



# Preliminary Plat Approvals in Holladay City

The City of Holladay incorporated in December, 1999 and adopted its own zoning ordinance in May, 2000. All land use decisions are now made by the Holladay City Planning Commission and City Council. Following is an overview of the process for those developing or redeveloping property in the City.

All subdivision applications are subject to the regulations of Chapter 13.03 of the City's Zoning Ordinance. All applications require a completed development review application and payment of the appropriate fees. Applications are accepted by the Community Development staff Monday thru Wednesday for scheduling on the Technical Review Committee meeting, the following Monday. Applications will only be scheduled for a hearing before the Planning Commission upon receiving a recommendation from the TRC as to the application's completeness and compliance to the appropriate codes and ordinances.

Subdivision applications heard by the Planning Commission require notification to all property owners within a 500 foot radius of the project. Staff will notify these property owners by mail a minimum of 10 days prior to the meeting.

The Holladay City Planning Commission meets the **1<sup>st</sup> and 3<sup>rd</sup> Tuesday** of each month at **7 pm** in the City Council Chambers at the city offices, 4580 S 2300 E. All applicants or their agents are required to attend the Planning Commission meeting.

Preliminary and final approval of subdivisions are given by the Planning Commission unless the subdivision involves the creation, or vacation of a public street. These applications will be approved by the City Council at a public meeting scheduled after the Planning Commission renders a recommendation.



## Preliminary Plat Application

1. A completed application with an updated and approved conceptual plan.
2. Four (4) paper copies of the proposed preliminary plat, sheet not to exceed 24" X 36". (See details below.)
3. Two (2) paper copies of the proposed construction drawings, sheet not to exceed 24" X 36". (See details below.)
4. One (1) copy of any additional drawings as applicable, sheets not to exceed 24"X36".
5. One (1) copy of all drawings 11" X 17".
6. Filing Fee - \$2000 + \$100 / lot.

## Preliminary Plat Requirements

### REQUIRED ON ALL DRAWINGS

1. In a title block located in the lower right-hand corner the following shall appear:

- a. The proposed name of the subdivision/project, which name shall be approved by the community development department;
- b. The location of the subdivision/project, including; address, and section, township and range;
- c. The names and addresses of the owner, the subdivider, if different than the owner, and of the designer of the subdivision/site plan;
- d. The date of preparation, scale (no less than one inch (1") to equal forty feet (40') and the north arrow.

### PRELIMINARY PLAT REQUIREMENTS

2. The preliminary plat/preliminary site plan shall show existing conditions including:

- a. The location of and dimensions to the nearest monument;
- b. The boundary lines of the proposed development/project indicated by a solid heavy line and the total approximate acreage encompassed thereby;
- c. All property under the control of the subdivider, even though only a portion is being subdivided.
- d. The location, width and names of all existing public or private streets, and drive entrances within two hundred (200) feet of the subdivision and of all prior platted streets or other public ways, railroad and utility rights-of-way, parks and other public open spaces, permanent buildings and structures, houses or permanent easements and section and corporation lines, within and adjacent to the tract;

- e. The location of all wells, proposed, active and abandoned, and of all reservoirs within the tract and to a distance of at least two hundred (200) feet beyond the tract boundaries;
- f. Existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of at least two hundred (200) feet beyond the tract boundaries, indicating pipe sizes, grades, manholes and exact location;
- g. Existing ditches, canals, natural drainage channels, and open waterways and proposed realignments;
- h. Boundary lines of adjacent tracts of unsubdivided land, showing ownership where possible;
- i. Contour at vertical intervals of not more than two feet. The one hundred (100) year flood level of all watercourses, if any, shall be indicated in the same datum for contour elevations; and
- j. Nearest installed fire hydrants on or within five hundred (500) feet of the proposed subdivision.

3. The preliminary plat/preliminary site plan shall show proposed:

- Current and/or proposed zoning, on and off-site
- Layout, numbers, and typical dimensions of lots;
- Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision;
- Building setback lines, including dimensions;
- Easements for water, sewers, drainage, utility lines and any other easements required by the planning commission's conceptual approval; and

- Locations of all existing and proposed streets, with dimensions of public streets, private streets, and all adjacent driveways. (Proposed street names shall be verified by Salt Lake County Assessor's office- 364-3255.)
- Where the plat submitted covers only a part of the subdivider's tract, a sketch of the prospective street system of the unplatted parts of the subdivider's land shall be submitted, and the street system of the part submitted shall be considered in relationship to existing master street plans or other planning commission studies.
- Where required, evidence of any agreements with adjacent property owners relative to the subdivision development shall be presented to the community development department in writing prior to its approval of the plat. These agreements shall include those relative to drainage, easements, protection strips, property line agreements or exchanges and improvement bonds.
- Tabulations showing the square footage and percent of total area proposed in:
  - Off-street parking;
  - Streets;
  - Developed parks;
  - Natural open spaces or undeveloped parks;
  - Buildings and/or buildable area; and
  - Total floor space by type
- Dimensioned parking layout showing location of individual parking stalls, driveways and other areas of ingress and egress.
- A letter from each utility company serving the project stating the company has reviewed the plan and is setting forth its comments concerning the extent of service availability.

**CONSTRUCTION DRAWINGS**

- A detailed set of construction drawings which include:
  - Horizontal Control
  - Demolition
  - Grading and drainage
  - Erosion control
  - Utilities, on-site and off-site
  - Roadway design
  - Civil details, general notes, etc.
  - Appropriate supporting documents showing compliance with state and federal standards including, but not limited to, air emissions, site pollution prevention measures and water discharge standards.

**ADDITIONAL SHEETS THAT MAY BE REQUIRED BY THE COMMUNITY DEVELOPMENT DIRECTOR**

4. A detailed landscaping plan and, if appropriate, information relating to the landscaping on adjacent or surrounding areas affected by the proposed development. Such landscaping plans shall be prepared by a qualified professional team. Such landscaping plans shall include;
  - Distribution of existing plant material, proposed new plant material described by name or type, existing trees, and work involved as related to slope control and/or physical environment.
  - Special effects and decorative materials;
  - Automatic irrigation systems (sprinkler, bubbler, etc); and
  - Recreation equipment
  - An analysis of the impact of the development upon existing vegetation, especially as it relates to the removal of any significant trees.
- Drawings of proposed structure elevations, including covered parking, showing the height, dimensions, appearance, materials proposed, and percentage of each material used on each building elevation.
- Location and description (height, materials) of existing & proposed fences with any revised letters of agreement by adjacent property owners.
- Location and description (dimensions, distance to property lines and type of lighting (direct or indirect)) of existing & proposed signs.
- Location of consolidated open space.
- Location & type of solid waste disposal facilities.
- A copy of proposed protective covenants, articles of incorporation, association or condominium, if applicable.
- The information required for the city to establish financial guarantee for any improvements to be placed on public property.
- Statement of the estimated starting and completion dates for each phase of development, including proposed grading work and any landscape work.



# City of Holladay

COMMUNITY DEVELOPMENT  
4580 S 2300 E, Holladay, Utah 84117  
Phone: 801-527-3890 FAX: 801-527-3891

## PRELIMINARY PLAT/SITE PLAN APPLICATION

Name of Project:
Address of Project:
Applicant (Please Print)
Applicant's Mailing Information
Address: <span style="float:right;">City: <span style="float:right;">State: <span style="float:right;">Zip:</span></span></span>
Phone (Include Area Code): <span style="float:right;">FAX (Include Area Code):</span> (    ) <span style="float:right;">(    )</span>
Contact Person (Please Print):
Name: <span style="float:right;">Phone: <span style="float:right;">Fax: <span style="float:right;">Date:</span></span></span>
Nature of Request:

**PLEASE NOTE:**

1. Attendance at the Planning Commission meeting is required by the applicant or a representative of the applicant.
2. Applications must be COMPLETE at the time of submittal or they will not be accepted.

FILING FEES	OFFICE USE ONLY
<b>Subdivision Plats</b> <input type="checkbox"/> Standard Preliminary      \$2,000.00 + \$100.00/lot <input type="checkbox"/> Standard Final      6% of improvements or \$90.00/lot <input type="checkbox"/> Plat Amendments      \$500.00  <b>Site Plan/ Project</b> <input type="checkbox"/> Conditional Use Permits Residential use      \$900.00 + \$50/unit Commercial use      \$1,000.00 + \$35/ac.  <b>Appeals</b> <input type="checkbox"/> To the City Council      \$150.00	Project Manager: _____ Project Number _____ Parcel Number _____ General Plan Designation: _____ Zone: _____ SLU Code: _____  Date Filed: _____ Fee Paid: \$ _____ By: _____  PC Action: _____ Date: _____ CC Action: _____ Date: _____

