





Development Stage   Checked Item/Details

Criteria/Comments

Approved   N/A

PUD/CONDOMINIUM CHECKLIST

Revised 6/20/2016

DEVELOPMENT \_\_\_\_\_ Phase \_\_\_\_\_ # of Lots \_\_\_\_\_ Potential Dwelling Units \_\_\_\_\_  
Zone \_\_\_\_\_ Developer \_\_\_\_\_ Engineer \_\_\_\_\_

Development Stage   Checked Item/Details

Criteria/Comments

Approved   N/A

A. Initial City Staff Meeting

1. Obtain & Discuss

A) Ordinances

1) PUD/Condo.

a) Allowed PUD Developments

1- Attached Residential Unit \_\_\_\_\_

2- Gates Single Detached Residential Unit \_\_\_\_\_

3- Commercial/Industrial PUD's \_\_\_\_\_

4- Detached Residential PUD Phase contiguous with and Park of existing PUD HOA Phase \_\_\_\_\_

5- Existing Building Conversions To a Residential/Commercial Or Industrial PUD \_\_\_\_\_

b) PUD Developments not permittee: Un-gated, detached, single Unit Residential Developments

2) Subdivision \_\_\_\_\_

3) Zoning \_\_\_\_\_

4) Storm Drain \_\_\_\_\_

5) Flood Damage Prevention \_\_\_\_\_

Need Flood Plain Development Permit if in 100 Year flood zone.

B) PUD/Condo Checklist \_\_\_\_\_

Development Stage    Checked Item/Details

Criteria/Comments

page 4

Approved    N/A

C) City Maps/Master Plans

1) Land use

2) Streets

3) Park & Trails

4) Water

5) Sewer

6) Storm Drain

D) City Standards

1) Applies to City Improvements

2) All Drawings in ACAD

E) Water Right Conveyance

B. Sketch Meeting (1 month before Planning Commission  
(1<sup>st</sup> or 3<sup>rd</sup> Thursdays)

1. Required Documents

A) Draft Vicinity Plat

1) Proper Scale

2) Location

3) Vicinity Map

4) Proposed Layout

a) Lot

1- Area

2- Access

b) Street Widths

c) City Master Planned Imp.

1- Streets

2- Water

3- Sewer

4- Storm Drains

5- Trails

6- Parks

5) City Zone

a) Zone Designation

1" = 100'

Section, Township & Range

Per Ordinance

No backing access on Major Collector or Arterial Roads

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	b) Zone Boundaries within 100' Of Subdivision	_____	_____	_____
	6) Flood Zone	_____	_____	<u>Need Flood Plain Development Permit if in 100 year Flood Zone.</u>
	7) Existing Streets (within 200 feet)	_____	_____	_____
	a) Widths	_____	_____	_____
	b) Number of Accesses	_____	_____	<u>2 Accesses if &gt; 80 Potential Dwelling Units</u>
	8) Existing Water (within 200 feet)	_____	_____	_____
	a) Location	_____	_____	_____
	b) Size	_____	_____	_____
	c) Pressure	_____	_____	<u>35 psi- minimum</u>
	9) Existing Sewer (within 200 feet)	_____	_____	_____
	a) Location	_____	_____	_____
	b) Size	_____	_____	_____
	10) Airport Overlay Zone	_____	_____	_____
	11) Soil Area	_____	_____	_____
	12) Phasing Plan	_____	_____	_____
C. Planning Commission Vicinity Plan (Recommendation)				
1. Required Documents				
A) Final Vicinity Plan				
1) Easements				
a) Streets	_____	_____	_____	_____
b) 10' Each side of street	_____	_____	_____	_____
c) 7.5' on Boundary	_____	_____	_____	_____
d) Government Land Access	_____	_____	_____	_____
2) Proposed Structure				
a) Location	_____	_____	_____	_____
b) Unit Number	_____	_____	_____	_____
c) Setback from City Street	_____	_____	_____	<u>20 Feet</u>
d) Setback from Adjacent Property	_____	_____	_____	<u>Same as underlying zone</u>
3) Private Lots/Convertible Lands				
a) Location	_____	_____	_____	_____
b) Lot Size	_____	_____	_____	_____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	c) Lot Number	_____	_____	_____
	4) Common Area/Parks/Open Space	_____	_____	_____
	a) Location	_____	_____	_____
	b) Amenities	_____	_____	_____
	5) City Dedicated Land Locations	_____	_____	_____
	a) Master Planned Streets	_____	_____	_____
	b) Easements	_____	_____	Needed along all City Streets
	c) Master Planned Trails	_____	_____	_____
	6) Area Use Tabulation	_____	_____	_____
	a) Private (Amt. & %)	_____	_____	_____
	b) Common (Amt. & %)	_____	_____	_____
	c) City (Amt. & %)	_____	_____	_____
	d) Total Amount	_____	_____	Exceeds minimum size (see ord.)
	e) Green Space (%)	_____	_____	35% residential 10% commercial
	f) Allowable Dwelling Units	_____	_____	See Ordinance
	g) Total Dwelling Units	_____	_____	_____
	h) Required Parking Spaces	_____	_____	Per Zoning Ordinance
	i) Total Parking Spaces	_____	_____	_____
	7) Fencing	_____	_____	In Residential PUD Only
	8) Landscaping-Permanent	_____	_____	_____
	9) 2' Contours	_____	_____	_____
	B) Project Analysis	_____	_____	_____
	1) Market Analysis with Buyer Profile/Selling Price Range	_____	_____	_____
	2) Project Description	_____	_____	Home Type/signs/lighting/landscaping, etc.
	3) Amenity & Landscaping Const. & O&M Budget	_____	_____	_____
	4) Construction Phasing/Schedule	_____	_____	_____
	5) Zoning/Standards Variance	_____	_____	Roads, setbacks, lot areas, building heights, size, etc.
2.	Planning Commission Filing Fees paid	_____	_____	\$500
3.	(1 <sup>st</sup> or 3 <sup>rd</sup> Tuesday, PDF map)	_____	_____	_____
4.	Public Notification (48 Hours prior to PC)	_____	_____	Via Certified Mail or Hand Delivery (See attached Notice Form and Certificate of Hand Delivery)

Development Stage   Checked Item/Details

Criteria/Comments

page 7

Approved   N/A

- A) Individual Land Owner
- B) Posting
- C) Public Hearing

_____	_____
_____	_____
_____	_____

Within 300'  
By Building Official  
Scheduled and Noticed

D. City Council Vicinity Approval

_____	_____
-------	-------

\_\_\_\_\_

E. Engineering Studies/Reports

1. Soils Report

- A) Engineer
- B) Finding
- C) Recommendations
  - 1) Building Foundation
  - 2) Pavement
  - 3) Trench Foundation
- D) Consultant Review

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Water Title Report

_____	_____
-------	-------

\_\_\_\_\_

3. Drainage Study

- A) Design Flows
- B) Recommendations
  - 1) Storm Drains
  - 2) Inlets
  - 3) Detention Basins
- D) Traffic Study

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F. Engineering Drawings

1. Private Improvements

- A) Three sets of Check Prints
- B) All Drawings
  - 1) Title Block
    - a) Project Name
    - b) Date
    - c) Scale
    - d) Engineer/Surveyor

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1- Engineer 1- Public Works 1- Checker

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	e) Sheet #	_____	_____	_____
	2) North Arrow	_____	_____	Not required on detail sheets
	3) Engineer's Certification (On all drawings)			
	a) Engineer's Stamp & Sig.	_____	_____	_____
	b) Internal Checker's Initials	_____	_____	_____
	c) Initialed Checklist	_____	_____	All Items Initialed
C) Title Page				
	1) Project Name	_____	_____	_____
	2) Project Site Plan	_____	_____	_____
	3) Vicinity Map	_____	_____	_____
	4) Drawing Index	_____	_____	_____
	5) City Approval Certifications			
	a) City Engineer	_____	_____	_____
	b) Public Works Director	_____	_____	_____
	6) Design Engineer's Certification	_____	_____	Designed to Codes & Standards
	7) Utility Contacts			
	a) Electrical	_____	_____	Name, Phone number
	b) Natural Gas	_____	_____	Name, Phone number
	c) Cable T.V.	_____	_____	Name, Phone number
	d) City Water	_____	_____	Name, Phone number
	e) City Sewer	_____	_____	Name, Phone number
	f) City Storm Drain	_____	_____	Name, Phone number
	g) City Streets	_____	_____	Name, Phone number
	h) City Engineering	_____	_____	Name, Phone number
D) Preliminary Plan (Use Final Vicinity Plan)		_____	_____	See Development Stage C.1.A Above
E) Street/Utility Plans				
	1) Streets			
	a) Master Planned Street	_____	_____	_____
	b) Location	_____	_____	_____
	c) Names/Numbers	_____	_____	No duplicated in City or County
	d) Width	_____	_____	24' Minimum
	e) Cross Sections	_____	_____	_____
	f) Entrance Signs	_____	_____	_____

Development Stage

Checked Item/Details

Approved

N/A

Criteria/Comments

- 1- Stop Sign \_\_\_\_\_
- 2- Street Sign \_\_\_\_\_
- 3- Private Street Sign \_\_\_\_\_
- 4- Cul-de-sacs \_\_\_\_\_

Per Fire Code

2) Sewer

- a) Locations \_\_\_\_\_
- b) Size \_\_\_\_\_
- c) City Main Connection \_\_\_\_\_
- d) Service Laterals \_\_\_\_\_

3) Water

- a) Location \_\_\_\_\_
- b) Size \_\_\_\_\_
- c) Main Tie \_\_\_\_\_
- d) Fire Hydrants \_\_\_\_\_
- e) Minimum Water Pressure \_\_\_\_\_
- f) Service Laterals \_\_\_\_\_
- g) Meter Detail \_\_\_\_\_
- h) Meter Coordinates \_\_\_\_\_

4) Storm Drainage Plan

- a) Designation \_\_\_\_\_
- b) Drain Pipe/Culvert Location \_\_\_\_\_
- c) Drain Pipe/Culvert Size \_\_\_\_\_
- d) Detention Area Plan

- 1- Locations \_\_\_\_\_
- 2- Size \_\_\_\_\_
- 3- Cross Section \_\_\_\_\_
- 4- Outlet Detail \_\_\_\_\_

e) Irrigation Ditches \_\_\_\_\_

Piped in Residential & Commercial PUD's

f) Flood Zone Info.

1- Base Flood Elevation \_\_\_\_\_

Need Flood Plain Development Permit if in 100  
Year flood zone.

2- Lowest Floor Elevation \_\_\_\_\_

3- Commercial Flood \_\_\_\_\_

Approved    N/A

Proofing

F) Parking/Landscape Plan

1) Parking Plan (Per Zoning Ordinance)

a) Space Location \_\_\_\_\_

b) Space Numbers \_\_\_\_\_

2) Landscape Plan

a) Plant Location \_\_\_\_\_

b) Plant Type \_\_\_\_\_

c) Site Obscuring Fence

1- 6 Ft. High \_\_\_\_\_

2- 10 Ft. Front Setback \_\_\_\_\_

3- Detail \_\_\_\_\_

d) Building Foot Print \_\_\_\_\_

e) Building Setbacks \_\_\_\_\_

f) Irrigation Plan \_\_\_\_\_

g) Fenced Trash Area \_\_\_\_\_

h) R.V. Storage \_\_\_\_\_

i) Gated Community Emergency Access

1- Telephone Actuated

Opener \_\_\_\_\_

2- Opener Manual Override \_\_\_\_\_

If not inside building

Unless restricted in CC&R's

Manufacturer's Model

In Padlock Box

2. Engineering Drawings on City Improvements (per Public Works Design Checklist)

A) Per Public Works Design Checklist \_\_\_\_\_

B) Stamped/Signed Drawings Sets \_\_\_\_\_

2 Sets 24" X 356", 4 Sets 11" X 17"

3. Engineering Drawings Approvals

A) City Engineer Approval Signature \_\_\_\_\_

B) Public Works Approval Signature \_\_\_\_\_

G. Improvement Cost Estimates

1. Private Improvement Estimate \_\_\_\_\_

2. City Improvement Estimate \_\_\_\_\_

H. Approval/Clearance Letters

1. Prairie Dog Letter \_\_\_\_\_

Approved    N/A

- 2. UDOT Approval Letter
- 3. Irrigation Company Approval Letter
- 4. Fire Department Approval Letter

_____	_____
_____	_____
_____	_____

\_\_\_\_\_

Gated Access – PUD’s

\_\_\_\_\_

I. Final Plat

- 1. Record of Survey
- 2. North Arrow
  - A) Development Name
  - B) Location
  - C) Date
  - D) Scale
  - E) Engineer/Surveyor
- 3. Boundary Description (check closure)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Filed per State Statute

\_\_\_\_\_

- 4. Section Tie
  - A) Monuments
  - B) Line (bearing/length)
  - C) Basis of Bearings
- 5. External Boundary
  - A) Line (bearing/length)
  - B) Curve Data

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 6. Streets
  - A) Names/Numbers
  - B) Curve Data
- 7. Proposed Easements
  - A) Interior Streets
  - B) 7.5 Ft. Along Boundary
  - C) 10 Ft. Along Streets
  - D) Master Planned Trails
  - E) Avigation Easements

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_

All Approach Zone, Instrument Approach Zone,  
Runway Protection Zone.

\_\_\_\_\_

- F) Government Land Access
- G) Off-Site Easements
  - 1) Access
  - 2) Water

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____
_____
_____
_____
_____

Development Stage    Checked Item/Details

Criteria/Comments

page 12

Approved    N/A

3) Sewer	_____	_____	_____
4) Drainage	_____	_____	_____
8. Existing Easements			
A) Deeded	_____	_____	_____
B) Prescriptive	_____	_____	_____
9. Lot Information			
A) Boarder Lines (length/bearings)	_____	_____	_____
B) Numbers	_____	_____	_____
C) Areas (S.F.)	_____	_____	_____
D) Boundary Tie	_____	_____	_____
10. Structure Information			
A) Footprints	_____	_____	_____
B) Boundary Tie (bearing/length)	_____	_____	_____
C) Unit Numbers	_____	_____	_____
D) Footprint Dimensions	_____	_____	_____
11. Floor Plan (Condo Only)			
A) Unit Number	_____	_____	_____
B) Elevations			
1) Floors	_____	_____	_____
2) Ceilings	_____	_____	_____
C) Interior Wall Dimensions	_____	_____	_____
D) Convertible Space			
1) Dimensions	_____	_____	_____
2) Unit Number	_____	_____	_____
12. Convertible Area (Condos Only)			
A) Description	_____	_____	_____
B) Unit Number/Label	_____	_____	_____
C) Dimensions	_____	_____	_____
13. Withdraw-able Lands (Condos Only)			
A) Unit Number/Label	_____	_____	_____
B) Dimensions	_____	_____	_____
14. Public Dedications			
A) Locations	_____	_____	_____

Approved   N/A

15. Common Area			
B) Boundary Lines (Bearing/length)	_____	_____	_____
A) Locations	_____	_____	_____
B) Boundary Lines (bearings/length)	_____	_____	_____
C) Parking Area	_____	_____	_____
D) Landscaping Area	_____	_____	_____
16. Vicinity Map	_____	_____	_____
17. Legend	_____	_____	_____
18. CCR Note	_____	_____	_____
19. Soils Note	_____	_____	_____
20. Flood Zone Designation	_____	_____	_____
21. Airport Disclosure	_____	_____	_____
22. Gated Community Damage Waiver	_____	_____	_____
23. Certificates/Signatures (see current City Standards)			
A) Utility Companies			
1) Electric	_____	_____	_____
2) Telephone	_____	_____	_____
3) Gas	_____	_____	_____
4) Cable T.V.	_____	_____	_____
B) Post Office	_____	_____	_____
C) Surveyor			
1) Certificate	_____	_____	_____
2) Zoning Compliance	_____	_____	_____
3) Seal	_____	_____	_____
4) Signature	_____	_____	_____
E) Owners Signatures			
1) Signatures	_____	_____	_____
2) Notarized	_____	_____	_____
F) Owners Dedication	_____	_____	_____
G) City Engineer	_____	_____	_____
H) City Attorney	_____	_____	_____
I) Planning Chairperson	_____	_____	See New Wording
J) Mayor	_____	_____	_____

Approved    N/A

	_____	_____	
K) City Recorder	_____	_____	_____
L) County Recorder	_____	_____	_____
24. Addresses	_____	_____	_____
25. City Attorney Approval	_____	_____	_____
A) Post Bond	_____	_____	_____
B) Bond Agreement	_____	_____	_____
C) Filing Fees	_____	_____	\$500
D) Checking Fees	_____	_____	_____
E) Inspection Fees	_____	_____	1% Bond Amount (City improvements only)
F) Sewer/Water Frontage Reimbursement	_____	_____	_____
G) Offsite Reimbursement Agreement	_____	_____	_____
H) Water Right Acquisition	_____	_____	_____
1) Water Right Transfers	_____	_____	_____
2) Special Assessment Fee	_____	_____	_____
3) Excess right FROR Agreement	_____	_____	_____
I) Title Report	_____	_____	_____
J) CC&R's	_____	_____	Include City Damage Waiver/2 copies
K) Developer's Attorney Condo Compliance Letter	_____	_____	Condominiums Only
L) Signature	_____	_____	_____
I. City Council Final Plat Review/Approval (4 copies)	_____	_____	_____
1. Work Meeting	_____	_____	_____
2. Action Meeting	_____	_____	_____
3. Mayor's Signature	_____	_____	_____
J. Recording	_____	_____	_____
1. Recorder Signature	_____	_____	_____
2. Record	_____	_____	_____

**CEDAR CITY CORPORATION**  
**HAND DELIVERY**  
**NOTIFICATION CERTIFICATION**

NOTICE BY THE PETITIONER shall be given to all property owners of record within a 300-foot radius from the boundary of the proposal. Said notice shall be sent certified mail by the Petitioner to said property owners, or hand-delivered to the property owners (certificate of hand-delivery to be filed with City Engineer) in accordance with the most current Iron County Assessment Roll.

Address of Property: \_\_\_\_\_

Proposal Type:

- PUD/Condo Plat Amendment \_\_\_\_\_
- PUD/Condo Preliminary Plan \_\_\_\_\_
- Road Vacating \_\_\_\_\_
- Subdivision Lot Modification \_\_\_\_\_
- Subdivision Plat Amendment \_\_\_\_\_
- Zone Change \_\_\_\_\_

I, \_\_\_\_\_ do hereby certify that notification was hand-delivered to the following property owners of record.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Petitioner's Signature)

\_\_\_\_\_  
(Date)

**Use additional pages as needed.**

**RETURN PROOF OF NOTIFICATION TO THE CITY ENGINEER'S OFFICE NO LATER THAN NOON MONDAY, PRIOR TO THE TUESDAY MEETING.**

The undersigned, in accordance with City Ordinance, hereby gives Notice of a Proposed:

- PUD Plat Amendment \_\_\_\_\_
- PUD Preliminary Plat \_\_\_\_\_
- General Land Use Amendment \_\_\_\_\_
- Condo Plat Amendment \_\_\_\_\_
- Condo Preliminary Plan \_\_\_\_\_
- Road Vacating \_\_\_\_\_
- Subdivision Plat Amendment \_\_\_\_\_
- Zone Change \_\_\_\_\_

This proposal is within 300 feet of property you own. This proposal will be discussed at a Planning Commission Meeting to be held as follows:

DATE: \_\_\_\_\_  
 TIME: \_\_\_\_\_  
 PLACE: \_\_\_\_\_

If the Proposal is a Zone Change it would change the property shown on the map from:

\_\_\_\_\_ TO \_\_\_\_\_  
 (Current Zone Name) (Proposed Zone Name)

Anyone wishing to comment on this proposal should attend the Planning Commission Meeting or you can send your written comments to:

Cedar City Corp. Engineering  
 10 North Main Street  
 Cedar City, Utah 84720

The Planning Commission meeting is only the beginning of the approval process. By attending this meeting you will be able to follow the Proposal through the entire process to ultimate approval or disapproval.

Notice sent by: \_\_\_\_\_ Project Proponent  
 (Signature)