

CEDAR CITY  
SUBDIVISION CHECKLIST  
ENGINEERING CHECKING LOG

Subdivision \_\_\_\_\_ Phase \_\_\_\_\_ Developer \_\_\_\_\_

Date	Design Stage			Checker			Hours	Rate	Cost
	Vicinity	Prelim./ Const. Drawings	Final	Engineer	Planner	City Surveyor			

TOTAL COSTS

**SUBDIVISION CHECKLIST**

Revised 04-29-16

SUBDIVISION \_\_\_\_\_ Phase \_\_\_\_\_ # of Lots \_\_\_\_\_ Potential Dwelling Units \_\_\_\_\_

Zone \_\_\_\_\_ Developer \_\_\_\_\_ Engineer \_\_\_\_\_

Development Stage	Checked Item/Details	Criteria/Comments		
		Approved	Need	N/A
A. Initial City Engineer Meeting				
1. Obtain & Discuss				
A) Ordinances				
1) Subdivision	_____	_____	_____	_____
2) Zoning	_____	_____	_____	_____
3) Drainage	_____	_____	_____	_____
B) Checklist	_____	_____	_____	_____
C) City Master Plan Maps				
1) Land Use	_____	_____	_____	_____
2) Water	_____	_____	_____	_____
3) Sewer	_____	_____	_____	_____
4) Storm Drain	_____	_____	_____	_____
5) Streets	_____	_____	_____	_____
6) Trails	_____	_____	_____	_____
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> & 3<sup>rd</sup> Thursdays)

1. Required Documents

A) Draft Vicinity Plan

- 1) Proper Scale \_\_\_\_\_ 1" = 100'
- 2) Location \_\_\_\_\_ Section, Township, Range
- 3) Vicinity Map \_\_\_\_\_
- 4) Proposed Layout
  - a) Lot
    - 1- Area \_\_\_\_\_ Per Ordinance
    - 2- Frontage \_\_\_\_\_ Per Ordinance
    - 3- Access \_\_\_\_\_ No backing access on major collector or arterial roads
  - b) Street Widths \_\_\_\_\_
  - c) City Master Planned Improvements
    - 1- Streets \_\_\_\_\_
    - 2- Water \_\_\_\_\_
    - 3- Sewer \_\_\_\_\_
    - 4- Storm Drains \_\_\_\_\_
    - 5- Trails \_\_\_\_\_
    - 6- Parks \_\_\_\_\_
- 5) City Zone
  - a) Zone Designation \_\_\_\_\_
  - b) Zone Boundaries within 100' Of Subdivision \_\_\_\_\_
- 6) Flood Zone \_\_\_\_\_ Need Flood Plain Development Permit if in 100 year flood zone.
- 7) Existing Streets
  - a) Widths \_\_\_\_\_

Development Stage	Checked Item/Details	Criteria/Comments			
		Approved	Need	N/A	
	b) Number of Accesses	_____	_____	_____	<u>2 Accesses if &gt; 80 Potential Dwelling Units</u>
	8) Existing Water				
	a) Location	_____	_____	_____	_____
	b) Size	_____	_____	_____	_____
	c) Pressure	_____	_____	_____	<u>35-psi Minimum</u>
	9) Existing Sewer				
	a) Location	_____	_____	_____	_____
	b) Size	_____	_____	_____	_____
	10) Airport Overlay Zone	_____	_____	_____	_____
	11) 2' Contours	_____	_____	_____	_____
	12) Soil Area	_____	_____	_____	_____
	13) Phasing Plan	_____	_____	_____	_____
C.	Final Vicinity Plan				
	1) City Engineer Approval	_____	_____	_____	_____
D.	Planning Commission Vicinity Plan/ Recommendation				
	1) P.C. Fees paid	_____	_____	_____	<u>\$400 or \$25 per lot</u>
	2) (1 <sup>st</sup> or 3 <sup>rd</sup> Tuesday, PDF map)	_____	_____	_____	_____
E.	City Council Vicinity Plan Approval	_____	_____	_____	<u>Approval good for 2 years</u>
F.	Preliminary Design (Approved by City Engineer Only)				
	1. Required Documents				
	A) Preliminary Plan				
	1) Title Block				
	a) Name	_____	_____	_____	_____
	b) Location	_____	_____	_____	<u>Section, Township &amp; Range</u>

Development Stage    Checked Item/Details    Criteria/Comments

Approved    Need    N/A

	c) Date	_____	_____	_____	_____
	d) Scale	_____	_____	_____	<u>1" = 100' Minimum</u>
	e) Engineer/Surveyor	_____	_____	_____	_____
	f) Sheet #	_____	_____	_____	_____
2)	North Arrow	_____	_____	_____	_____
3)	Subdivision Boundary	_____	_____	_____	_____
	Length & Bearings	_____	_____	_____	_____
4)	Section Tie	_____	_____	_____	_____
	a) Monument	_____	_____	_____	_____
	b) Line Bearing/Length	_____	_____	_____	_____
	c) Basis of Bearing	_____	_____	_____	<u>Cedar City System</u>
5)	Adjacent Owner Names	_____	_____	_____	_____
6)	Existing Streets	_____	_____	_____	_____
	a) Name	_____	_____	_____	_____
	b) Widths	_____	_____	_____	_____
7)	Existing Drainage	_____	_____	_____	_____
	a) Culverts	_____	_____	_____	_____
	b) Channels	_____	_____	_____	_____
	c) Basins	_____	_____	_____	_____
	d) Irrig. Ditches	_____	_____	_____	_____
8)	Existing Private Utilities	_____	_____	_____	_____
	a) Blue Stake	_____	_____	_____	_____
	b) Locate	_____	_____	_____	_____
	c) Show on Drawing	_____	_____	_____	_____
	d) Labels	_____	_____	_____	_____
	e) Dimensions	_____	_____	_____	_____
9)	Flood Zones	_____	_____	_____	<u>Need Flood Plain Development</u>
		_____	_____	_____	<u>Permit if in 100 year flood zone.</u>
10)	Existing Contours	_____	_____	_____	<u>2' Intervals</u>

Development Stage    Checked Item/Details    Criteria/Comments

Approved    Need    N/A

11) Existing Water Lines

a) Valves

b) Hydrants

c) Sizes

12) Existing Sewer Lines

a) Sizes

b) M.H.S.

c) Flow Direction

13) Existing Buildings

14) Existing Easements

15) Proposed Streets Plan (no Duplicate within County)

a) Name/Number

b) Lengths / Bearings

c) Widths

d) Intersection Fillets

e) Street Lights

f) Second Access Location

If > 80 Lots

16) Proposed Water Mains

a) Location

b) Size

c) Valving

d) Fire Hydrants

15' Off high side right-of-way

500' Maximum Spacing

17) Proposed Sewer Lines



Development Stage    Checked Item/Details    Criteria/Comments

Approved    Need    N/A

	_____	_____	_____	
21) Vicinity Map	_____	_____	_____	_____
2. FAA Obstruction Evaluation (Form 7460-1) Proof of Submittal	_____	_____	_____	<u>Where required by Engineering</u>
			<u>Dept.</u>	
3. Engineering Studies/Reports				
A) Soils Report				
1) Engineer	_____	_____	_____	_____
2) Findings	_____	_____	_____	_____
3) Recommendations				
a) Building Foundations	_____	_____	_____	_____
b) Street/Sidewalks	_____	_____	_____	_____
c) Underground Utility	_____	_____	_____	_____
4) Consultant Review	_____	_____	_____	<u>Where required</u>
B) Drainage Study				
1) Design Flows	_____	_____	_____	_____
2) Recommendation				
a) Storm Drains	_____	_____	_____	_____
b) Inlets	_____	_____	_____	_____
c) Detention Basin	_____	_____	_____	_____
3) Zone A Base Flood Elev.	_____	_____	_____	<u>Need Flood Plain Development</u> <u>Permit if in 100 year flood zone.</u>
C) Traffic Study	_____	_____	_____	_____
D) Sewer Study				
1) Design Flows	_____	_____	_____	_____
2) Gravity Pipe Sizing	_____	_____	_____	_____
3) Pressure Pipe Sizing	_____	_____	_____	_____
4) Lift Station Pump Sizing	_____	_____	_____	_____
5) Wet Well Sizing	_____	_____	_____	_____



Development Stage    Checked Item/Details    Criteria/Comments

Approved    Need    N/A

1) Subdivision Name	_____	_____	_____	_____
2) Location	_____	_____	_____	_____
3) Date	_____	_____	_____	_____
4) Scale	_____	_____	_____	_____
5) Engineer/Surveyor	_____	_____	_____	_____
6) Sheet Number	_____	_____	_____	_____
B) North Arrow	_____	_____	_____	_____
C) Boundary Description				
1) Closure	_____	_____	_____	_____
2) Matches Preliminary	_____	_____	_____	_____
3) Total Subd. Area	_____	_____	_____	_____
D) Section Tie				
1) Monuments	_____	_____	_____	_____
2) Line bearing/Length	_____	_____	_____	_____
3) Basis of Bearing	_____	_____	_____	_____
E) Existing and Platted Streets				
1) Names	_____	_____	_____	_____
2) Widths	_____	_____	_____	_____
3) Center Line Monuments	_____	_____	_____	_____
F) Existing Occupation Lines(fences)	_____	_____	_____	_____
G) Existing Easements	_____	_____	_____	_____
H) Proposed Streets				
1) Name/Number	_____	_____	_____	_____
2) Lengths/Bearings	_____	_____	_____	_____
3) Width	_____	_____	_____	_____
4) Curves				
a) Numbers	_____	_____	_____	_____
b) Date Table	_____	_____	_____	_____

Approved    Need    N/A

I) Proposed Easements

1) Location

a) Utility (gas, water,  
Sewer, phone)

\_\_\_\_\_

Show on Plat (No notes)

b) Mail

\_\_\_\_\_

2) Size

\_\_\_\_\_

Per Ordinance

3) Off-Site Easements

\_\_\_\_\_

Water, Sewer, Storm Drain/Separate Documents

J) Lot Information

1) Border Line Lengths/  
Bearings

\_\_\_\_\_

2) Numbers

\_\_\_\_\_

3) Areas

\_\_\_\_\_

4) Addresses

\_\_\_\_\_

K) Vicinity Map

\_\_\_\_\_

L) Legend

\_\_\_\_\_

M) Soil Note (all Plats)

\_\_\_\_\_

N) Airport Overlay Zone Disclosure

\_\_\_\_\_

O) Airport Avigation Easement (Any Approach Zone)

1) Boundary

\_\_\_\_\_

2) Bearings/Distances

\_\_\_\_\_

3) Monument Tie

\_\_\_\_\_

4) Lot Line Tie

\_\_\_\_\_

Dimension to nearest lot corner on any lot line intersected by easement.

P) Twin Home Division Line Note

\_\_\_\_\_

Q) Flood Zone

1) Designation

\_\_\_\_\_

2) Base Flood Elev.

\_\_\_\_\_

Approved    Need    N/A

R) Insufficient Sewer Depth Note	_____	_____	_____	_____
S) Approval Certificates (Written per Standards)				
1) Utility Companies				
a) Electric	_____	_____	_____	_____
b) Telephone	_____	_____	_____	_____
c) Gas	_____	_____	_____	_____
d) Cable T.V.	_____	_____	_____	_____
2) Post Office	_____	_____	_____	_____
3) Surveyor/Seal	_____	_____	_____	_____
4) Owners (notarized)	_____	_____	_____	_____
5) City Engineer (original of Plat, ACAD disk)				
a) Bond Amount	_____	_____	_____	_____
b) City Engineer Sig.	_____	_____	_____	_____
c) Mylar Copy	_____	_____	_____	_____
6) Planning Commission Chair Sig.				<u>See new wording- Vicinity Plan approved by P.C.</u>
7) City Attorney	_____	_____	_____	_____
8) Mayor	_____	_____	_____	_____
T) Required Signatures				
1) Prior to City Engineer's Approval (obtained by Subdivider)				
a) Utilities	_____	_____	_____	_____
b) Post Office	_____	_____	_____	_____
c) Surveyor	_____	_____	_____	_____
d) Owner's (Notarized)	_____	_____	_____	_____
2) Prior to Planning Commission				
a) City Engineer	_____	_____	_____	_____

Development Stage	Checked Item/Details	Criteria/Comments		
		Approved	Need	N/A

H. City Attorney Process (original of plat & Application provided by City Engineer)

1. Bonding

A) Performance Bond	_____	_____	_____	Improvement Costs
B) City Bond Agreement	_____	_____	_____	_____

2. Fee Submittal

A) Filing fee	_____	_____	_____	Paid at Vicinity Plan stage
B) Checking Fee	_____	_____	_____	Actual Cost
C) Inspect Fees	_____	_____	_____	1% of Bond
D) Recording Fee	_____	_____	_____	\$30/subdivision + \$1/lot
E) Sewer/Water Frontage Vicinity Plan Reimbursement	_____	_____	_____	_____

3. Water Right Acquisition

A) Water right Transfers	_____	_____	_____	_____
B) Special Assessment Fee	_____	_____	_____	_____
C) Excess right FROR Agreement	_____	_____	_____	_____
D) Title Company Fee Collection	_____	_____	_____	_____

4. Title Report

5. Attorney's Sig.	_____	_____	_____	_____
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I. City Council - Final Plat Approval

1. Work Meeting (1 <sup>st</sup> & 3 <sup>rd</sup> Wed. Each Month)	_____	_____	_____	_____
2. Action Meeting (2 <sup>nd</sup> & 4 <sup>th</sup> Wed. Of month original of Plat)	_____	_____	_____	_____

J. Recorder Process

1. Sign Plat	_____	_____	_____	_____
2. Record Plat	_____	_____	_____	_____

Development Stage   Checked Item/Details   Criteria/Comments

Approved   Need   N/A

3. Plat Mylar Copy

\_\_\_\_\_