

Naples City

Energy * Recreation * Family

Preliminary Application Development/Subdivision

Name of Subdivision/Development _____ Date _____

Parcel #'s _____

Preliminary Plat Fee **\$50 + \$50 per lot** Receipt # _____ Date _____

Property Information

Property Owner (s) _____

Contact # _____ Fax # _____ Email _____

Property Owner (s) / Agent _____

Cell # _____ Email _____

Engineer/Surveyor

Name _____

Address _____

Office/Home Phone _____ Fax # _____

Cell # _____ Email _____

Professional License # _____

Each development shall be actively pursued to completion. Any application that exceeds the time limits stated in the Subdivision Ordinance (02-31) will be deemed null and void and the developer/subdivider waives all vested rights.

Any extension must be requested prior to the expiration of the original Concept approval date. The applicant must reapply at the Concept phase. There shall be no presumption of approval of any aspect of the process. Each application for a subdivision shall have all required submittals before it is accepted as a complete application.

I (we) hereby submit this as a legal and complete application on _____
Date

Signature of owner (s) or Agent (s)

Preliminary Plan Approval Check List

Applicant Check Here

Staff Checks Here

- Application form filled out and fee paid. (See fee schedule)
- Four 24" x 36" prints of the plat, design, and engineering drawings, drawn to the final plat standard
- One electronic copy, on CD, in .pdf format, of plat, design, and engineering drawings
- Eight 11" x 17" copies of the preliminary plat
- An additional 11" x 17" copy of the preliminary plat shall be submitted:
 1. When a proposed subdivision lies wholly or partially within one mile of the corporate limits of another municipality, or for that municipality's comments;
 2. When the subdivision is located wholly or partially within the boundary of a special improvement district;
 3. When applicable for review by any State or Federal Agency;
 4. For each servicing utility.
- Two 24" x 36" prints of the infrastructure design and engineering drawings for distribution to each of the following:
 1. City Planner
 2. Naples Road Department
- A list of on and off-site improvements and an engineer's estimate of the cost to complete the improvements to be used in determining bonding amounts.
- Site Plan Review by Planning staff
- Pre-Application Design Conference with Planning staff and affected entities
- Re-submittal of all documents with any changes required by staff, utilities, and affected entities
- Digital copy, on CD, in .pdf format, of all computer-generated plats
- Schedule for Planning Commission Presentation
(no later than 25 days prior to meeting)
- Preliminary Approval Complete

Preliminary Plat Requirements

Applicant Check Here

Staff Checks Here

- The plat shall be so drawn that the top of the sheet faces north.
- The plat shall be drawn to on (1) inch equals one hundred (100) feet or larger.
- Engineer's stamp certifying accuracy of the plat and preparation by a registered land surveyor licensed to do such work in the State of Utah. The actual map shall be made on a scale large enough to clearly show all details. Every detail of the plat shall be legible. A poorly-drawn or illegible plat is a cause for denial. A traverse shall not have an error of closure greater than one part in 10,000.
- Sufficient information to locate accurately the property shall be shown on the plat.
- Where the plat submitted covers only a part of the Applicant's tract, or is part of a larger vacant area, the plat shall show the locations of the subdivision as it forms part of the larger tract or parcel of land. In such case, a sketch of the proposed future street system of the unplanned parts shall be submitted and the street system of the part submitted shall be considered in the light of adjustments and connections with the future street system of the larger area.
- The names, widths, lengths, bearings and curve data on the right-of-way lines of proposed public streets, alleys, fences, and easements. Curve data shall include the radius to the nearest 0.01 foot, the central angle to the nearest second of arc, the tangent length, the arc length and the notation as to non-tangent curves. The boundaries, bearings, and dimensions of all portions within the subdivision, as intended to be dedicated to the use of the public. The lines, dimensions, bearings and numbers of all lots, blocks and parts reserved for any reason within the subdivision. For all curves on the plat, sufficient data shall be given to enable the re-establishment of the curves on the ground.
- All lots and blocks are to be numbered consecutively under a definite system approved by Naples City. Addresses shall be issued by the City Planner or designee and shall be shown on the plat with the corresponding lot number. All proposed streets shall be numbered in accordance with and in conformity with the adopted street numbering system of Naples. Street names are optional in addition to street numbers. If named, streets names shall be approved by the Naples City Planner.
- The location of public utilities, including size, capacity, and applicable depths, which are within, and in close proximity to, the proposed subdivision, together with existing water courses, and other constructed features that are involved.
- The location and description of all required monuments and description and location of all monuments set and established by the City, or the United States government, that are adjacent or near this proposed subdivision. Surveys shall tie into the state grid or other permanent marker established by the Rectangular Survey of Public Lands.

- In the case of Planned Unit Developments of Condominium Subdivisions, percentage of ownership per unit or lot must be reflected and note referring to the Special District or Association Covenants and Bylaws and there recording with the plat. In any case, follow the Utah Condominium Act requirements.
- The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line. When the plat is bounded by an irregular shore line or a body of water, the bearings and distances of a closing meander traverse should be given and a notation made that the plat includes all land to the water's edge or otherwise.
- The boundary lines of the tract to be subdivided, showing all fences, ditches, canals, and existing structures within 100 feet of the boundary line.
- Drainage plan, including containment data within the proposed subdivision.
- All easements shall be designated as such and dimensions given.
- If a plat is revised, a copy of the old plat shall be provided for comparison purposes.
- Exempted parcels shall be marked, "Not included in this subdivision."
- All public lands and streets shall be clearly identified.
- All lands within the boundaries of the subdivision shall be accounted for, either as lots, walkways, streets, or as exempted parcels.
- Bearings and dimensions shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.
- Parcels not contiguous shall not be included in one plat; neither shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat, provided that all owners join in the dedication and acknowledgements.
- The location, principal dimension and names of all existing or recorded streets, alleys and easements, both within the proposed subdivision and within 600 feet of the boundary thereof, whether recorded or claimed by usage; the location of and dimensions to the nearest existing benchmark or monuments, and section line; the location and principal dimensions for all water courses, public utilities, and other important features and existing structures within the land adjacent to the tract to be subdivided, including exceptional topography, airports and air approaches to the airport.
- The name of the subdivision
- True North arrow and basis thereof, and sheet number on each sheet

- Date of most recent revision
- Name and address of owner or owners (must match title report)
- Name and address of the subdivider
- Name and address of the engineer and/or surveyor
- Names and address of owners of lands immediately adjoining the land to be subdivided
- Contour map at appropriate intervals
- Boundary description of land to be included in subdivision, total area, and basis of bearing.
- Square footage of each lot under one acre or the lot acreage of one acre or larger
- Township, range, section and quarter section if a portion
- Graphic scale
- Ties to a minimum of two section corners
- Survey monuments
- When required by the Planning Commission, the total water allocation in acre-feet for each lot and flow rate for its allocation of water when a public water system will be used.
- Summary statement including: total area in subdivision, total number of dwelling units estimated total peak water demand in gals/day, 100 year flood lines through natural water courses, and total of 100 year flood surface water containment requirements
- A tentative plan by which the Applicant proposes to handle a 125% of a 2 hour, 100 year storm water drainage for the subdivision.
- All underground utilities and other utility facilities.
- Proposed offsite and onsite water facilities, sanitary sewers, storm drainage facilities, and fire hydrants.
- The location of existing bridges, culverts, surface or subsurface drainage ways, irrigation lines, ditches, utilities, public buildings, pumping stations, within the subdivision or within 300 feet thereof.
- Boundary lines of adjacent tracts of land, showing fences, ownership and property monuments.

Preliminary Design and Engineering Drawings Requirements

Applicant Check Here

Staff Checks Here

- The location of the subdivision, as forming a part of a larger tract or parcel where the plan submitted covers only a part of the original parcel(s). The entire parent parcel shall be shown on the preliminary plat, including property reserved for future development.
- The location, width and other dimensions of all existing and platted streets and other important features, such as watercourse, exceptional topography, and buildings within the tract and within two hundred (200) feet of the tract to be subdivided.
- Existing sanitary sewers, storm drains, water supply mains, and bridges within the tract or within two hundred (200) feet thereof, including size, capacity, and depths.
- The location width, and other dimensions of proposed streets, alleys, easements, parks, and other open spaces, with proper labeling of spaces to be dedicated to the public, or to be reserved for common use and benefit of development residents.
- Engineering drawings, including typical cross-sections and plans and/or written statements regarding the width and type of proposed streets; location and size of proposed water mains, sanitary sewers, or other sewage disposal facilities, storm drainage facilities, detention basins, and other proposed improvements, such as sidewalks, curbs, and gutters, parks/open space, fire hydrants, all utility locations and depths.
- A grading and drainage plan indicated by solid-line contours superimposed on a dashed-line contours of existing topography.
- The general location of existing trees over six (6) inches in diameter measure at four and one-half (4 ½) feet above the ground, and in the case of the heavily-wooded areas, an indication of the outline of the wooded area and locations of trees which are to remain.
- Proposed future street layout and drainage plan in dashed line for any portion of the property to be developed in a later phase.
- Areas within the 100 year flood plain, water course including culverts, water areas, streams, areas subject to occasional flooding, marshy areas or swamps, or any other flood prone area as listed by FEMA.
- Storm water calculations one (1) inch per hour and retention removal plan certified by a licensed engineer and design drawings of the infrastructure necessary to accomplish the plan.

- An overlay map showing soil types and soil interpretations taken from the National Cooperative Soils Survey.
- Notation of when the subdivision is located within the jurisdiction of a service or special improvement district.
- Street lighting and signage location and type (see Naples City handout for street lighting choices).
- Fencing and landscaping drawing.

