



Lot Line Adjustment / Subdivision Amendment Requirements Checklist

Millcreek City Hall
1330 East Chambers Avenue
Millcreek, Utah 84106
801-214-2700
millcreekut.gov

18.15.020 Administrative Decisions-Subdivisions (E) (5)

Applicability. To make a lot line adjustment, a property owner shall obtain approval of an amended subdivision, execute a boundary adjustment through a quitclaim deed or boundary line agreement, and record the quitclaim deed or boundary line agreement in the county recorder's office. Only adjacent lots may be involved in a single action whether or not the lots are located in the same subdivision. The requirements set forth for a subdivision amendment. If an application for a subdivision amendment cannot satisfy the approval criteria in this section, it shall be processed as a Minor or Major Subdivision.

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

Final Plat Review		
CHECK BOX WHEN COMPLETED	GENERAL NOTES	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Legend of applicable line types distinctly showing new and existing features.	
<input type="checkbox"/>	Legend of applicable symbols distinctly showing new and existing features.	
<input type="checkbox"/>	List of abbreviations.	
<input type="checkbox"/>	Contractor responsibility to attend pre-construction conference with Millcreek staff.	
<input type="checkbox"/>	Statement requiring contractor to acquire all necessary permits from responsible entities.	
<input type="checkbox"/>	Reference to current version of American Public Works Association Utah Chapter (APWA) Manual of Standard Specifications.	
<input type="checkbox"/>	Reference to current publication of Millcreek Standard Plans for Public Works Construction.	
<input type="checkbox"/>	Reference to applicable studies and reports that describe construction site conditions and responsibility for any recommended mitigation measures.	
<input type="checkbox"/>	Contractor responsibility to schedule inspections and testing per Millcreek requirements.	
<input type="checkbox"/>	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
<input type="checkbox"/>	1:30 max. horizontal scale, 1:10 max. vertical scale.	
<input type="checkbox"/>	Consistent stationing and elevations with relationship to other plan sheets.	
<input type="checkbox"/>	Existing grade and proposed finish grade with slopes labeled at centerline.	
<input type="checkbox"/>	Vertical curve design showing PVI, curve length, BVC, EVC, curve length and k value.	
<input type="checkbox"/>	Vertical alignment of street tying into existing improvements.	
<input type="checkbox"/>	Detail showing detention/retention pond typical sections, sized orifice design, spillways, structural BMPs.	
<input type="checkbox"/>	Storm drain pipe size, type, length and slope between manholes.	
<input type="checkbox"/>	Storm drain boxes with rim and flow-line elevations.	
<input type="checkbox"/>	Minimum 15" RCP within City right-of-way.	
<input type="checkbox"/>	Potential conflicts between utilities.	

<input type="checkbox"/>	Hydraulic grade line (if required).	
CHECK BOX WHEN COMPLETED	EROSION CONTROL PLAN	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Flow arrows indicating direction of surface runoff.	
<input type="checkbox"/>	Location and design of stabilized construction exit.	
<input type="checkbox"/>	Location and securement of portable restroom facilities.	
<input type="checkbox"/>	Location of silt fence.	
<input type="checkbox"/>	Location of dumpster and containment.	
<input type="checkbox"/>	Identify all storm water inlet protections and other BMP's.	
<input type="checkbox"/>	Location and description of all sediment control measures.	
<input type="checkbox"/>	Inventory of all post-construction storm water controls.	
<input type="checkbox"/>	Description of the routine maintenance required for each control.	
<input type="checkbox"/>	Schedule for maintenance of each control.	
<input type="checkbox"/>	Inspection requirements for each control.	
<input type="checkbox"/>	Maintenance agreement, ready to be recorded.	
CHECK BOX WHEN COMPLETED	DETAIL SHEETS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	References clearly described and matching callout from plan set.	
<input type="checkbox"/>	Details from published Millcreek Standard Plans for Construction (optional).	
<input type="checkbox"/>	Specific details not included in Millcreek Standard Plans for Construction (required).	
<input type="checkbox"/>	Erosion control measures and installation methods (if not included in Erosion Control Plan).	
<input type="checkbox"/>	Section views labeled on both plan sheet and detail sheet.	
<input type="checkbox"/>	Structural elements clearly described and dimensioned.	
CHECK BOX WHEN COMPLETED	MYLAR	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Approved subdivision name and phase.	
<input type="checkbox"/>	Names and addresses of owner, subdivider (if different than owner) and designer.	
<input type="checkbox"/>	Location of project by Quarter Section, Township and Range.	
<input type="checkbox"/>	The distance and course to two (2) or more Section corners (including Township and Range) or identify existing monuments within subdivision.	
<input type="checkbox"/>	Basis of bearing.	
<input type="checkbox"/>	Written boundary description and acreage of property surveyed.	
<input type="checkbox"/>	Surveyor's Certificate stamped, dated and signed.	
<input type="checkbox"/>	Owner's Dedication and Acknowledgement.	
<input type="checkbox"/>	Scale of drawing (no less than 1"=100') and north arrow.	
<input type="checkbox"/>	All bearings, angles and distances along boundary and each lot line.	
<input type="checkbox"/>	Lot number, address, square footage and acreage for each lot.	

<input type="checkbox"/>	Proposed street names and coordinates.	
<input type="checkbox"/>	Radii, internal angles, points and curvatures, tangent bearings and length of all arcs.	
<input type="checkbox"/>	Boundary line closure to within 0.01 feet.	
<input type="checkbox"/>	Survey monuments provided at all intersections, centers of cul-de-sacs and points of center line curvature to maintain line of sight.	
<input type="checkbox"/>	Location of street monuments with bearing and distance labeled, monument-to-monument, and location with respect to corners.	
<input type="checkbox"/>	Boundary line, parcel number, address and property owner name for all adjacent properties.	
<input type="checkbox"/>	The location, width and names of all existing streets, platted streets or other public ways within two hundred feet of the subdivision.	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Location of section and corporation lines within and adjacent to the tract.	
<input type="checkbox"/>	Record of Survey file number.	
<input type="checkbox"/>	FIRM map number, zone and effective date.	
<input type="checkbox"/>	Reference to recorded Storm Water Maintenance Agreement (as required).	
<input type="checkbox"/>	Reference to recorded Geological Hazard Disclosure (as required)	
<input type="checkbox"/>	Required signature blocks.	
<input type="checkbox"/>	Identified natural hazards, including but not limited to, areas potentially subject to avalanche, liquefaction, and/or surface fault rupture.	
<input type="checkbox"/>	Warnings and recommended mitigation for potential geological and geotechnical hazards.	