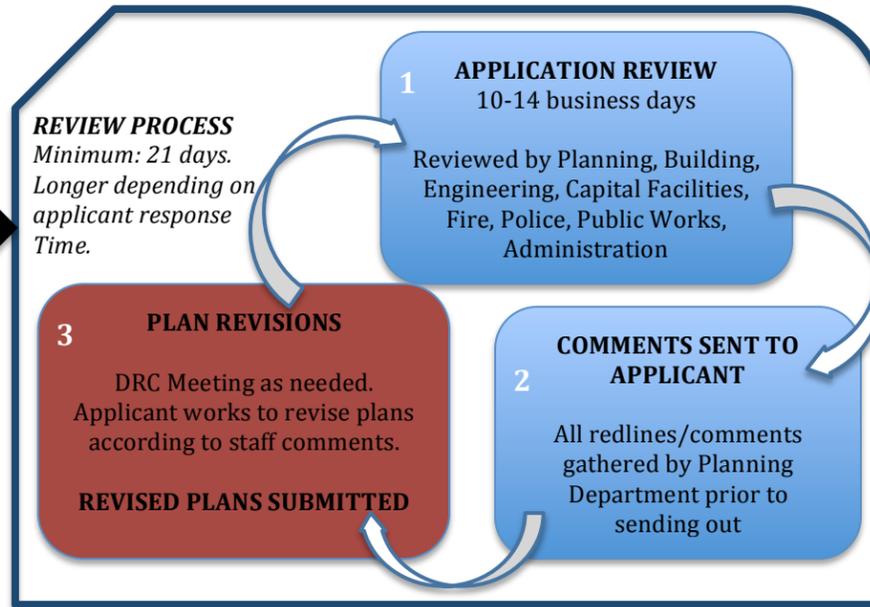
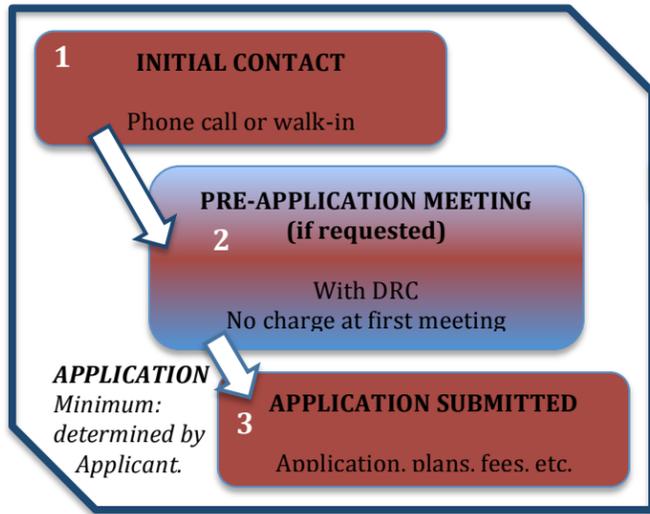
Serves as custodian for all City monies, bonds or securities. Makes daily deposits of funds received and accounted for by Utilities Manager. Monitors cash management programs, maintains all City investments, tracks interest revenues and makes periodic transfers of monies between City accounts as necessary. Is responsible for the utility billing and accounts receivable function including billing, meter reading schedule, system maintenance activities, rate updating, account analysis and reconciliation, database administration and troubleshooting.

**Receptionist/Utility Clerk**  
**801-766-9793 Ext. 100**

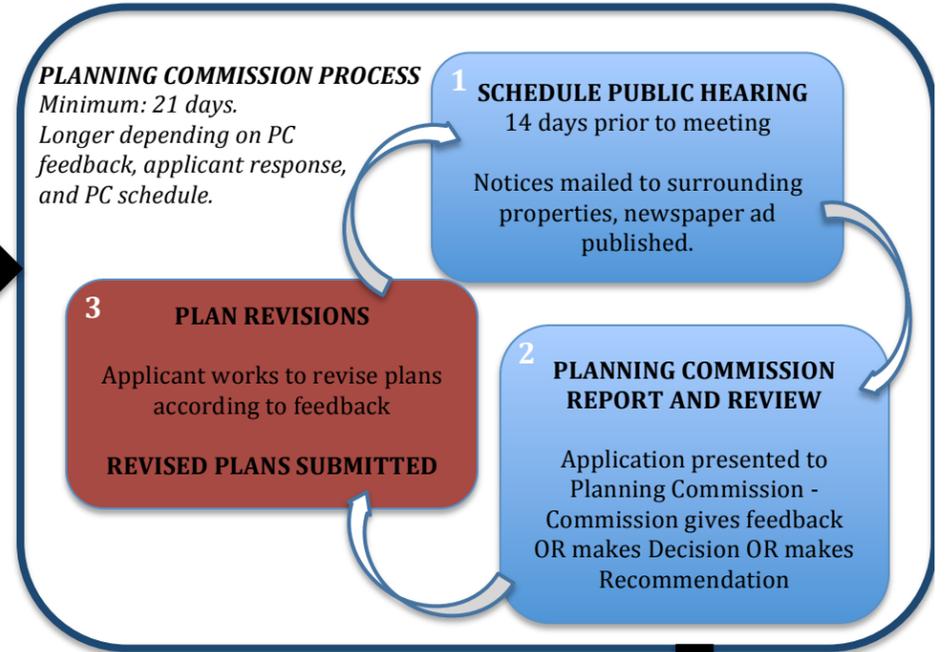
The Receptionist/Utility Clerk is responsible for creating new utility accounts for structure(s) before residency. Once a utility application is received by the developer, a service order will be generated to have a water meter set.

- CITY RESPONSIBILITY
- APPLICANT RESPONSIBILITY
- SHARED RESPONSIBILITY

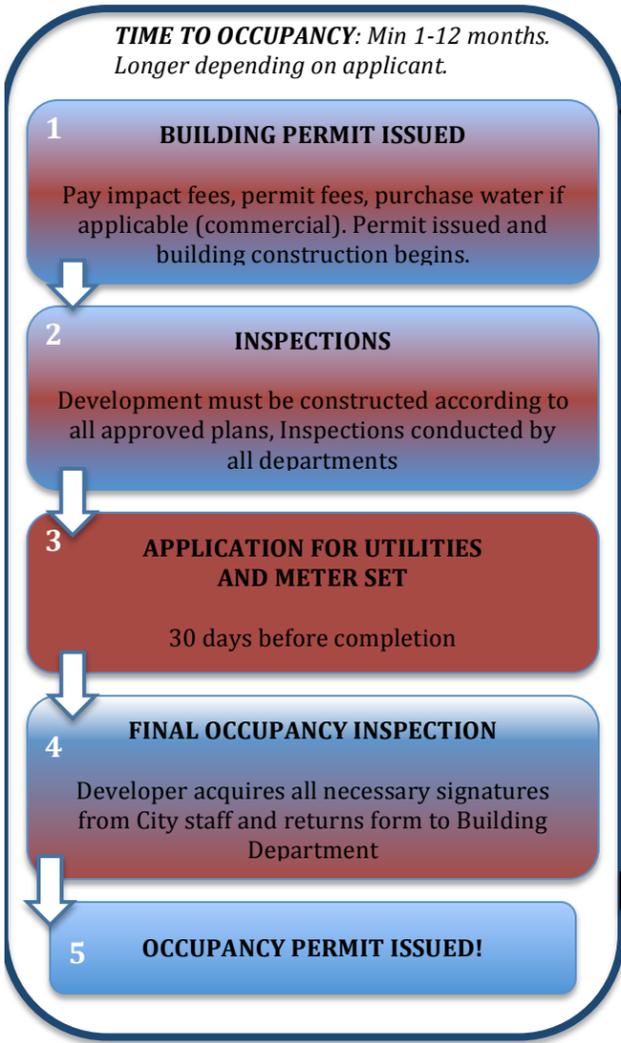
# Saratoga Springs City Development Review Process



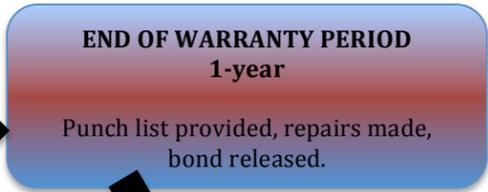
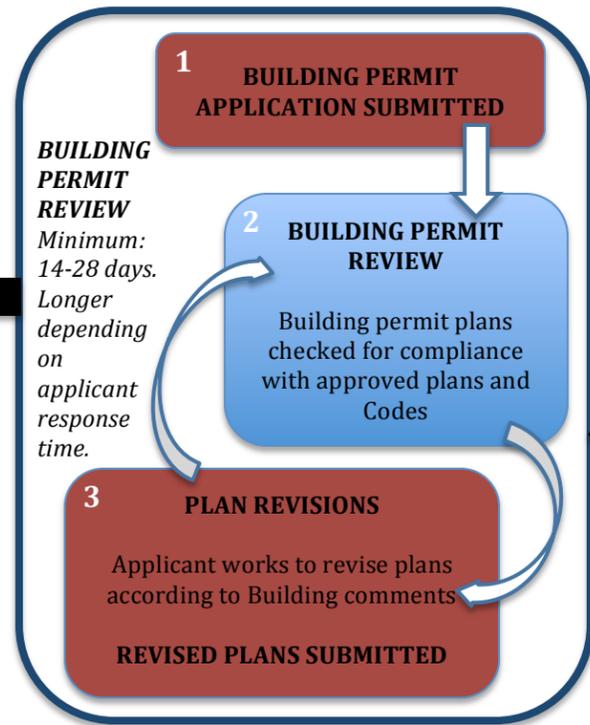
**STAFF REVIEW COMPLETE**  
When revised plans address all of staff's comments



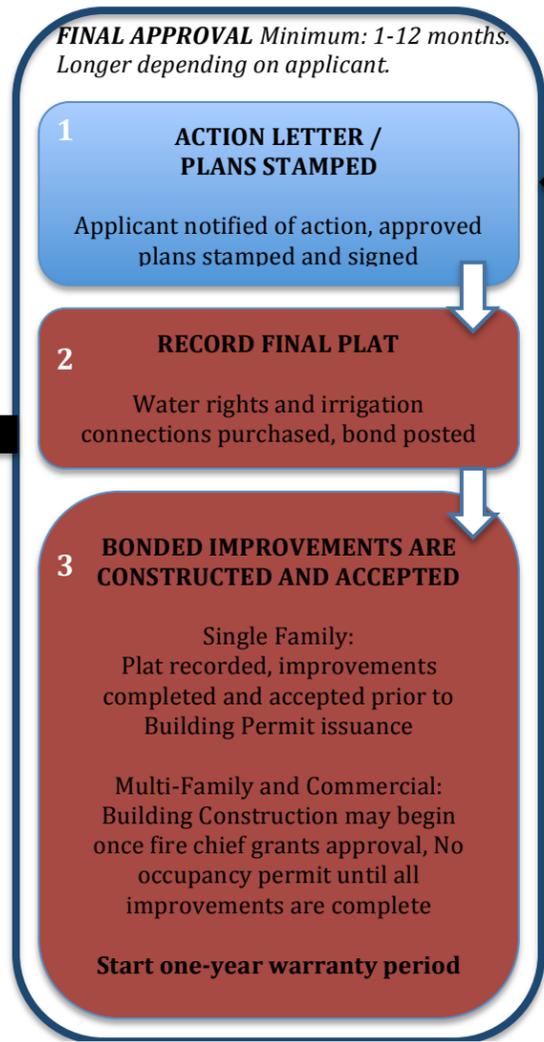
**PLANNING COMMISSION PROCESS COMPLETE**  
When decision or recommendation made.



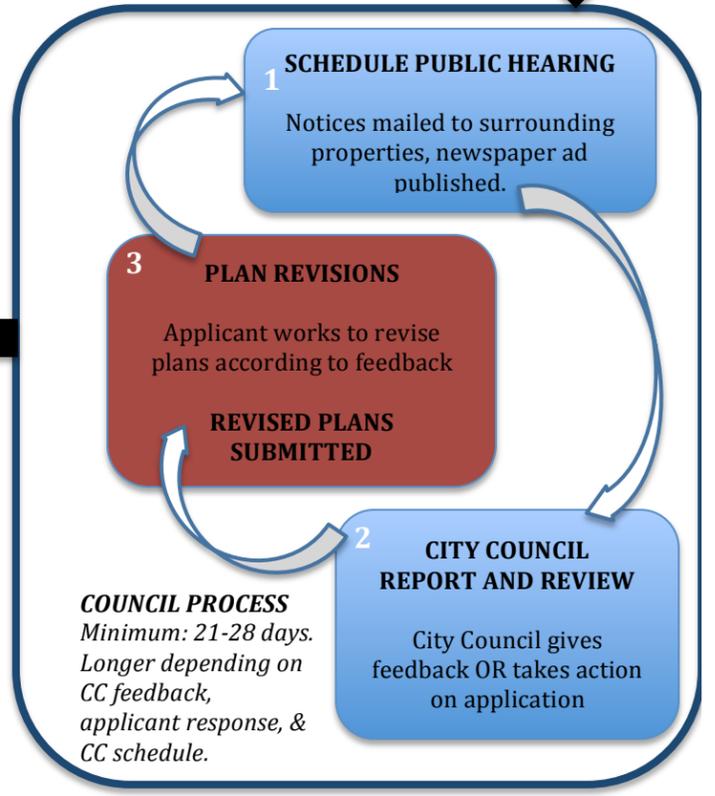
**BUILDING PERMIT REVIEW COMPLETE**  
When all corrections made and fees paid.



**PROJECT COMPLETED**



**COUNCIL PROCESS COMPLETE**  
When decision made.



# 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 a phone call to let you know that you may pick up the comments and 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.
- Most applications require notices to be placed in the newspaper and mailed to surrounding property owners, therefore, your application materials must be acceptable approximately 2-3 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 Plans
- Bond Calculations
- Review and inspection fees paid to Lori Yates, City Recorder, based on bond calculations
- Provide State NOI permit.

To schedule a pre-construction meeting please contact Holly Neibaur at 801-766-6506 at least twenty-four 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 requirement set forth by the City Standards and Specification, and/or applicable codes. You will also be given a pre-construction packet with discussion items and application documents you may need. (See Exhibit A- Preconstruction Packet p.10)

### **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-Inspection Sheet p.27)

### **PARTIAL BOND REDUCTION/RELEASES**

Partial bond reductions/releases are provided to a developer as work on a project is completed. A partial bond reduction is issued when a bond has yet to be posted, where a partial bond release is given when a bond has been posted.

#### **For Example:**

**Partial Bond Reduction:** Jon Doe has started a development; the total cost for the development based on the bond calculation is \$1,000,000.00. He has completed \$500,000.00 worth of work and has requested for a partial bond reduction, which was then approved by the City. However, since he has not yet posted a performance bond, the amount of the bond to be posted as of 'today' would be \$500,000.00.

**Partial Bond Release:** Jane Doe has also started a development. Her total cost for the development is \$1,000,000.00. She too has completed \$500,000.00 worth of work. However, Jane has already posted a bond. She emails the City and request for a partial bond release. The release is approved and the City issues a letter to the bond company for a release of funds of \$500,000.00 back to the developer.

## Steps & Procedures

It is the responsibility of the developer to request by way of fax, email, or letter, a partial bond reduction/release. That letter will need to be sent to Holly Neibaur, Administrative Assistants, [hneibaur@saratogaspringscity.com](mailto:hneibaur@saratogaspringscity.com). If a release of funds is approved, a letter will be submitted to you and the bond holder to release the allotted amount of funds. (See Exhibit C-Bond Release/Reduction Procedure Flow Chart p. 29)

## **GETTING ONTO WARRANTY**

### **RECORDATION/BOND POSTING**

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
  - Bonds accepted by the City are: Cash, Escrow, or Letter of Credit

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

### **FINAL WALK-THRU**

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 schedule 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. Once items are completed, accepted, plat recorded, and bond posted, building permits may be issued. (See Exhibit D- Example of Begin of Warranty Punch List p.31)

### **BEGINNING WARRANTY**

Once all items on the punch list are completed, approved, bond posted, and recorded, the developer can begin the process of starting the warranty period. The City Inspector will request a letter from the Engineer stating that the developer's project is in good standing and up to City Standards and Specification. The City Engineer will then write a recommendation to the City Council suggesting that the developer's project begin the 12 month warranty period. Once approval is given by the City Council, a letter of acceptance of the project will be given to you, and the City will release the 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 90 days before the expiration of the warranty period, a letter will be mailed to you informing you that the project is due to come out of warranty. At that time 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. Once written notice has been given by the developer, a walk-thru will be performed by a City inspector and a punch list of those items needing repair will be mailed to the developer.

### **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. The City Engineering Inspector will send a request to the Engineer stating that everything is within the guidelines of the City and suggest that we issue a final release and accept the subdivision. The City Engineer will then address a letter to the City Council suggesting they approve the project, have the City take acceptance, and release the remaining funds in the bond. If the City Council approves, a letter of acceptance will be issued to you and the bond company notifying you 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





## 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>Approved</b>	
		<b>Yes</b>	<b>No</b>
		<b>Date Received</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"/>



## Saratoga Springs Irrigation 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"	Elster	M170 Multi-Jet	12"	_____
1.5"	Elster	T4000	10"	_____
2"	Elster	evoQ4	10"	_____
3"	Elster	evoQ4	12"	_____
4"	Elster	evoQ4	14"	_____
6"	Elster	evoQ4	18"	_____
8"	Elster	evoQ4	20"	_____

All Meters to be ordered with Itron 60w Encoder.

Contact Salesperson: Dusty Sims  
C: 801-499-0902  
Dusty.Sims@oldcastleprecast.com



State of Utah  
Department of Transportation  
SWPPP Inspection Checklist

Project: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

PN: \_\_\_\_\_

Weekly/Monthly/ Inspection: \_\_\_\_\_ Rain Event: \_\_\_\_\_ Other: \_\_\_\_\_

**Codes:**

- |                                   |                                 |                                  |
|-----------------------------------|---------------------------------|----------------------------------|
| B = Berm                          | IOP = Inlet / Outlet Protection | SCE = Stabilized Const. Entrance |
| BL = Bio Log                      | MS = Material Storage           | SBB = Straw Bale Barrier         |
| BB = Brush Barrier                | M = Mulching                    | SR = Surface Roughening          |
| D = Dike                          | OD = Open Chute Drain           | ST = Sediment Trap               |
| EF = Environmental Fence          | R = Riprap                      | WD = Waste Disposal              |
| EV = Equip. / Veh. Wash Down Area | SB = Silt Bag                   | WB = Water Bar                   |
| G = Geotextiles                   | SF = Silt Fence                 | O = Other                        |
| GD = Gravel Check Dam             | SD = Slope Drain                |                                  |

**Action Items**

#	Code	Station	Description

Prioritization Action Items: \_\_\_\_\_ Recurring Action Items: \_\_\_\_\_

Overall Evaluation of Project:  
(Rank from 0 to 10)

- 0 = Project in noncompliance – No implementation of erosion control.
- 5 = Project in compliance – Needs improvements.
- 10 = Project in full compliance – No action items needed.

Signature: \_\_\_\_\_

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

Steps & Procedures



SARATOGA SPRINGS  
ENGINEERING DEPARTMENT

PERMIT NO. SAR-STX- \_\_\_\_\_ - \_\_\_\_\_.  
DATE APPROVED BY CITY \_\_\_\_\_.

EXCAVATION PERMIT

Application Date: \_\_\_\_\_ Permit Activation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Work Location (attach plan sketch): \_\_\_\_\_

Purpose/Method of Cut: \_\_\_\_\_

Pavement Type: \_\_\_\_\_ Approx Cut Size: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Responsible Party: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #(day): \_\_\_\_\_ Fax #: \_\_\_\_\_

Contractor: \_\_\_\_\_ State License #: \_\_\_\_\_

Project Foreman: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

READ THE FOLLOWING AND ATTACH REQUIRED DOCUMENTS

Provide a **\$500 one-year Performance and Warranty Bond**. The Performance and Warranty Bond shall be refunded at the end of the one year period (beginning upon completion date) upon written request received by the City. All **disturbed areas must be re-landscaped, per city standards and specifications**. Pay all engineering, inspections, and other fees specified by City ordinances and fee schedule.

- \$200 for all roads over 3-years old      Approved by: \_\_\_\_\_
- \$800 for all roads under 3-years old      Approved by: \_\_\_\_\_
- No fees needed, road cut associated with bonded subdivision improvements      Approved by: \_\_\_\_\_
- No fees needed, franchise agreement      Approved by: \_\_\_\_\_

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

- Submittal proof of insurance is required.
- The applicant must notify the following **parties twenty-four (24) hours**, in advance, before any work is started:
  - City Engineering Inspector or Public Works Director 801-766-9793
  - Alpine School District 801-756-8400

Steps & Procedures

- Saratoga Springs Fire Department 801-766-6505
- Saratoga Spring Police Department 801-766-6503
- Police Dispatch 801-851-4100
- All signage shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and a traffic control plan must be attached adhering to MUTCD standards.

*On the reverse side of this form or on an attached sheet, furnish a plat map or sketch showing location of the excavation, its depth, width and length, edge of asphalt, centerline of street, north arrow, and scale of drawing.*

Applicant 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.

*In consideration for the granting of an excavation permit by the City of Saratoga Springs, the above-named applicant hereby promises (1) to perform the excavation applied for in a professional manner and in conformity with ordinances of the City of Saratoga Springs; and (2) to save harmless the City of Saratoga Springs, its officers, agents, employees or servants from any and all costs, damages and liabilities that which may accrue or be claimed to accrue by reason of any work performed under a permit issued pursuant to this application.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL 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 Approved (needs to be attached) Approved by: \_\_\_\_\_
- Project plans to Engineering Director Approved by: \_\_\_\_\_

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

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

Engineering Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Inspections Done After 1 Year of Completion**

- Patch Inspection Completed: By: \_\_\_\_\_ Date: \_\_\_\_\_
- Bond Release Issued Date: By: \_\_\_\_\_ Date: \_\_\_\_\_

Steps & Procedures



Utility Notification Form

Development Name: \_\_\_\_\_ Commercial / Residential \* Circle One \*
Development Address: \_\_\_\_\_
Developer Name: \_\_\_\_\_ Developer Contact: \_\_\_\_\_
Developer Business Address: \_\_\_\_\_
Developer Tel/Office# \_\_\_\_\_ Cell# \_\_\_\_\_ 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: Jamie Williams (801) 324-3735

COMCAST CABLE TELEVISION

Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_ Tel # \_\_\_\_\_
(Please Print)

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

Suggested Contact: Matt Young (801) 401-3023

QWEST/CENTURY LINK

Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_ Tel # \_\_\_\_\_
(Please Print)

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

Suggested Contact: JoLynn Griner (801) 374-4443

ROCKY MOUNTAIN POWER/City Power

Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_ Tel # \_\_\_\_\_
(Please Print)

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

Suggested Contact: Rocky Mountain Power/Customer Service @ 1-888-221-7070

UDOT/Utah Department of Transportation

Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_ Tel # \_\_\_\_\_
(Please Print)

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

Suggested Contact: Wade Laycock (801) 227-8017 wlaycock@utah.gov



## 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
- 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- Builts to be provided and approved

## Steps & Procedures

### 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-Builts 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-builts
- 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- Builts 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,
  - 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

## Steps & Procedures

### 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



**RESOLUTION NO. 02-0924-02**

**A RESOLUTION REPEALING RESOLUTION NUMBER 02-0122-02; AMENDING THE CITY'S CONSTRUCTION POLICIES RELATED TO THE ISSUANCE OF BUILDING PERMITS AND FINAL OCCUPANCY APPROVALS; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City of Saratoga Springs has experienced rapid residential development and has approved several master development plans and final subdivision plats; and,

WHEREAS, the City has attempted to address the problem of builders and residents wanting to build and occupy new homes prior to the completion of asphalt in the winter; and,

WHEREAS, the City has a desire to allow building year round, and also to protect future homeowners from living for long periods of time in unfinished neighborhoods.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SARATOGA SPRINGS, UTAH, THAT:

1. That Resolution Number 02-0122-02 is hereby repealed.
2. The policy statement attached to this resolution is hereby adopted and shall become the City's building permitting and occupancy policy for residential development within the City.
3. This policy shall immediately be in effect for a period not to exceed twelve months from the date of adoption and shall be included in new master development plan agreements and project development agreements.
4. This policy shall not affect plats that have been previously approved and that have development agreements with the City that allow for the construction policies in Resolution Number 02-0122-02 or plats that were approved prior to that resolution that may have additional construction related approvals.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

Signed: \_\_\_\_\_  
Timothy L. Parker, Mayor

Attest: \_\_\_\_\_

City Recorder

\_\_\_\_\_

Date



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

1. Subdivision plat must be approved, signed and recorded.
2. All required on and off-site improvements shall be completed\*, including, but not limited to, curb, gutter, roads completed according to final grade requirements, public and private utility systems, fire protection, street signs and functioning street lights.

*\* An exception may be granted by the City's Development Review Committee (DRC) for the installation of asphalt in poor weather months by meeting the provisions contained herein for such exceptions.*

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

1. All required final inspections of the structure(s) must be complete.
2. All subdivision improvements shall be complete 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 this 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.



## **REQUIREMENTS FOR THE GRANTING OF EXCEPTIONS FOR THE INSTALLATION OF ASPHALT DURING WINTER MONTHS**

The City's Development Review Committee (DRC) may grant exceptions for the installation of asphalt if the following conditions are met.

1. All other (besides asphalt) on and off-site improvements have been installed in order to meet the requirements for the issuance of building permits and certificates of occupancy contained herein.
2. The facilities providing asphalt materials have been closed for the winter season.
3. The developer responsible for the installation of asphalt materials completes an agreement that contains the following provisions:
  - the underlying streets must be completed up to the point of installation of asphalt;
  - additional hard surface materials shall be placed on the streets up to the level of the finished grade to provide protection for manholes, storm drain inlets, curb and gutter and any other facilities that need such protection;
  - maintenance of the unfinished streets shall be the responsibility of the master developer and they shall respond promptly to the City's request for maintenance;
  - cash funds shall be deposited with the City in an interest bearing account (refundable, including interest, to the developer) for the estimated value of the costs for removal of the excess materials, repair of the road surface, placement of asphalt and an administrative charge that will be kept by the City in the case of non-performance or the City having to complete the project.
  - within 30 days of the opening of asphalt facilities after winter months, the developer shall complete the installation of asphalt. This includes removal of excess materials, preparation and repair of road surface, including replacement of damaged materials, cleaning out storm drains, if necessary, and installation of asphalt surface.
4. The City reserves the right to immediately stop work on all permitted activities within any phase of a subdivision that has been granted an exception if a developer fails to respond within the time and in the manner directed by the City to repair, maintain or otherwise provide clean, safe and efficient access into that phase.
5. In the event of a failure to comply with the agreement after the end of the 30-day period requiring completion of asphalt, the City may complete the required improvements and use the funds provided by the developer to pay for the completion of the required road improvements, including funds provided for administration of the project.



## REQUIREMENTS FOR ISSUANCE OF BUILDING PERMITS (Model Homes)

1. Subdivision plat must be approved, signed and recorded.
2. Only three permits will be issued per builder in each full plat.
3. Roads must be completed such that they provide reasonable access to the structure.
4. Fire protection will be provided according to requirements set and approved by the City Fire Chief. A dedicated tanker may be utilized if approved by the Chief.
5. Property corners must be marked according to lots lines as designated by the recorded plat.
6. City Engineer must be satisfied that all required off-site and on-site improvements will be in place for the full plat in which permits are being requested within forty-five days of issuance of first building permit.
7. If off-site and on-site improvements are not completed within the forty-five days of the issuance of the first building permit the City may suspend issuance of additional permits until improvements are completed.

NOTE: Developer may seek an exception before the Development Review Committee to the "three permit requirement" listed in number 2 by addressing criteria as required by the DRC. Developer may also seek an exception before the DRC to the required completion of on and off-site improvements as specified in number 6. However, the following must be in place and will not be considered for exception:

- Sewer necessary for service to individual residences.
- Culinary water service to individual residences.

The developer may appeal the DRC decision to the City Council whose decision will be final and binding.



## **REQUIREMENTS FOR ISSUANCE OF OCCUPANCY PERMITS (Model Homes)**

1. All required off-site (except for parks and park amenities) and on-site improvements must be in place for the total lot of the model home prior to issuance of Occupancy Permits. An exception will be made for asphalt if weather does not permit. However, a City callable bond will be required and may be called if the developer fails to install asphalt within four weeks of weather permitting.
2. All required final inspections must be completed.

NOTE: Developer may seek an exception before the Development Review Committee to the “three permit requirement” listed in number 2 above by addressing criteria as required by the DRC. Developer may also seek an exception before the DRC to the required completion of on and off-site improvements as specified in number 6 above. However, the following must be in place and will not be considered for exception:

- Sewer necessary for service to individual residences.
- Culinary water service to individual residences.

The developer may appeal the DRC decision to the City Council whose decision will be final and binding.

# EXHIBIT B INSPECTION SHEET

# Steps & Procedures



SARATOGA SPRINGS

## City of Saratoga Springs Inspection Report

Inspector's Name \_\_\_\_\_ Date \_\_\_\_\_

Property address \_\_\_\_\_ Project # \_\_\_\_\_

Project Name \_\_\_\_\_

Time \_\_\_\_\_

Initial Inspection  
 Re-Inspection  
 Complaint

Weather \_\_\_\_\_

Type of inspection	
<b>Sewer:</b>	
<input type="checkbox"/>	Manholes
<input type="checkbox"/>	Pipe installation / Alignment
<input type="checkbox"/>	Bedding / Backfill
<input type="checkbox"/>	Video / Compaction / Testing
<input type="checkbox"/>	Laterals
<input type="checkbox"/>	Miscellaneous
<b>Storm Drain:</b>	
<input type="checkbox"/>	Manholes / Catch Basins / Boxes
<input type="checkbox"/>	Pipe installation / Alignment
<input type="checkbox"/>	Bedding / Backfill
<input type="checkbox"/>	Video / Compaction / Testing
<input type="checkbox"/>	Laterals
<input type="checkbox"/>	Miscellaneous
<b>Water:</b>	
<input type="checkbox"/>	Pipe installation / Alignment
<input type="checkbox"/>	Bedding / Backfill
<input type="checkbox"/>	Tape / Wire
<input type="checkbox"/>	Thrust Blocks
<input type="checkbox"/>	Compaction Testing
<input type="checkbox"/>	Pressure Test / Bacteria Test
<input type="checkbox"/>	Services / Boxes
<input type="checkbox"/>	Valves
<input type="checkbox"/>	Hydrants
<input type="checkbox"/>	Miscellaneous
<b>Irrigation:</b>	
<input type="checkbox"/>	Pipe installation / Alignment
<input type="checkbox"/>	Bedding / Backfill
<input type="checkbox"/>	Tape / Wire
<input type="checkbox"/>	Thrust Blocks
<input type="checkbox"/>	Compaction Testing
<input type="checkbox"/>	Pressure Test / Bacteria Test
<input type="checkbox"/>	Services / Boxes
<input type="checkbox"/>	Valves
<input type="checkbox"/>	Hydrants
<input type="checkbox"/>	Miscellaneous
<b>Roads &amp; Streets:</b>	
<input type="checkbox"/>	Curb & Gutter
<input type="checkbox"/>	Sidewalk
<input type="checkbox"/>	Subgrade
<input type="checkbox"/>	Roadbase
<input type="checkbox"/>	Asphalt
<input type="checkbox"/>	Testing / Cylinders / Deflection
<input type="checkbox"/>	Raise Lids / Collars
<input type="checkbox"/>	Miscellaneous
<b>Miscellaneous:</b>	
<input type="checkbox"/>	Street Lights
<input type="checkbox"/>	Street Signs
<input type="checkbox"/>	Street Striping
<input type="checkbox"/>	Mudtracking / Air Quality
<input type="checkbox"/>	SWPP Plan

White Copy - File • Yellow Copy - Contractor • Pink Copy - Inspector

# EXHIBIT C

## BOND RELEASE/REDUCTION FLOW CHART

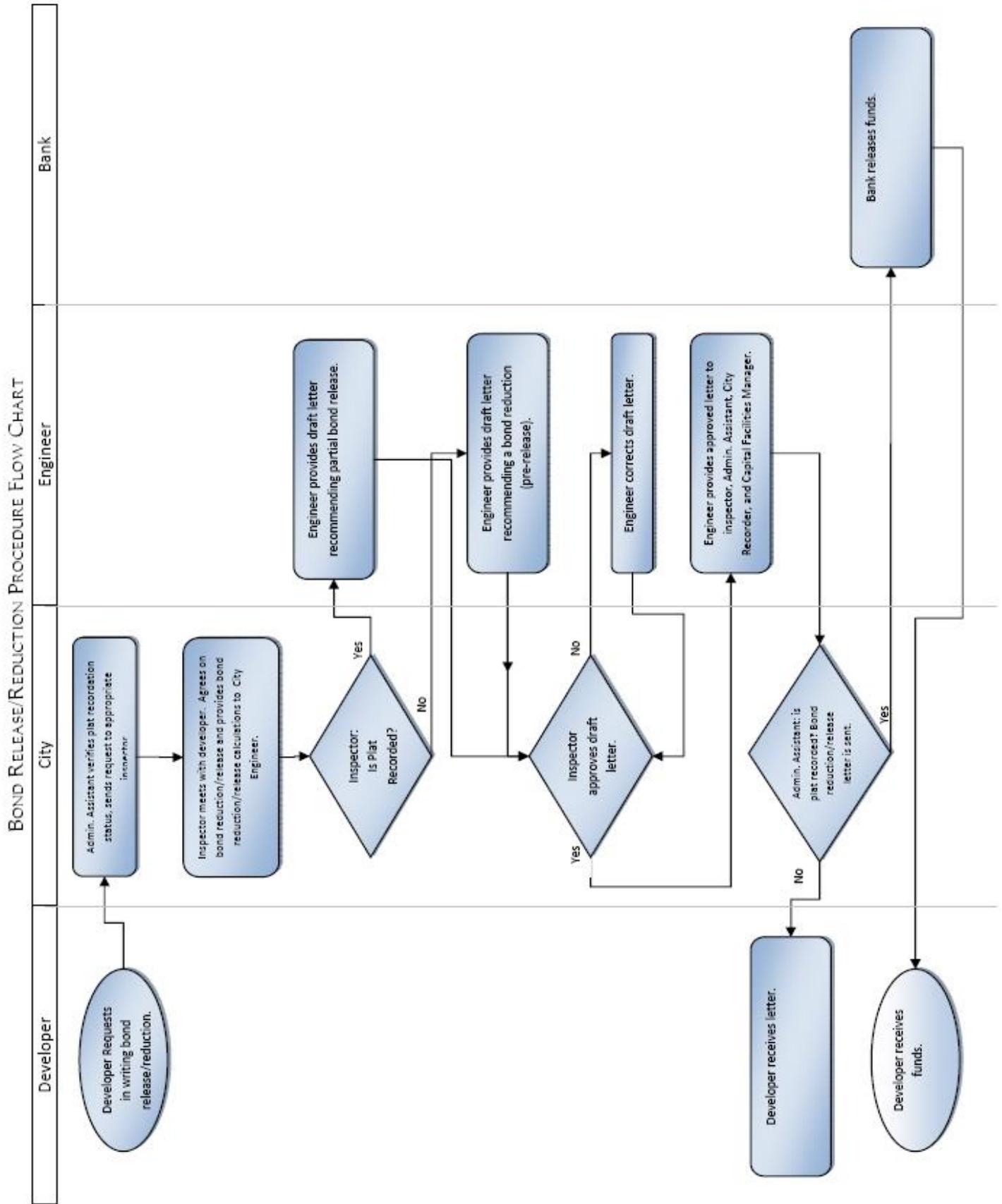


EXHIBIT D  
BEGIN OF WARRANTY PUNCH LIST EXAMPLE

Steps & Procedures



Date

Contractor

Attn:

Address

City, State, Zip

Fax:

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.

Please govern yourself accordingly.

Sincerely,

(Engineering Inspector) for Mark T. Edwards  
Capital Facilities Manager

cc: File

1307 NORTH COMMERCE DRIVE, SUITE 200 SARATOGA SPRINGS UTAH 84045  
P 801-766-9793 F 801-766-9794

# 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 Plan Application	\$12,000.00 plus \$75.00 noticing fee
2. Amendment to an Approved Master Development Plan	\$2,500.00 plus \$75.00 noticing fee
C. Rezoning Request:	
1. All rezoning requests	\$500.00 for 1 <sup>st</sup> acre, plus \$50.00 per acre or portion thereof, plus \$75.00 noticing fee
D. General Plan Amendment	\$1000.00 plus \$75.00 noticing fee
E. Code Amendment	\$500.00 plus \$75.00 noticing fee
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-All other	\$500.00 plus \$75.00 noticing fee
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) \$75.00 noticing fee
3. Minor Subdivision	\$750.00, plus \$100.00 per lot
4. Plat Amendment	\$500.00, plus \$50.00 per lot
5. Final 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)
6. Lot Line Adjustment	\$300.00
7. Street/Open Space Dedication Plat	\$500.00
8. Plat Vacation/Closure	\$500.00
9. Zoning Compliance Letter	\$50.00
10. Newspaper Public Notice Fee	\$75.00 per advertisement
11. Recording Fee	Current fee charged by Utah County Recorder
H. Site Plan Review Fees:	
1. Site Plan Concept Plan Review	\$500.00 plus \$50.00 per acre
2. Less than 10 acres	\$5000.00 plus \$75.00 noticing fee
3. More than 10 acres	\$5000.00 plus \$250.00 per acre plus \$75.00 noticing fee

## Development Fees

I. Annexation Application Fee \$500.00 + \$50.00 per acre, plus \$75.00  
noticing fee

### 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  |

**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
		0	0	0	0	0

ERUs = Total/40

Development Fees

**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.



CITY OF  
**SARATOGA SPRINGS**

**Contact Information**

**Property Owners/Developers for Commercial Areas.**

North Saratoga Center (East of Harvest Hills)

Office Warehouse  
Ryan Bybee  
801-616-2300

Regional Commercial  
Vaughn Mayo  
801-717-0179

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Boyer Company (Will develop the NW Corner near Pioneer Crossing & Redwood Rd.)

Wade Williams  
Director of Retail Development  
801-521-4781  
90 S. 400 W. Ste 200  
SLC, UT 84101  
[wwilliams@boyercompany.com](mailto:wwilliams@boyercompany.com)

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Northwest Corner (Wal-Mart):

Bill Gaskill  
Amsource  
358 South Rio Grande  
Suite 200  
Salt Lake City, Utah  
[bgaskill@amsource.com](mailto:bgaskill@amsource.com)  
801-994-7000

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Northeast Corner (Walgreens/McDonalds):

Roy Williams  
Phillips Edison & Company  
222 S. Main Street  
Suite 1730  
Salt Lake City, Utah 84101  
[rwilliams@phillipedison.com](mailto:rwilliams@phillipedison.com)  
801-983-6301

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Southeast Corner (Smith's):

Wardley-Mclauchlan  
Dan Cary  
801-560-9787  
[dan@saratogacity.com](mailto:dan@saratogacity.com)

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Summer Village (Near Subway)

Yutee 801-859-9102  
Previously Steve Larsen, 801-420-1546

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Harvest Hills Commercial space

Camilla Simonsen  
801-794-0660

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Sergeant Court Commercial

Garn McMullin  
801-253-1111  
801-910-4377  
10500 South 1300 West  
South Jordan, UT 84095

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Harvest Village (Directly North of Harvest Hills Blvd.)

Steve Anderson  
801-972-6222  
Sanderson@andersoneng.com

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Property – North of Harvest Village (West Side of Redwood Road)

Tracy Burnham  
801-404-0368  
tracy@decorativeinc.com

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Property – South of Smiths and Payne Dental (East side of Redwood Road)

Dan Cary  
801-560-9787  
dan@saratogacity.com

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Property – Northeast corner of Redwood Road and Pioneer Crossing

Dan Cary  
801-560-9787  
dan@saratogacity.com

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Property – Northwest corner of Pioneer Crossing and 2300 West

Dan Cary  
801-560-9787  
dan@saratogacity.com

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Cougar Rock Properties (north of the Car Doctors and Extra Space Storage)

Dave Southam  
Southam and Associates  
801-318-7731  
[dave@southamandassociates.com](mailto:dave@southamandassociates.com)

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Southwest Corner of SR73 and Redwood Rd. (Vacant Land Area)

Mark Horne  
Doug Horne  
801-373-4510  
Utah Valley Turf Farm Limited Partnership  
Harvest Commercial  
2750 N. University Ave # 100, Provo, UT 84604  
[wdoughorne@yahoo.com](mailto:wdoughorne@yahoo.com)  
[mark@hlpmail.com](mailto:mark@hlpmail.com)

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