Millcreek City Planning and Community Development
3330 South 1300 East
Millcreek, Utah 84106
Phone: (801) 214-2750
Inspections: (385) 468-6690

PRELIMINARY PLAT CHECKLIST

1. Site Plan

- Legend showing all symbols, line types, hatching and abbreviations used on the sheet
- Number each lot within the subdivision and label the acreage and square footage
- Show phase lines for development, numbered in sequence with construction schedule
- Proposed name of the subdivision
- Show proposed and existing fire hydrant and street light locations
- Show the boundary line and all property lines
- Provide a tabulation of the number of lots, off-street parking stalls, gross acreage, gross
- and net densities
- Show proposed roadway striping
- Show proposed street sign locations and identify the sign type(s)
- All proposed buildings, structures, drives, curb, gutter, sidewalk, and edge of asphalt
- Existing curb, gutter, sidewalk, and edge of asphalt (screened or dashed line-work)
- Number each lot within the subdivision and label the acreage and square footage
- Show phase lines for development, numbered in sequence with construction schedule
- Stamp and signature of a Utah licensed Professional Engineer

2. Utility Plan

- Scale, north arrow, and preparation date (include an issue/revision/date table)
- Legend showing all symbols, line types, hashing and abbreviations
- Proposed name of the subdivision, developer name, design firm name and address
- Provide a "Call Before You Dig" symbol and telephone number
- Site Plan underlay (show site plan screened beneath the Utility Plan)
- Show all proposed and existing utilities within the site including: sewer, culinary water,
- secondary water (if applicable), fire hydrants, storm drains, subsurface drains, gas lines,
- power lines, communications lines, cable television lines, and street lights
- Show water meter locations including irrigation connection meters
- Show all utility easements
- Show street names and right-of-way within each street
- Show all valve, tee, thrust-block, blow-offs, and other equipment locations
- Minimum fire flow required by the IFC for the proposed structures. Provide fire flow calculations at all hydrant locations.
- Show water, sewer, and storm drain facilities with an offset and station from centerline
- Identify utiltiy crossings and connections with symbols and/or labels
- Identify pipe, conduit, and sleeve sizes
- Number all manholes, catch basins, and combination boxes for reference with the Plan &
- Profile Sheets for reference.

Millcreek City Planning and Community Development
3330 South 1300 East
Millcreek, Utah 84106
Phone: (801) 214-2750
Inspections: (385) 468-6690

3. Grading Plan Checklist

- Scale, north arrow, and preparation date (include an issue/revision/date table)
- Legend showing all symbols, line types, hashing and abbreviations
- Proposed name of the subdivision, developer name, design firm name and address
- Site Plan underlay (show site plan screened beneath the Drainage Plan)
- Show street names
- Report Date:
- File Number:
- Show proposed and existing conditions for the property being developed and within
- 100-feet of the project's boundary.
- Dashed lines and labels showing existing improvements, with elevations to show the
- project's conformity with the existing conditions
- Show proposed contours at 2-foot intervals (use solid lines) with labels
- Show existing topography at 2-foot intervals (use dashed gray lines) with labels
- Identify slopes of 30-percent or greater (Foothills and Canyon Overlay Zone may apply)
- Provide spot elevations along: the top-back-of-curb (TBC) at the point-of-curvature (PC),
- point-of-tangent (PT) and at key grade breaks; sidewalks and ramps
- Indicate proposed pad and finished floor elevations for all new structures
- Show all existing and proposed retaining walls
- Show percentage of grade and direction of flow
- Elevations shown (top-back-of-curb, flowline and crownline) at limits of construction
- Soils report required for all public roadways

4. Drainage Plan Checklist

- Scale, north arrow, and preparation date (include an issue/revision/date table)
- Legend showing all symbols, line types, hashing and abbreviations
- Proposed name of the subdivision, developer name, design firm name and address
- Site Plan underlay (show site plan screened beneath the Drainage Plan)
- Show street names
- Show proposed and existing conditions for the property being developed and within
- 100-feet of the project's boundary.
- Dashed lines and labels showing existing improvements, with elevations to show the
- project's conformity with the existing conditions
- Show proposed contours at 2-foot intervals (use solid lines) with labels
- Show existing topography at 2-foot intervals (use dashed gray lines) with labels
- Show proposed grades and flow direction arrows of all proposed streets
- Provide spot elevations along: the top-back-of-curb (TBC) at the point-of-curvature (PC),
- point-of-tangent (PT) and at key grade breaks; sidewalks and ramps; inlets and outfalls
- Provide spot elevations along: the top-back-of-curb (TBC) at the point-of-curvature (PC),
- point-of-tangent (PT) and at key grade breaks; sidewalks and ramps; inlets and outfalls
- Indicate proposed pad and finished floor elevations for all new structures
- Show all existing and proposed retaining walls
- Proposed and existing drainage easements, with dimensions

Millcreek City Planning and Community Development
3330 South 1300 East
Millcreek, Utah 84106
Phone: (801) 214-2750
Inspections: (385) 468-6690

- Flood plain or wetland boundary locations
- Depict the storm drainage management system, including all known surface and subsurface conveyances, with the conveyances named;
- any secondary or other containment structures;
- the location of all outfalls, numbered for reference, that discharge channelized flow to surface water, groundwater, or wetlands;
- the drainage area boundary for each storm water outfall;
- the surface area in acres draining to each outfall, including the percentage that is impervious such as paved, roofed, or highly compacted soil and the percentage that is pervious such as grassy areas and woods; existing structural storm water controls;
- the name and location of receiving waters;
- and the location of activities and materials that have the potential to contaminate storm water shall also be depicted on the drainage base map;
- Size, slope, location, and description of existing and proposed storm drain facilities
- Show and number for reference: catch basins, manholes, combination boxes, invert and rim elevations; inlets, outlets, waterways, culverts, detention basins, orifice plate sizes, required riprap, required double inlet/dissipater, outlets to off-site facilities, and off-site drainage facilities
- Identify proposed roof drains, include size, type slope, and flow
- Existing culverts, streams, channels, and detention ponds with proposed changes
- include typical section, erosion protection, permanent structures, freeboard, and access
- Show all detention and/or retention areas with inlet and outlet details
- Existing irrigation tailwater ditches or sheet flow is properly conveyed through the property
- Show all detention and/or retention areas with details, including slopes
- Provide erosion protection for all cut and fill slopes
- Approval from the Army Corps of Engineers – If the site is within or adjacent to any known wetlands
- State stream alteration permit, if applicable

Millcreek City Planning and Community Development
3330 South 1300 East
Millcreek, Utah 84106
Phone: (801) 214-2750
Inspections: (385) 468-6690

FINAL PLAT CHECKLIST

- The approved name of the subdivision;
- Scale, north arrow, and preparation date (include an issue/revision/date table);
- Legend showing all symbols, line types, hatching and abbreviations used on the sheet;
- Vicinity Map - legible with major street names and highlighted subject property;
- Applicant, Developer, and Design Firm name and address;
- Accurate angular and lineal dimensions for all lines, angles and curves used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features. Boundary lines shall be drawn heavier than street and lot lines;
- An identification system for all lots and blocks and names of streets. Lot lines shall show dimensions in feet and hundredths;
- Radii, internal angles, points and curvatures, tangent bearings and length of all arcs
- The accurate location of all monuments and fire hydrants to be installed shown by the appropriate symbol. All United States, state, county or other official bench marks, monuments or triangulation stations in or adjacent to the property, shall be preserved in precise position;
- The dedication of all streets and highways included in proposed subdivisions.
- Subdivision monuments shall be installed prior to the improvement bond release by the subdivider's engineer or land surveyor at such points designated on the final plat as approved by the planning and development services division. Applicable standard precast monuments, rings and lids shall be furnished by the county surveyor and shall be purchased by the subdivider at the prices indicated in the county surveyor's adopted fee schedule;
- Physical markers shall be placed at each lot corner in accordance with state statutes;
- Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for common uses of all property owners;
- All existing and proposed property lines, right-of-ways, and easements with ties;
- Dimensions and labels for each lot with acreage, square feet, lot numbers, and address;
- Name of adjacent subdivision, development, property owners;
- Adjacent existing buildings within 100-feet of the boundary line;
- And Common use and public use areas;
- Provide any final bond agreements and final agreements with adjacent property owners
- Provide standard forms (approval blocks) for registered land surveyor's certificate of survey;
- The owner's certificate of dedication;
- A notary public's acknowledgement;
- The planning commission's certificate of approval;
- The health department's certificate of approval;
- Millcreek City Planning and Community Development approval;
- The district attorney's certificate of approval;
- The mayor's or designee certificate of approval;
- A one and one-half by five-inch space in the lower right-hand corner of the drawing for
- the recorder's use
- Water and sewer availability letters.
- **Once corrections are made and approval is received, please submit the above on a24"x36" sheet submitted on mylar.**