



Condominium Subdivisions, Conversions, and Vacation Requirements Checklist

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18.15.020 Administrative Decisions-Subdivisions (C) (4)

Condominium Subdivisions, Condominium Conversions, and Condominium Vacations shall be reviewed pursuant to the requirements as set forth in Utah Code Section Section 57-8-1 et seq., Condominium Ownership Act, et seq. and shall follow the major subdivision procedure with additional documentation as set forth in Utah Code Section 57-8-101 et seq., as amended. Any application affecting a plat or property that is defined as a Condominium Plat or Condominium as set forth in Utah Code Section 57-8-1 et seq., Condominium Ownership Act, is subject to the standards of this section. Condominium Subdivision, Condominium

Conversion, or Condominium Vacation shall follow the procedures for the relevant application type, and Condominium Conversions shall follow the procedures set forth in this Section.

Plans must be prepared by professional engineer or land surveyor licensed in Utah.

Preliminary Plat Review		
CHECK BOX WHEN COMPLETED	ALL SHEETS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Project name and (when applicable) phase.	
☐	Drawing number and title.	
☐	Engineer's name, company and contact information.	
☐	Stamped and dated with name, signature and license number of engineer or surveyor.	
☐	North arrow and drawing scale (not to exceed 1:40)	
☐	Abbreviations and Legend.	
☐	"Call Before You Dig" logo on all plan sheets.	
☐	References to specific Standard Plans as applicable.	
CHECK BOX WHEN COMPLETED	COVER SHEET	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Project name, location and type of development	
☐	Owner's name, address and contact information	
☐	Contact information for all project team members.	
☐	Vicinity map with north arrow.	
☐	FIRM map number, effective date and flood zone	
☐	Sheet index for all sheets and index figure.	
☐	Reference to Millcreek General Notes.	
CHECK BOX WHEN COMPLETED	ALTA/NSPS SURVEY	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Property name and location.	
☐	Vicinity map.	
☐	Legend of symbols and abbreviations.	
☐	Dated Certification with surveyor's signature, printed name and seal with license number.	

☐	Name, company, address, telephone number, company website, and email address of surveyor who performed the survey.	
☐	Caption "ALTA/NSPS Land Title Survey."	
☐	Monuments placed.	
☐	Address(es) of surveyed property.	
☐	Flood zone classification.	
☐	Gross land area.	
☐	Vertical relief.	
☐	Exterior dimensions of all buildings.	
☐	Square footage of exterior footprint.	
☐	Substantial features.	
☐	Relationship and location of walls.	
☐	Location of utilities	
☐	Names of adjoining owners.	
☐	Discussion of alternate methodologies used (when applicable).	
☐	Proposed ROW changes.	
☐	Describe geological and geotechnical hazards identified by mapping, special studies, and disclosure notice.	
☐	Location of all wells and reservoirs within one hundred feet of the subdivision.	
CHECK BOX WHEN COMPLETED	PRELIMINARY PLAT / SITE PLAN	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Note stating, "Right-of-Way Encroachment Permit must be obtained from Millcreek prior to doing any work in the right-of-way. Contact the Millcreek Public Works Department.	
☐	Contact information for all project team members.	
☐	Vicinity map within subdivision for each sheet (for multiple sheets).	
☐	Typical road sections per Millcreek Standards	
☐	Pavement section design per geotechnical report (if greater than Millcreek min. standard).	
☐	All bearings, angles and distances along boundary and each lot line.	
☐	Lot number, address, square footage and acreage for each lot.	
☐	Proposed street names and coordinates.	
☐	Radius, length, chord distance, chord bearing, and other necessary curve data.	
☐	Boundary line closure to within 0.01 feet.	
☐	Boundary line, parcel number, address and property owner name for all adjacent properties.	
☐	The location, width and names of all existing streets, platted streets or other public ways within two hundred feet of the subdivision.	
☐	The location, width and names of all proposed streets within subdivision	
☐	Existing and proposed easements, R-O-Ws, buffer zones and public spaces.	
☐	Survey monuments provided at all intersections, centers of cul-de-sacs and points of center line curvature to maintain line of sight.	

☐	Location of street monuments with bearing and distance labeled, monument-to-monument, and location with respect to corners.	
☐	The distance and course to two (2) or more Section corners or identify existing monuments within subdivision.	
☐	Location of section and corporation lines within and adjacent to the tract.	
☐	Existing ditches, canals, water courses, natural drainage channels, storm water runoff channels, gullies, stream beds, wetlands.	
☐	Proposed piping, realignment or abandonment of ditches, canals, natural drainage channels, and open waterways.	
☐	Location of all wells and reservoirs (proposed, active and abandoned) within one hundred feet of the subdivision.	
☐	Graphic depiction of existing slope characteristics of the property, illustrating areas with slopes thirty to forty percent, forty to fifty percent and greater than fifty percent.	
☐	Identified natural hazards including, but not limited to, areas potentially subject to avalanche, liquefaction, and/or surface fault rupture.	
☐	Delineated setbacks for potential geological and geotechnical hazards.	
☐	The proposed name of the subdivision.	
☐	Location of subdivision, including address, section, township and range.	
☐	Names and addresses of the owner, the subdivider, if different than the owner, and of the designer of the subdivision.	
☐	The date of preparation, scale (no less than one inch to equal one hundred feet) and the north point.	
CHECK BOX WHEN COMPLETED	GRADING AND DRAINAGE PLAN	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Note stating, "Land Disturbance and Grading Permit must be obtained from Millcreek prior to disturbing any vegetation or moving any soil. Contact the Millcreek Public Works Department.	
☐	Storm drain calculations using Rational Method with 80th percentile storm = 0.55"	
☐	Reference to report for infiltration rate (as applicable) using factor of safety of 2.0	
☐	Existing contour lines (gray) and proposed contour lines (black) at one-foot (1') intervals.	
☐	A graphic depiction of existing slope characteristics of the property illustrating areas with slopes thirty to forty percent, forty to fifty percent and greater than fifty percent.	
☐	Lot grading arrows indicating direction of flow.	
☐	Highwater levels of all watercourses indicated in the same datum for contour elevations	
☐	Salt Lake County benchmark elevation relative to identified Section Corner	
☐	Storm drain system showing pipe location, clean-out boxes, combination boxes and catch basins located on lot lines where possible.	
☐	Catch basins provided at all intersections and double catch basins at sag points.	
☐	Cul-de-sacs graded to drain away from the bulb where feasible.	
☐	100-year flood overland route clearly shown terminating at acceptable storm water facility (usually the street).	
☐	At least one LID measure for subdivisions > 1 acre.	
☐	FIRM map number, zone and effective date.	
☐	FEMA Flood Zone delineation and Salt Lake County 100-year flood elevation limits.	
☐	Overland runoff route for stormwater at all sag points.	

☐	Two-percent (2%) maximum slope in all directions in ADA parking areas with ADA accessible route from commercial buildings to public ROW.	
☐	Two-percent (2%) maximum slope along curb returns.	
CHECK BOX WHEN COMPLETED	UTILITY PLAN	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Note stating, "A Right-of-Way Encroachment Permit must be obtained from Millcreek prior to doing any work in the right-of-way. Contact Millcreek Public Works Department.	
☐	Existing sewers, water mains, culverts or other underground facilities within one hundred feet of the subdivision, indicating pipe sizes, grades, manhole elevations and location.	
☐	Proposed storm drain pipe size, type, length and slope between manholes.	
☐	Proposed storm drain boxes with rim and flow-line elevations.	
☐	Catch basins at all intersections and double catch basins at sag points.	
☐	Minimum 15" RCP within Millcreek right-of-way.	
☐	Location of existing and proposed sewer and irrigation systems.	
☐	Utility locations (i.e. manholes) don't conflict with survey monuments.	
☐	Location and description of all existing and proposed easements.	
☐	Sewer, storm drain and irrigation systems to the next manhole beyond subdivision boundary.	
☐	Ditchmaster's name and phone number if altering existing irrigation ditches.	
☐	Locations of existing and proposed power poles.	
☐	Existing and proposed streetlights shown including power sources, wiring and utility boxes/cabinets.	
☐	Streetlights at 200' spacing (240' max.) on local residential roads located on lot lines wherever possible and placed at cul-de-sac ends and street intersections.	
Final Plat Review		
CHECK BOX WHEN COMPLETED	GENERAL NOTES	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Legend of applicable line types distinctly showing new and existing features.	
☐	Legend of applicable symbols distinctly showing new and existing features.	
☐	List of abbreviations.	
☐	Contractor responsibility to attend pre-construction conference with Millcreek staff.	
☐	Statement requiring contractor to acquire all necessary permits from responsible entities.	
☐	Reference to current version of American Public Works Association Utah Chapter (APWA) Manual of Standard Specifications.	
☐	Reference to current publication of Millcreek Standard Plans for Public Works Construction.	
☐	Reference to applicable studies and reports that describe construction site conditions and responsibility for any recommended mitigation measures.	
☐	Contractor responsibility to schedule inspections and testing per Millcreek requirements.	
☐	Obligation of contractor to provide As-Built record drawings prior to final plat approval.	
CHECK BOX WHEN COMPLETED	PLAN AND PROFILE SHEETS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	1:30 max. horizontal scale, 1:10 max. vertical scale.	

☐	Consistent stationing and elevations with relationship to other plan sheets.	
☐	Existing grade and proposed finish grade with slopes labeled at centerline.	
☐	Vertical curve design showing PVI, curve length, BVC, EVC, curve length and k value.	
☐	Vertical alignment of street tying into existing improvements.	
☐	Detail showing detention/retention pond typical sections, sized orifice design, spillways, structural BMPs.	
☐	Storm drain pipe size, type, length and slope between manholes.	
☐	Storm drain boxes with rim and flow-line elevations.	
☐	Minimum 15" RCP within City right-of-way.	
☐	Potential conflicts between utilities.	
☐	Hydraulic grade line (if required).	
CHECK BOX WHEN COMPLETED	EROSION CONTROL PLAN	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Flow arrows indicating direction of surface runoff.	
☐	Location and design of stabilized construction exit.	
☐	Location and securement of portable restroom facilities.	
☐	Location of silt fence.	
☐	Location of dumpster and containment.	
☐	Identify all storm water inlet protections and other BMP's.	
☐	Location and description of all sediment control measures.	
☐	Inventory of all post-construction storm water controls.	
☐	Description of the routine maintenance required for each control.	
☐	Schedule for maintenance of each control.	
☐	Inspection requirements for each control.	
☐	Maintenance agreement, ready to be recorded.	
CHECK BOX WHEN COMPLETED	DETAIL SHEETS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	References clearly described and matching callout from plan set.	
☐	Details from published Millcreek Standard Plans for Construction (optional).	
☐	Specific details not included in Millcreek Standard Plans for Construction (required).	
☐	Erosion control measures and installation methods (if not included in Erosion Control Plan).	
☐	Section views labeled on both plan sheet and detail sheet.	
☐	Structural elements clearly described and dimensioned.	
CHECK BOX WHEN COMPLETED	MYLAR	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Approved subdivision name and phase.	
☐	Names and addresses of owner, subdivider (if different than owner) and designer.	

☐	Location of project by Quarter Section, Township and Range.	
☐	The distance and course to two (2) or more Section corners (including Township and Range) or identify existing monuments within subdivision.	
☐	Basis of bearing.	
☐	Written boundary description and acreage of property surveyed.	
☐	Surveyor's Certificate stamped, dated and signed.	
☐	Owner's Dedication and Acknowledgement.	
☐	Scale of drawing (no less than 1"=100') and north arrow.	
☐	All bearings, angles and distances along boundary and each lot line.	
☐	Lot number, address, square footage and acreage for each lot.	
☐	Proposed street names and coordinates.	
☐	Radii, internal angles, points and curvatures, tangent bearings and length of all arcs.	
☐	Boundary line closure to within 0.01 feet.	
☐	Survey monuments provided at all intersections, centers of cul-de-sacs and points of center line curvature to maintain line of sight.	
☐	Location of street monuments with bearing and distance labeled, monument-to-monument, and location with respect to corners.	
☐	Boundary line, parcel number, address and property owner name for all adjacent properties.	
☐	The location, width and names of all existing streets, platted streets or other public ways within two hundred feet of the subdivision.	
☐	Existing and proposed easements, R-O-Ws, buffer zones and public spaces shown with references to Salt Lake County Recorder's book and page numbers.	
☐	Location of section and corporation lines within and adjacent to the tract.	
☐	Record of Survey file number.	
☐	FIRM map number, zone and effective date.	
☐	Reference to recorded Storm Water Maintenance Agreement (as required).	
☐	Reference to recorded Geological Hazard Disclosure (as required)	
☐	Required signature blocks.	
☐	Identified natural hazards, including but not limited to, areas potentially subject to avalanche, liquefaction, and/or surface fault rupture.	
☐	Warnings and recommended mitigation for potential geological and geotechnical hazards.	