

CEDAR CITY
 PUD/CONDOMINIUM
 ENGINEERING CHECKING LOG

PUD/Condo. _____ Phase _____ Developer _____ Design Eng. _____

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

TOTAL COSTS _____

Development Stage Checked Item/Details

Criteria/Comments

page 2

Approved N/A

PUD/CONDOMINIUM CHECKLIST

Revised 6/25/2019

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- Gated Single Detached Residential Unit _____

3- Commercial/Industrial PUD's _____

4- Detached Residential PUD Phase contiguous with and Part of existing PUD HOA Phase _____

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

b) PUD Developments not permitted: 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 _____

C) City Maps/Master Plans _____

Development Stage	Checked Item/Details	Approved	N/A	Criteria/Comments
	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 st or 3 rd Thursdays)				
1. Required Documents				
	A) Draft Vicinity Plat			
	1) Proper Scale	_____	_____	1" = 100'
	2) Location	_____	_____	Section, Township & Range
	3) Vicinity Map	_____	_____	_____
	4) Proposed Layout			
	a) Lot			
	1- Area	_____	_____	Per Ordinance
	2- Access	_____	_____	No backing access on Major Collector or Arterial Roads
	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	_____	_____	_____
	b) Zone Boundaries within 100'			

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	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 > 80 Potential Dwelling Units</u>
	8) Existing Water (within 200 feet)			
	a) Location	_____	_____	_____
	b) Size	_____	_____	_____
	c) Pressure	_____	_____	<u>40 psi- minimum</u>
	9) Existing Sewer (within 200 feet)			
	a) Location	_____	_____	_____
	b) Size	_____	_____	_____
	10) Airport Overlay Zone	_____	_____	_____
	11) Soil Area	_____	_____	_____
	12) Phasing Plan	_____	_____	_____
	13) Water Rights Provide Note:	_____	_____	<u>Before final plat approval subdividers and developers of platted subdivisions and residential PUDs are required to convey water rights to the City according to the City's water acquisition ordinance.</u>
				<u>Commercial and industrial PUDs shall convey water rights to the City according to the City's water acquisition ordinance when a building permit is obtained on each lot.</u>
C. Planning Commission Vicinity Plan (Recommendation)				
	1. Required Documents			
	A) Final Vicinity Plan			
	1) Easements			
	a) Streets	_____	_____	_____
	b) 10' PUE Each side of street	_____	_____	_____
	c) 7.5' PUE on Boundary	_____	_____	_____
	d) Government Land Access	_____	_____	_____
	e) All PUD Common Areas	_____	_____	_____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	are PUE's	_____	_____	_____
2)	Proposed Structure	_____	_____	_____
	a) Location	_____	_____	_____
	b) Unit Number	_____	_____	_____
	c) Setback from City Street	_____	_____	20 Feet
	d) Setback from Adjacent Property	_____	_____	_____
	e) Floor Plan	_____	_____	Provide typical floor plan (s) (Multi-Family Only)
	f) Required Parking	_____	_____	Provide parking calculation per Zoning Ordinance.
	g) Parking Plan	_____	_____	Provide parking plan, location and dimensions per Zoning Ordinance (Multi Family Only)
3)	Private Lots/Convertible Lands	_____	_____	_____
	a) Location	_____	_____	_____
	b) Lot Size	_____	_____	_____
	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 (%)	_____	_____	_____
	f) Allowable Dwelling Units	_____	_____	See Ordinance
	g) Total Dwelling Units	_____	_____	_____
7)	Fencing	_____	_____	In Residential PUD Only
8)	Landscaping-Permanent	_____	_____	_____
9)	2' Contours	_____	_____	_____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	B) Project Analysis			
	1) Market Analysis with Buyer Profile/Selling Price Range	_____	_____	_____
	2) Project Description	_____	_____	<u>Home Type/signs/lighting/landscaping, etc.</u>
	3) Amenity & Landscaping Const. & O&M Budget	_____	_____	_____
	4) Construction Phasing/Schedule	_____	_____	_____
	5) Zoning/Standards Variance	_____	_____	<u>Roads, setbacks, lot areas, building heights, size, etc.</u>
	2. Planning Commission Filing Fees paid	_____	_____	<u>\$500</u>
	3. (1 st or 3 rd Tuesday, PDF map)	_____	_____	<u>Public Hearing (10 day notice by City</u>
	4. Public Notification (5 Business days prior to PC)	_____	_____	<u>Via Certified Mail or Hand Delivery</u>
	A) Individual Land Owner	_____	_____	<u>(See attached Notice Form and Certificate of Hand Delivery)</u>
	B) Posting	_____	_____	<u>Within 300'</u>
	C) Public Hearing	_____	_____	<u>By Building Official</u>
				<u>Scheduled and Noticed</u>
	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	_____	_____	_____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	2) Inlets	_____	_____	_____
	3) Detention Basins	_____	_____	_____
	D) Traffic Study	_____	_____	_____
F. Engineering Drawings				
1. Private Improvements				
	A) Three sets of Check Prints	_____	_____	1- Engineer 1- Public Works 1- Checker
	B) All Drawings			
	1) Title Block			
	a) Project Name	_____	_____	_____
	b) Date	_____	_____	_____
	c) Scale	_____	_____	_____
	d) Engineer/Surveyor	_____	_____	_____
	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

Development Stage Checked Item/Details

Approved N/A

Criteria/Comments

e) City Sewer	_____	_____	<u>Name, Phone number</u>
f) City Storm Drain	_____	_____	<u>Name, Phone number</u>
g) City Streets	_____	_____	<u>Name, Phone number</u>
h) City Engineering	_____	_____	<u>Name, Phone number</u>
D) Preliminary Plan (Use Final Vicinity Plan)	_____	_____	<u>See Development Stage C.1.A Above</u>
E) Street/Utility Plans			
1) Streets			
a) Master Planned Street	_____	_____	_____
b) Location	_____	_____	_____
c) Names/Numbers	_____	_____	<u>No duplicated in City or County</u>
d) Width	_____	_____	<u>26' Minimum</u>
e) Cross Sections	_____	_____	_____
f) Entrance Signs			
1- Stop Sign	_____	_____	_____
2- Street Sign	_____	_____	_____
3- Private Street Sign	_____	_____	_____
4- Cul-de-sacs	_____	_____	<u>Per Fire Code</u>
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	_____	_____	_____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>	page 9
	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 _____	_____	_____	_____	<u>Piped in Residential & Commercial PUD's</u>
	f) Flood Zone Info.				
	1- Base Flood Elevation _____	_____	_____	_____	<u>Need Flood Plain Development Permit if in 100</u>
	2- Lowest Floor Elevation _____	_____	_____	_____	<u>Year flood zone.</u>
	3- Commercial Flood _____	_____	_____	_____	
	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 _____	_____	_____	_____	<u>If not inside building</u>
	h) R.V. Storage _____	_____	_____	_____	<u>Unless restricted in CC&R's</u>
	i) Gated Community Emergency Access				
	1- Telephone Actuated				
	Opener _____	_____	_____	_____	<u>Manufacturer's Model</u>

Approved N/A

2- Opener Manual Override__ _____ 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 _____ _____

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) _____ _____

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 _____ _____

Filed per State Statute

Approved N/A

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	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	_____	_____	<u>All Approach Zone, Instrument Approach Zone, Runway Protection Zone.</u>
	F) Government Land Access	_____	_____	_____
	G) Off-Site Easements			
	1) Access	_____	_____	_____
	2) Water	_____	_____	_____
	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	_____	_____	_____

Approved N/A

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	_____	_____	_____
B) Boundary Lines (Bearing/length)	_____	_____	_____
15. Common Area			
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. Area Use Table			
A) Phase Total Area (_____Ac/S.F.)	_____	_____	_____
B) Building & Hardscape (% of total area)	_____	_____	_____
C) Green Space (x S.F.) (% of total area)	_____	_____	35% Required
D) Dwelling Units			
1) # Allowed /Acre (_____)	_____	_____	_____
2) # Platted (_____)	_____	_____	_____
3) # Platted /Acre (_____)	_____	_____	_____

Approved N/A

23. Gated Community Damage Waiver	_____	_____	_____
24. 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	_____	_____	_____
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	_____	_____	_____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	1) Water Right Transfers	_____	_____	_____
	2) Special Assessment Fee	_____	_____	_____
	3) Excess right FROR Agreement	_____	_____	_____
	I) Title Report	_____	_____	_____
	J) CC&R's	_____	_____	<u>Include City Damage Waiver/2 copies</u>
	K) Developer's Attorney Condo Compliance Letter	_____	_____	<u>Condominiums Only</u>
	L) Signature	_____	_____	_____
J. City Council Final Plat Review/Approval (4 copies)				
	1. Work Meeting	_____	_____	_____
	2. Action Meeting	_____	_____	_____
	3. Mayor's Signature	_____	_____	_____
K. 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 TUESDAY, ONE WEEK PRIOR TO THE TUESDAY MEETING.

NOTICE OF PUBLIC 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
(Name- Printed)

Phone: _____ E-mail: _____