

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

Approved   N/A

Criteria/Comments

PUD/CONDOMINIUM CHECKLIST

Revised 7/22/2020

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

Development Stage   Checked Item/Details

Approved   N/A

Criteria/Comments

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 \_\_\_\_\_

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>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>
14)	Is PUD Within Wildfire Urban Interface Zone	_____	_____	<u>Add Note: PUD Is within the WUI</u>
C.	Planning Commission Vicinity Plan (Recommendation)			
	1. Required Documents			
	A) Final Vicinity Plan			
	1) Easements			
	a) Streets	_____	_____	_____

Development Stage

Checked Item/Details

Approved

N/A

Criteria/Comments

	b) 10' PUE Each side of street	_____	_____	_____
	c) 7.5' PUE on Boundary	_____	_____	_____
	d) Government Land Access	_____	_____	_____
	e) All PUD Common Areas 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	_____	_____	<u>Provide typical floor plan (s) (Multi-Family Only)</u>
	f) Required Parking	_____	_____	<u>Provide parking calculation per Zoning Ordinance.</u>
	g) Parking Plan	_____	_____	<u>Provide parking plan, location and dimensions per Zoning Ordinance (Multi Family Only)</u>
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	_____	_____	<u>Needed along all City Streets</u>
	c) Master Planned Trails	_____	_____	_____
6)	Area Use Tabulation			
	a) Private (Amt. & %)	_____	_____	_____
	b) Common (Amt. & %)	_____	_____	_____
	c) City (Amt. & %)	_____	_____	_____
	d) Total Amount	_____	_____	<u>Exceeds minimum size (see ord.)</u>
	e) Green Space (%)	_____	_____	_____
	f) Allowable Dwelling Units	_____	_____	<u>See Ordinance</u>
	g) Total Dwelling Units	_____	_____	_____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	7) Fencing	_____	_____	<u>In Residential PUD Only</u>
	8) Landscaping-Permanent	_____	_____	_____
	9) 2' Contours	_____	_____	_____
	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 <sup>st</sup> or 3 <sup>rd</sup> 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> <u>(See attached Notice Form and Certificate of Hand Delivery)</u> <u>Within 300'</u>
	A) Individual Land Owner	_____	_____	<u>By Building Official</u>
	B) Posting	_____	_____	<u>Scheduled and Noticed</u>
	C) Public Hearing	_____	_____	_____
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	_____	_____	_____

Development Stage    Checked Item/Details

Approved

N/A

Criteria/Comments

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

e) Sheet #

2) North Arrow

3) Engineer's Certification (On all drawings)

a) Engineer's Stamp & Sig.

b) Internal Checker's Initials

c) Initialed Checklist

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

7) Utility Contacts

1- Engineer 1- Public Works 1- Checker

Not required on detail sheets

All Items Initialed

Designed to Codes & Standards

	<u>Approved</u>	<u>N/A</u>	
a) Electrical	_____	_____	<u>Name, Phone number</u>
b) Natural Gas	_____	_____	<u>Name, Phone number</u>
c) Cable T.V.	_____	_____	<u>Name, Phone number</u>
d) City Water	_____	_____	<u>Name, Phone number</u>
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	_____	_____	_____



Development Stage

Checked Item/Details

Approved

N/A

Criteria/Comments

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

f) Flood Zone Info.

1- Base Flood Elevation

2- Lowest Floor Elevation

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

Piped in Residential & Commercial PUD's

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

If not inside building

	<u>Approved</u>	<u>N/A</u>	
h) R.V. Storage	_____	_____	<u>Unless restricted in CC&amp;R's</u>
i) Gated Community Emergency Access			
1- Telephone Actuated Opener	_____	_____	<u>Manufacturer's Model</u>
2- Opener Manual Override	_____	_____	<u>In Padlock Box</u>
2. Engineering Drawings on City Improvements (per Public Works Design Checklist)			
A) Per Public Works Design Checklist	_____	_____	
B) Stamped/Signed Drawings Sets	_____	_____	<u>2 Sets 24" X 356", 4 Sets 11" X 17"</u>
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	_____	_____	<u>Gated Access – PUD's</u>
I. Final Plat- Checked by City Surveyor			
1. Record of Survey	_____	_____	<u>Filed per State Statute</u>
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	_____	_____	_____

Approved    N/A

	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	_____	_____	<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	_____	_____	_____

	<u>Approved</u>	<u>N/A</u>	
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	_____	_____	_____
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

	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
D) Dwelling Units			
1) # Allowed /Acre ( _____ )	_____	_____	_____
2) # Platted ( _____ )	_____	_____	_____
3) # Platted /Acre ( _____ )	_____	_____	_____
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	_____	_____	_____
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	_____	_____	_____

See New Wording

Development Stage   Checked Item/Details

Criteria/Comments

Approved

N/A

- E) Inspection Fees
- 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
- K) Developer's Attorney Condo Compliance Letter
- L) Signature

1% Bond Amount (City improvements only)

J. City Council Final Plat Review/Approval (4 copies)

- 1. Work Meeting
- 2. Action Meeting
- 3. Mayor's Signature

Include City Damage Waiver/2 copies

Condominiums Only

K. Recording

- 1. Recorder Signature
- 2. Record

NOTICE OF PUBLIC MEETING

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

- PUD Plat Amendment \_\_\_\_\_
- PUD Vicinity Plan \_\_\_\_\_
- Condo Plat Amendment \_\_\_\_\_
- Condo Vicinity Plan \_\_\_\_\_
- Road Vacating \_\_\_\_\_
- RDO Plan \_\_\_\_\_
- Subdivision Lot Modification \_\_\_\_\_
- Subdivision Plat Amendment \_\_\_\_\_
- Zone Change \_\_\_\_\_

This proposal is within 300 feet of property you own. (map attached) This proposal will be discussed at a Planning Commission Work 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 Work Meeting or you can send your **written comments to:**

Cedar City Corporation - Engineering  
10 North Main Street  
Cedar City, Utah 84720

The Planning Commission work 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- Phone # \_\_\_\_\_  
(Signature- PRINT)

**Please call the above number for any questions regarding this matter or attached map.**

**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:

- Condo Plat Amendment \_\_\_\_\_
- Condo Vicinity Plan \_\_\_\_\_
- PUD Plat Amendment \_\_\_\_\_
- PUD Vicinity Plan \_\_\_\_\_
- Road Vacating \_\_\_\_\_
- RDO Plan \_\_\_\_\_
- 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 5:00 PM, TUESDAY PRIOR TO THE TUESDAY WORK MEETING.**