

Subdivision & Site Plan Submittal Requirements

2 Submittal Requirements

2.01 Preliminary Plat

A. General Requirements

1. This submittal is required for the following:
 - a. Residential Subdivisions
 - b. Commercial Subdivisions
 - c. Master Plan Zones
 - d. Mixed Use Zones
 - e. Overlays.
2. Maximum plan scale shall be 1"=100' on 24x36.
3. Shall be stamped by a licensed Professional Engineer.
4. Plan match lines shall not be along streets.
 - a. The City Engineer may approve larger paper size to fit larger subdivisions onto one sheet.
5. Submittal shall include the following uploaded to Salem City's Online program:
 - a. Preliminary Improvements Plans
 - i. 24" x 36" PDF
 - ii. 11" x 17" PDF
 - iii. AutoCAD Format
 - iv. See Section 2.04 Electronic File Requirements
 - b. Storm drain calculations
 - c. Geotechnical report
 - d. Preliminary Title Report
 - e. Amenities plans (when required)
 - f. Development agreement (when required).

B. Engineering Studies

1. Additional engineering studies may be required, including but not limited to the following
 - a. Traffic impact study
 - b. Wetland study
 - c. Endangered plants and animals study
 - d. Cultural and archeological studies
 - e. Environmental impact statements
 - f. Earthquake hazard study
 - g. Debris flow study
 - h. Other geological hazard studies
 - i. Utah Department of Transportation requirements
 - j. Utah County requirements
 - k. Division of Drinking Water review
 - l. Division of Water Quality review

Subdivision & Site Plan Submittal Requirements

- m. Floodplain evaluation (see ordinance)
- n. Any other applicable studies.

C. Title Sheet

1. Include the subdivision name followed by "Preliminary Plat" as the title in the title block and top center of the sheet.
2. Include a location map that is clear and shows significant nearby streets.
3. Include the name, phone number, and address of the following:
 - a. Developer/Owner
 - b. Engineering Firm
 - c. Surveying Firm
 - d. Others (as needed).
4. Include stamp of licensed Professional Engineer.

D. Plat Sheet

1. Show the zoning on and adjacent to the project.
2. Show the names of all adjacent subdivisions and land owners.
3. Show the lot layout including:
 - a. Size
 - i. Square feet
 - ii. Frontage
 - b. Easements
 - c. Setbacks
 - d. Lot numbering.
4. Show the street layout with street names and street coordinates.
 - a. Designate private or public ROW.
5. List the number of lots/units.
6. Include legal description of property.

E. Project Overview Sheet

1. Include the following:
 - a. Street improvements
 - b. Storm drain (size & location)
 - c. Culinary water (size & location)
 - d. Pressurized irrigation (size & location)
 - e. Sanitary sewer (size & location)
 - f. Preliminary landscaping (when required)
 - g. Traffic signing, striping and control plan (when required)
 - h. Lot layout w/lot #'s and street names and coordinates
 - i. Additional easements (when required)
 - j. Lighting plan.

F. Phasing Plan Sheet

1. Show all improvements.

Subdivision & Site Plan Submittal Requirements

2. Show the phasing plan.

G. Grading Sheet

1. Show a minimum of 5' contour intervals.
2. Show the following with lighter lines:
 - a. Lot layout w/lot #'s
 - b. Street improvements w/street names and coordinates.

H. Utilities Sheet

1. Show the following:
 - a. Street improvements w/street names and coordinates
 - b. Lot layout w/lot #'s
 - c. Storm drain (size & location)
 - d. Culinary water (size & location)
 - e. Pressurized irrigation (size & location)
 - f. Sanitary sewer (size & location)
 - g. Lighting plan.

I. Drainage and Storm Drain Sheet

1. Show the following:
 - a. Street improvements w/street names and coordinates
 - b. Lot layout w/lot #'s
 - c. Storm drain
 - d. Street flow lines
 - e. Floodplain Evaluation (see ordinance).

J. Details Sheet

1. Show street ROW cross-sections.
2. Show special plans and details as necessary.

2.02 Final Plat

A. General Requirements

1. This submittal is required for the following:
 - a. Residential Subdivisions
 - b. Commercial Subdivisions
 - c. Master Plan Zones
 - d. Mixed Use Zones
 - e. Overlays.
2. Maximum plan scale shall be 1"=100' on 24x36.
3. Shall be stamped by a licensed Professional Engineer.
4. Plan match lines shall not be along streets.
 - a. The City Engineer may approve larger paper size to fit larger subdivisions onto one sheet.
5. Submittal shall include the following uploaded to Salem City's Online Program:

Subdivision & Site Plan Submittal Requirements

- a. Final Improvements Plans/Construction drawings
 - i. 24" x 36" PDF
 - ii. 11" x 17" PDF
 - iii. AutoCAD Format
 - iv. See Section 2.04 Electronic File Requirements
 - b. Landscaping plan by professional landscape architect/designer (when required)
 - c. Geotechnical report
 - d. Storm drain calculations
 - e. Easements and agreements (when required)
 - f. Necessary permits
 - g. Amenities plans (when required)
 - h. Signed development agreement (when required).
6. Permits and/or approvals that may be required, include but are not limited to the following:
- a. Wetlands Army Corps of Engineers permit
 - b. Endangered plants and animals impact permit/approval
 - c. Cultural and archeological permit/approval
 - d. Environmental impact statements
 - e. Earthquake hazard approval
 - f. Debris flow hazard approval
 - g. Other geological hazard permit/approval
 - h. Utah Department of Transportation (UDOT) permit
 - i. Utah County permit/approval
 - j. Division of Drinking Water permit/approval
 - k. Division of Water Quality permit/approval
 - l. Discharge permit
 - m. Stream alteration permit
 - n. Land disturbance permit
 - o. Utah State dam safety permit
 - p. Encroachment and excavation permit
 - q. Utility company approval
 - r. Irrigation or canal company approval
 - s. Any other applicable permits and approvals.

B. Title Page

1. Include the subdivision name followed by "Final Plat" as the title in the title block and top center of the sheet.
2. Include a location map that is clear and shows significant nearby streets.
3. Include the name, phone number, and address of the following:
 - a. Developer/Owner
 - b. Engineering Firm
 - c. Surveying Firm
 - d. Others (as needed).

Subdivision & Site Plan Submittal Requirements

4. Include stamp of licensed Professional Engineer.

C. Plat Sheet

1. Show the zoning on and adjacent to the project.
2. Show the names of all adjacent subdivisions and land owners.
3. Show the lot layout.
 - a. Size
 - i. Square feet
 - ii. Frontage
 - b. Easements
 - c. Setbacks
 - d. Lot numbering
4. Show lot addresses.
5. Show the street layout with street names and street coordinates.
 - a. Designate private or public ROW.
6. List the number of lots/units.
7. Include legal description of property.
8. Include Salem City's Typical Building Setback & Municipal Utility Easements detail.

D. Project Overview Sheet

1. Include the following:
 - a. Street improvements
 - b. Storm drain (size & location)
 - c. Culinary water (size & location)
 - d. Pressurized irrigation (size & location)
 - e. Sanitary sewer (size & location)
 - f. Final landscaping (when required)
 - g. Traffic signing, striping and control plan (when required)
 - h. Lot layout w/lot #'s and street names & coordinates
 - i. Additional easements (when required)
 - j. Lighting plan.

E. Phasing Plan Sheet

1. Show all improvements.
2. Show the phasing plan.

F. Grading Sheet

1. Show a minimum of 5' contour intervals.
2. Show the following with lighter lines:
 - a. Lot layout w/lot #'s
 - b. Street improvements w/street names and coordinates.

G. Utilities Sheet

1. Show the following:

Subdivision & Site Plan Submittal Requirements

- a. Street improvements w/street names and coordinates
- b. Lot layout w/lot #'s
- c. Storm drain (size & location)
- d. Culinary water (size & location)
- e. Pressurized irrigation (size & location)
- f. Sanitary sewer (size & location)
- g. Lighting plan.

H. Drainage and Storm Drain Sheet

1. Show the following:
 - a. Street improvements w/street names and coordinates
 - b. Lot layout w/lot #'s
 - c. Storm drain
 - d. Street flow lines
 - e. Street grade contour intervals
 - f. Detention/retention basin contour intervals
 - g. Floodplain Evaluation (see ordinance).

I. Street Profile Sheets

1. Show the following:
 - a. Street improvements
 - b. Existing elevations
 - c. Sewer
 - d. Flood irrigation
 - e. Storm drain.

J. Details Sheet

1. Include street ROW cross-sections.
2. Include applicable standard details.
3. Include special plans and details.

2.03 Commercial Site Plan

A. Applicability

1. This submittal is required for existing and new commercial/industrial developments.
2. Commercial Subdivisions must follow the Subdivisions Approval Procedure.

B. Existing Uses/Remodels

1. Include a "to scale" map showing the following:
 - a. Property lines
 - b. Locations of existing and proposed site improvements
 - c. ROW improvements
 - d. Utilities
 - e. Buildings, structures, and fences
 - f. Setbacks

Subdivision & Site Plan Submittal Requirements

- g. Contemplated uses
 - h. Floodplain Evaluation (see ordinance)
 - i. Other information required by the zone.
2. Map should be submitted in PDF and AutoCAD formats by uploading to Salem City's Online Program.

C. New Commercial Site Plans

1. These are new commercial developments on existing lots, with no subdividing.
2. Include a "to scale" map showing the following:
 - a. Property lines
 - b. Existing and proposed site improvements
 - c. Utilities
 - d. Buildings, structures, and fences
 - e. Setbacks
 - f. Parking
 - g. Lighting
 - h. Solid waste disposal location
 - i. Landscaping plan
 - j. Drainage plan
 - k. ROW improvements
 - l. Property accesses
 - i. Must be approved by the City, County, or UDOT Engineer as applicable
 - m. Signage
 - n. Contemplated uses
 - o. Floodplain Evaluation (see ordinance)
 - p. Other information required by the zone.
3. Map should be submitted in PDF and AutoCAD formats by uploading to Salem City's Online Program.
4. Additional engineering studies may be required, including but not limited to the following
 - a. Traffic impact study
 - b. Wetland study
 - c. Endangered plants and animals study
 - d. Cultural and archeological studies
 - e. Environmental impact statements
 - f. Earthquake hazard study
 - g. Debris flow study
 - h. Other geological hazard studies
 - i. Utah Department of Transportation requirements
 - j. Utah County requirements
 - k. Division of Drinking Water review
 - l. Division of Water Quality review
 - m. Any other applicable studies.

Subdivision & Site Plan Submittal Requirements

2.04 Electronic File Requirements

A. Applicable Submittals

1. Preliminary Plat
2. Final Plat
3. Commercial Site Plan
4. "As Built" Plans

B. File Formats

1. AutoCAD (DWG)
2. PDF

C. Coordinate Systems

1. Horizontal: NAD83
2. Elevations: NAVD88

D. Electronic File Geometry

1. All lines shall be snapped together.
 - a. No overlapping or under-length lines.
2. Street centerlines shall be continuous polylines.
3. Storm drain and sanitary sewer pipes shall meet the following requirements:
 - a. Drawn in the direction of flow
 - b. Continuous polyline from structure to structure
 - c. Drawn at pipe centerline.
4. Culinary and PI lines shall meet the following requirements:
 - a. Continuous polyline between pipe intersections or size changes
 - b. No curves
 - c. Drawn at pipe centerline.
5. All lines and shapes shall be to scale and in their proper location horizontally and vertically.

E. Layers

Include the following list in individual layers.

1. Culinary water line sizes
2. Culinary water lines
3. Culinary water meters
4. Culinary water valves
5. PI line sizes
6. PI lines
7. PI boxes
8. PI valves
9. Fire hydrants
10. Storm drain line sizes
11. Storm drain manholes

Subdivision & Site Plan Submittal Requirements

12. Storm drain catch basins
13. Detention/retention ponds
14. Sanitary sewer line sizes
15. Sanitary sewer lines
16. Sanitary sewer manholes
17. Edge of pavement
18. Lot boundaries
19. Lot numbers
20. Sidewalks
21. Back of curb
22. Road centerlines
23. Dimensions
24. Contours
25. Sprinkler heads
26. Sprinkler line sizes
27. Sprinkler lines
28. Sprinkler valves
29. Sprinkler timers