



**APPLICATION FOR PRELIMINARY SUBDIVISION PLAT APPROVAL**  
(Sections 11.070 – 11.110 Lehi City Development Code)

For Office Use Only

File #: \_\_\_\_\_ Application Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Planner: \_\_\_\_\_

Fee: Residential - Single family detached lots \$250 + \$60 per lot; Multi-Family/Attached units - \$250 + \$50 per unit  
Commercial - \$250 + \$75 per lot **\*\*\* Concept Fee Credit**

Name of Proposed Subdivision: \_\_\_\_\_ Total # of Lots: \_\_\_\_\_

Address of Proposed Subdivision: \_\_\_\_\_

Name of Applicant or Authorized Agent(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Owner(s) (if other than applicant): \_\_\_\_\_  
(if more than one owner, attach additional information for each owner to this application)  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Signature of Authorization to file: \_\_\_\_\_  
(if more than one owner, attach the signature of each owner to this application)

Name of Licensed Engineer: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICATION SUBMITTAL PROCEDURES**

- (1) \_\_\_\_\_ The applicant shall contact a member of the Planning Staff before submitting plans electronically.
- (2) \_\_\_\_\_ The applicant shall contact the City Traffic Engineer regarding the need for a TIS or TGS as per Lehi City Design Standards and Public Improvement Specifications, Section 2.05. *(Luke Seegmiller 385-201-2531 or lseegmiller@lehi-ut.gov)*
- (3) \_\_\_\_\_ The applicant shall create an account and submit all required information electronically through the following link <https://www.lehi-ut.gov/government/public-meetings/planning/applications/>, including:
  - (a) \_\_\_\_\_ the completed application, all other required information including a narrative;
  - (b) \_\_\_\_\_ a preliminary or draft copy of any restrictive covenants (CC&Rs), Bylaws, environmental studies;
  - (c) \_\_\_\_\_ a copy of the drainage study with narrative (must be stamped and signed by a licensed engineer);
  - (d) \_\_\_\_\_ copy of the CBR test results and geotechnical report.
- (4) \_\_\_\_\_ **Staff will then review the submittal and send out an email with a link for the payment of fees.**
- (5) \_\_\_\_\_ The applicant shall provide stamped, addressed #10 business envelopes for all property owners within 300 feet, including a mailing list.  
 The names and addresses for the most recently available Utah County tax assessment records can be found by using the following link <https://maps.utahcounty.gov/PropertyNotification/PropertyNotification.htm>. It shall be the sole responsibility of the applicant to verify that the mailing list and envelopes are complete and accurate.
- (6) \_\_\_\_\_ Applicant has satisfied the water dedication requirements.

The deadline for submittal for the meeting of the Reviewing Departments is 5:00 pm on Tuesday for review the following week on Wednesday. All fees need to be paid by noon on Wednesday (a week before the meeting). ***It is the applicant's responsibility to call and confirm their scheduled DRC time.***

## **APPLICATION REQUIREMENTS**

Please read the applicable sections of the Lehi City Development Code and Lehi City Design Standards and Public Improvements Specifications Manual in detail before submitting an application. A land surveyor licensed to practice in the State of Utah shall prepare the Preliminary Plat. All engineering and/or surveying documents submitted for City review shall be stamped by said engineer or land surveyor in accordance with the procedures of the Utah State Board for Professional Registration. If the plat contains more than one sheet, the sheets shall be numbered in sequence and clearly indicated on each sheet. The following information, at a minimum, shall be included with the application for Preliminary Subdivision Plat Approval (*additional information may be required by the Staff, Planning Commission or City Council*). The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause of an incomplete application and disapproval of a Preliminary Plat.

**Follow carefully the Checklist below** and **initial each item** as being completed, or put N/A if waived by staff or not applicable to approval process:

### **Format and General Items**

- (1) \_\_\_\_\_ All engineering and/or surveying documents stamped by engineer or land surveyor in accordance with the procedures of the Utah State Board for Professional Registration.
- (2) \_\_\_\_\_ A title block showing:
  - (a) \_\_\_\_\_ Name of the subdivision.
  - (b) \_\_\_\_\_ Type of development (residential, commercial, PUD, PRD, etc.).
  - (c) \_\_\_\_\_ Name and address of owner of record, developer and designer.
  - (d) \_\_\_\_\_ Name and address of engineer or land surveyor.
  - (e) \_\_\_\_\_ Date of preparation.
  - (f) \_\_\_\_\_ Tabulation of acres, lots, open space and units per acre.
- (3) \_\_\_\_\_ Graphic and written scale at no more than one (1) inch equals one hundred (100) feet or as recommended by City Engineer.
- (4) \_\_\_\_\_ North arrow.
- (5) \_\_\_\_\_ Township and Range, section lines, and other monuments.
- (6) \_\_\_\_\_ Vicinity map at a scale of one (1) inch equals one thousand (1,000) feet.
- (7) \_\_\_\_\_ Topographic contour intervals of no greater than two (2) feet, unless otherwise stipulated by City Engineer.
- (8) \_\_\_\_\_ Surveyed boundary of the subdivision.
- (9) \_\_\_\_\_ Location and names of adjacent properties/property owners and platted subdivisions.
- (10) \_\_\_\_\_ Location of zoning boundary lines within and adjacent to the proposed subdivision.
- (11) \_\_\_\_\_ Location, *height and type* of existing fence lines within and contiguous to the subdivision.
- (12) \_\_\_\_\_ Location, use, and dimensions of all existing buildings within the proposed subdivision. Indicate which buildings are to remain and which are to be removed.
- (13) \_\_\_\_\_ Location of all proposed lots including:
  - (a) \_\_\_\_\_ Lot dimensions.
  - (b) \_\_\_\_\_ Lot frontage.
  - (c) \_\_\_\_\_ Lot area (square feet).
  - (d) \_\_\_\_\_ Building setback lines (building envelopes).
- (14) \_\_\_\_\_ Lots consecutively numbered or lettered in alphabetical order.
- (15) \_\_\_\_\_ Location of existing features within and contiguous to the proposed subdivision including:
  - (a) \_\_\_\_\_ Existing public utility easements.
  - (b) \_\_\_\_\_ Existing utilities including power lines/poles (must identify ownership of lines as Lehi City or Rocky Mtn. Power), telephone, cable, gas, fiber optic, etc. Indicate whether they are to remain or be re-located. If they are to be relocated, show the proposed new location.
  - (c) \_\_\_\_\_ Irrigation ditches.
  - (d) \_\_\_\_\_ Drain pipes, drainage channels, and culverts.
  - (e) \_\_\_\_\_ Railroads.
  - (f) \_\_\_\_\_ Bridges.
  - (g) \_\_\_\_\_ Water bodies, springs or water sources within twenty-five hundred (2,500) feet.

- (h) \_\_\_\_\_ Wells (show and label whether the well is to remain or be abandoned - if the well is to be abandoned, add a note on the plans stating “existing well to be abandoned and capped by a certified well driller and documentation provided to Lehi City”).
- (i) \_\_\_\_\_ Equestrian, pedestrian and bicycle trails.
- (16) \_\_\_\_\_ Location and dimensions of any common space or open space areas including property to be set aside for parks, playgrounds, trails, or other public or private uses, with a designation of the purpose of those areas, and conditions, if any, of the dedication or reservation.
- (17) \_\_\_\_\_ Location and extent of all cuts and fills exceeding (3) three feet anywhere on the project site and any associated retaining walls.

### **Roads**

- (18) \_\_\_\_\_ The location and width of all existing and proposed roads, rights-of-way, alleys, and other public ways (all main roads must comply with the Lehi City Master Transportation Plan).
- (19) \_\_\_\_\_ Cross sections of all existing and proposed roads (include road dimensions and location of utilities within the road.)
- (20) \_\_\_\_\_ Proposed names of all new roads.
- (21) \_\_\_\_\_ Location of all existing and proposed curb, gutter and sidewalk within the subdivision including:
- (a) \_\_\_\_\_ An indication of the grades.
- (b) \_\_\_\_\_ Flow arrows showing direction of storm water surface flows.
- (22) \_\_\_\_\_ Location of any necessary temporary turnaround easements for emergency access on dead end roads.
- (23) \_\_\_\_\_ Provide a circulation plan that includes information on cul-de-sac lengths, block lengths, and connectivity index (see section 37.070).
- (24) \_\_\_\_\_ Not more than 50 units off of a single point of access and provision for future access to adjacent vacant parcels.
- (25) \_\_\_\_\_ Street intersection offsets of not less than 150 feet.
- (26) \_\_\_\_\_ If adjacent to a state road specify UDOT access size and location (UDOT approval will be required at final plat).

### **Water/Sewer**

- (27) \_\_\_\_\_ Location and size of existing and proposed culinary and pressure irrigation water lines (including existing lines adjacent to and/or affected by the proposed subdivision). Show main lines only. Do not show proposed valves, blowoffs, hydrants, pipe types or other related details. These items will be reviewed with the final plat.
- (28) \_\_\_\_\_ Location of existing and proposed sewer main lines including size, depth, and slope (show any sewer lines adjacent to or affected by the proposed subdivision).
- (29) \_\_\_\_\_ Letter(s) of intent for any necessary offsite water or sewer easements across privately owned land.

### **Drainage**

- (30) \_\_\_\_\_ Drainage system calculations and an explanatory narrative stamped and signed by a licensed engineer.
- (a) \_\_\_\_\_ Use Lehi City rainfall curves in the drainage study and calculate 10- and 100-year floods (attach Lehi City rainfall curves to drainage calculations).
- (b) \_\_\_\_\_ For detention basins, submit calculations to justify sizing based on 100-year design storm.
- (31) \_\_\_\_\_ Existing and proposed storm drainage improvements including:
- (a) \_\_\_\_\_ Major drainage facilities, outfalls, and discharge.
- (b) \_\_\_\_\_ Drainage pipe locations, sizes and depths.
- (32) \_\_\_\_\_ Location of detention/retention basins with an indication that the basin(s) will include the following:
- (a) \_\_\_\_\_ Minimum 1-foot freeboard.
- (b) \_\_\_\_\_ 3:1 slopes or flatter.
- (c) \_\_\_\_\_ Grass covering and underground sprinkler system.
- (d) \_\_\_\_\_ Designation of the purpose and conditions, if any, of the dedication or reservation.
- (33) \_\_\_\_\_ A written statement from the appropriate agency accepting responsibility for all surface and subsurface drainage, which is directed into channels owned, by the agency (such as irrigation companies, private land owners, etc.).
- (34) \_\_\_\_\_ Letter(s) of intent for any necessary offsite drainage easements across privately owned land.
- (35) \_\_\_\_\_ Drainage Report section describing how Low Impact Development (LID) is being incorporated into the site and how storm water quality will be improved.

### **Irrigation Ditches**

- (36) \_\_\_\_\_ A written statement from the appropriate agency (such as irrigation companies, private land owners, etc.) regarding the effect of the proposed subdivision on any irrigation channels or ditches and any piping or other mitigation required.
- (37) \_\_\_\_\_ The location, size and grade of any required piping for irrigation ditches as per the irrigation company letter.

### **Sensitive Lands**

- (38) \_\_\_\_\_ Identification of natural features or sensitive lands including, but not limited to:
- (a) \_\_\_\_\_ Wetlands.
- (b) \_\_\_\_\_ Floodplains, floodways and areas that would be covered in water in a 100-year storm event.
- (c) \_\_\_\_\_ Areas where ground water rises periodically to within two (2) feet of the surface of the ground.
- (d) \_\_\_\_\_ Slopes exceeding thirty (30) percent.
- (e) \_\_\_\_\_ Vegetation areas (including name and size of all existing trees and shrubs which could be incorporated into the subdivision).
- (f) \_\_\_\_\_ Threatened or endangered species habitat areas.
- (39) \_\_\_\_\_ A letter from the Army Corp of Engineers regarding any wetland areas within boundaries of the proposed plat.

**Buffering**

- (40) \_\_\_\_\_ The proposed treatment of the perimeter of the development, including materials and techniques used (may be required to comply with Section 18-010 - Right to Farm), such as:
- (a) \_\_\_\_\_ Fences.
  - (b) \_\_\_\_\_ Berms.
  - (c) \_\_\_\_\_ Walls.

**Required Notes**

- (41) \_\_\_\_\_ Provide a note on the preliminary plat which states that the following items will be reviewed at the time of Final Plat review (because these items will be reviewed with the final plat, please do not show them on the Preliminary Plat):
- (a) \_\_\_\_\_ Plan & profiles/construction drawings of public improvements.
  - (b) \_\_\_\_\_ All pipe types, specific locations & details (bends, detector tape etc.).
  - (c) \_\_\_\_\_ Valves.
  - (d) \_\_\_\_\_ Blowoffs including size type & protection.
  - (e) \_\_\_\_\_ Manholes, boxes and related details.
  - (f) \_\_\_\_\_ Water & sewer service details.
  - (g) \_\_\_\_\_ Fire hydrants.
  - (h) \_\_\_\_\_ Lot line utility easements.
  - (i) \_\_\_\_\_ Street lights/street signs/traffic signs.
  - (j) \_\_\_\_\_ Power line extensions & dome/transformer locations.
  - (k) \_\_\_\_\_ Lot addresses
  - (l) \_\_\_\_\_ CBR values and road sub-base.
  - (m) \_\_\_\_\_ Subdivision monumentation and lot corner markers.

**Other Required documents**

- (42) \_\_\_\_\_ A surveyor's plat showing existing fence lines, existing deed lines, existing road rights-of-way and ROW widths, and proposed subdivision boundary lines shall be *included with each set* of the preliminary subdivision plans.
- (43) \_\_\_\_\_ If the subdivision is proposed as a PRD or PUD, the applicant must complete an application for PRD or PUD and provide detailed information regarding proposed features including building elevations, materials, and amenities.
- (44) \_\_\_\_\_ If the subdivision is in a Planned Community Zone, the applicant must include detailed information regarding proposed features including building elevations, materials, amenities, and any other provision of the Planned Community.
- (45) \_\_\_\_\_ If the proposed subdivision is adjacent to or in close proximity to an existing agricultural area or activity, an agricultural or irrigation right-of-way or easement, or an agricultural open space or agricultural preservation area, a Right to Farm Analysis must be submitted in accordance with Chapter 18 of the Lehi City Development Code.
- (46) \_\_\_\_\_ Landscaping plan for all park, open space, and common ownership areas including:
- (a) \_\_\_\_\_ Location, name and size of all proposed trees, shrubs, and plants.
  - (b) \_\_\_\_\_ Indication of proposed seed mix for grass areas (previously accepted seed mixes have included: 18% "Bluestar" Kentucky Bluegrass, 19% "Marquis" Kentucky Bluegrass, 17% "Newport" Kentucky Bluegrass, 17% "Touchdown" Kentucky Bluegrass, 16% "APM" Perennial Ryegrass, 13% "Accent" Perennial Ryegrass).
  - (c) \_\_\_\_\_ Indication of proposed irrigation facilities (underground sprinkler system).
  - (d) \_\_\_\_\_ Location of the clear view area at all street intersections (a triangular area formed by a line connecting the property lines at points 35 feet in each direction from the intersection) and an indication that no landscaping or other obstruction in excess of 3 feet above finished grade shall be allowed in the clear view area.
- (47) \_\_\_\_\_ A development phasing schedule (if applicable) including the sequence for each phase; approximate size in area of each phase; and, proposed phasing of construction of public improvements, recreation and common open space areas.
- (48) \_\_\_\_\_ Applicant and/or Applicant's engineer/surveyor has purchased the latest Lehi City Design Standards and Public Improvements Specifications Manual.
- (49) \_\_\_\_\_ Applicant and/or Applicant's engineer/surveyor has reviewed Lehi City's existing and master plan utility maps (available for review or purchase at the Planning Department Office).

---

**EFFECTIVE PERIOD OF PRELIMINARY SUBDIVISION PLAT APPROVAL**

A Preliminary Subdivision Plat shall not authorize the development of land. After a Preliminary Subdivision Plat has been approved by the City Council, the applicant may file an application for Final Subdivision Plat approval. The approval of a Preliminary Plat shall be effective for a period of two (2) years from the date the preliminary plat is approved by the City Council, at the end of which time the applicant must have submitted a final subdivision plat for approval for the entire preliminary plat or portion thereof. If a final subdivision plat is not submitted within the two year period, or as extended according to the provisions of Section 10.120, the preliminary approval shall be void.

---

**APPLICANT(S) CERTIFICATION**

I (we) certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I (we) understand that Lehi City may rescind any approval or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I (we) also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

***PLEASE NOTE: Attendance at Planning Commission and City Council meetings is required by the applicant or a representative. It is the applicant's responsibility to call for meeting dates and times.***