



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE LANGDON GROUP



GATEWAY MAPPING INC.

## GARDEN CITY DEVELOPMENT REVIEW QA/QC CHECKLIST

Subdivision Review (Chapter 11E-100)

### Final Plat (Chapter 11E-500)

*This checklist is meant to be a quick reference to assist in the preparation of development plans. It is still the responsibility of the developer to review the full Municipal Code referenced.*

Item	Municipal Requirement	Complete			Comments
		Yes	No	N/A	
<b>Contents of Final Plat (11E-504)</b>					
<b>Description and Delineation (11E-504.A)</b>					
1	Final plat should have the ability to be placed on 24" x 36" paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Signed final plat in ink by a land surveyor on Mylar 24" x 36" scaled 1" = 100'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Comply with the following: a. Top is either north or east b. Provide a 18" x 18" Mylar copy scaled at 1" = 100' for one or more lots of less than two acres; and 1" = 200' for one or more lots of 2-5 acres; and 1" = 400' for all lots greater than 5 acres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Final Plat Requirements (11E-504.B)</b>					
	All information required on the preliminary plat except contours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1	Subdivision name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Names and locations of adjoining subdivisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	All applicable boundary and tract information, streets, building envelopes, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Identification system for all lots and blocks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Street information within and adjacent to proposed subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Addresses per Rich County Addressing System.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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7	True angles and distances to nearest street lines or monuments described and shown by appropriate symbol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	All arc information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Accurate location of all monuments and fire hydrants shown by appropriate symbol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Dedication to the Town all streets and highways included in the proposed subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Pipes or other physical markers as placed at each lot corner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Other property that is being offered for dedication to public use fully dimensioned and marked "Dedicated to the Town of Garden City for Public Use" along with language about the nature of use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Approval by a public agent or utility company of streets constructed on their property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Approval letter from Rich County Treasurer that taxes are paid and current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Location, dimension and purpose of all easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	POB of subdivision description tied to at least two governmental survey corners/bench marks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Scale, north arrow and date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Final Plat Certifications, Legal Review and Approvals (11E-504.C)</b>					
1	Reviewing surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Owner's "Certificate of Dedication"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Notary public's "Acknowledgment"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Utah State Board of Health or Bear Lake Special Service District "Certificate of Approval"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Town engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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6	Town attorney's "Certificate of Approval"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Town clerk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Owner(s) of record and all holder of security interest(s) of property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Provision in owner's certificate referencing condominium declaration(s) or homeowner's association articles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Notation of additional restrictions from Council or Fire Chief related to public health, safety and welfare.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Current title report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Certification of transferred water rights to Town of Garden City.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	1-1/2" x 5" space in lower right-hand corner for official agency use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Required physical copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Two electronic copies to the Clerk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Homeowner's Association CC&R's or condominium declarations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Infrastructure (11E-505)</b>					
<b>Readjustments of Lot Lines or Lot Splits (11E-506)</b>					
<b>As-Built Drawing (11E-507)</b>					
<b>Monumentation (11E-508)</b>					
<b>Lot Requirements (11E-509)</b>					
A	Compliance with the zoning district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B	Building envelope meets 11E-509.B.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C	Corner lots shall have a property line curve of a minimum radius of 25'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D	Side lot lines shall be within 20° to a right angle to the street line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E	Double frontage lots shall not be created.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F	Minimum lot sizes shall be reversed frontage lot(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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G	Every lot shall have a minimum 20' of frontage on a dedicated public street.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Block Requirements (11E-510)</b>					
B	No block shall be longer than 1,600' or less than 400' between intersections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C	Blocks laid out in a manner to comply with lot requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D	Take into account natural topography.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E	Corner lots shall contain a building envelope outside of 75' radius from intersection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F	Block wide enough to accommodate two tiers of lots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G	Dedicated walkways required as designated by the Planning Commission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	Business or Industrial blocks shall provide off-street parking and delivery facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I	Lot arrangement provides desirable sites for buildings and related to topography.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J	Conform to minimum requirements of zoning ordinance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K	Each lot shall abut on a street on the plat or existing street.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L	Sidelines of lots shall be at approx. right angles to street lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M	All remnants of lots must be added to adjacent lots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Sewers (11E-511)</b>					
A	All sewer systems shall be connected to a public sewer system. Central collection system shall be constructed. Storm water drainage system shall be separate from sanitary sewer system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Municipal Requirement	Complete			Comments
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B	Approval from the ditch/canal company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Water (11E-512)</b>					
	Provide a compound/bulk meter if private access is to be maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Connection to Town water system for all lots, unless approved otherwise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Submittal of water rights made to the Town Water Rights Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Locate and install adequate number of fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Water systems installed are looped extensions and no dead-end system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Furnish a complete mapping system of water system including.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Utilities (11E-513)</b>					
	All additional utilities shall be installed underground prior to street improvements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A	Follow Rocky Mountain Power's electrical distribution system policy for subdivisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B	Power Company designs the electrical system based on the plat map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C	Transformer placement determined prior to homes being built and secondary voltage service available to each lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D	Make primary service available to each lot if transformer placement cannot be determined prior to home being built.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E	Phone system in compliance with local communications provider.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Street Improvements (11E-514)</b>					
A	All streets conform to the comprehensive plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B	Complete set of construction plans and profiles furnished to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Municipal Requirement	Complete			Comments
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	Planning Commission. Plans and profiles shall include: <ol style="list-style-type: none"> <li>1. Work limits</li> <li>2. Benchmark location and true elevation</li> <li>3. Finished and existing grades</li> <li>4. Curb and gutter, manholes, etc.</li> <li>5. Complete data for field layout</li> <li>6. Additional control points for curb returns</li> <li>7. Street address</li> </ol>				
C	Shall not exceed 8% grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D	Overall width in accordance with standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E	Frontage street, planting strip or similar design feature required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F	Provide access to adjoining lands and provide proper circulation for existing or future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G	Street dedication determined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	If dead-end street, access/turn-around requirements met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I	If necessary, cul-de-sac requirements are met (11A-200).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J	Pavement regulations met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K	Sidewalks, curbs and gutters meet requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L	Storm water inlets/catch basins provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M	Curb corner radius: <ol style="list-style-type: none"> <li>1. Not less than 24'</li> <li>2. Intersections involving collector/major streets not less than 25'</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
N	Tangent of at least 100' long between reverse curves on arterial or collector streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O	All new streets provide continuation of existing streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	Street names shall be approved by Rich County Clerk/Recorder.				
P	Minor streets approach major/collector streets at an angle not less than 80 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q	Streets intersect at right angles, or no less than 70 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R	Street deflection of 10 degrees or more require connecting curve to have a min. centerline radius of 300' for arterial/collectors and 125' for minor streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S	Centerline offsets of less than 125' prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
T	Fire hydrants installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U	Open ditches/canals within or adjoining subdivision only allowed along rear or side lot lines. Coordinate with appropriate irrigation companies as to: 1. Methods of covering, realigning or elimination. 2. Sizing set by respective Canal or Irrigation Company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
V	Street name signs at all intersections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
W	If required, provide street lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
X	If private street, construct in order to meet public street standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Y	Planting strips, all landscaping and irrigation installed by subdivider.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Z	Alignment design follows natural terrain contours and cuts and fills are revegetated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AA	Street patterns create areas free of through traffic and readily accessible to adjacent streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BB	Centerline coincides with ROW centerline and all crosswalk markings installed by subdivider.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Municipal Requirement	Complete			Comments
		Yes	No	N/A	
CC	Bridge requirement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Alley Improvement Requirements (11E-515)</b>					
<b>Planting Strip Improvements (11E-516)</b>					
<b>Cuts, Fills, and Grading Improvements (11E-517)</b>					
A	Preliminary soil report by a qualified engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B	Preliminary grading plan containing: 1. Proposed contours, max. 5' intervals; 2. Cut and fill banks for building pad elevations; 3. Drainage patterns; 4. Areas where trees/natural vegetation will be preserved; 5. Location of all street/utility improvements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C	Grading blends with natural land forms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D	Areas not well suited for development are allocated as open space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E	Re-vegetation of disturbed areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F	Cuts/Fills/Other excavation apply the following: 1. Remove all organic material detrimental to compaction in fill areas. 2. Compact fills to at least 95% of max. density per AASHTO T99 and ASTM D698. 3. Cut slopes no steeper than 2:1. 4. Fill slopes no steeper than 2:1. 5. Toes setback as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Drainage Improvements (11E-518)</b>					
A	Proper drainage design 12" min. culvert size (AASHTO T99)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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B	Natural drainage is used when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C	Catchment basins designed for one 25-year storm event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D	All runoff contained on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E	Prevent storm water from entering irrigation canals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F	Adequate easements provided along drainages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Off-Site Improvements (11E-519)</b>					
<b>Landscaping Improvements (11E-520)</b>					
A	Substantial landscaping is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B	Landscape materials and vegetation types shall be readily adaptable to the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C	Preservation of existing landscape features encouraged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D	Landscaping provides a substantial buffer between land uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Protection (11E-521)</b>					
A	Written consent of fire chief required for on-site fire protection facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B	Hydrants comply with NFPA Standards, two butt hydrant, min. 6" piping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C	Min. 8" water mains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D	No dwelling more than 400' from a hydrant and hydrants equally spaced at 700'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E	On-site storage capacity and fire flow according to Utah DEQ specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F	Xeriscaping and/or firewise landscaping when development is in close proximity of wildland urban interface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Emergency Services (11E-522)</b>					

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		Yes	No	N/A	
A	Direction and location signs constructed of non-flammable material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B	Lettering/Numbering sufficiently sized and constructed of light reflecting material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C	Sign located in the dedicated Town ROW; or for private roads, 15' from travel surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: \_\_\_\_\_

Review Date: \_\_\_\_\_