



Minor Subdivision Requirements Checklist

18.15.020 Administrative Decisions-Subdivisions (A) (5)

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
<input type="checkbox"/>	Project name and (when applicable) phase.	
<input type="checkbox"/>	Drawing number and title.	
<input type="checkbox"/>	Engineer's name, company and contact information.	
<input type="checkbox"/>	Stamped and dated with name, signature and license number of engineer or surveyor.	
<input type="checkbox"/>	North arrow and drawing scale (not to exceed 1:40)	
<input type="checkbox"/>	Abbreviations and Legend.	
<input type="checkbox"/>	"Call Before You Dig" logo on all plan sheets.	
<input type="checkbox"/>	References to specific Standard Plans as applicable.	
CHECK BOX WHEN COMPLETED	COVER SHEET	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Project name, location and type of development	
<input type="checkbox"/>	Owner's name, address and contact information	
<input type="checkbox"/>	Contact information for all project team members.	
<input type="checkbox"/>	Vicinity map with north arrow.	
<input type="checkbox"/>	FIRM map number, effective date and flood zone	
<input type="checkbox"/>	Sheet index for all sheets and index figure.	
<input type="checkbox"/>	Reference to Millcreek General Notes.	
CHECK BOX WHEN COMPLETED	ALTA/NSPS SURVEY	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Property name and location.	
<input type="checkbox"/>	Vicinity map.	
<input type="checkbox"/>	Legend of symbols and abbreviations.	
<input type="checkbox"/>	Dated Certification with surveyor's signature, printed name and seal with license number.	
<input type="checkbox"/>	Name, company, address, telephone number, company website, and email address of surveyor who performed the survey.	
<input type="checkbox"/>	Caption "ALTA/NSPS Land Title Survey."	
<input type="checkbox"/>	Monuments placed.	
<input type="checkbox"/>	Address(es) of surveyed property.	

<input type="checkbox"/>	Flood zone classification.	
<input type="checkbox"/>	Gross land area.	
<input type="checkbox"/>	Vertical relief.	
<input type="checkbox"/>	Exterior dimensions of all buildings.	
<input type="checkbox"/>	Square footage of exterior footprint.	
<input type="checkbox"/>	Substantial features.	
<input type="checkbox"/>	Relationship and location of walls.	
<input type="checkbox"/>	Location of utilities	
<input type="checkbox"/>	Names of adjoining owners.	
<input type="checkbox"/>	Discussion of alternate methodologies used (when applicable).	
<input type="checkbox"/>	Proposed ROW changes.	
<input type="checkbox"/>	Describe geological and geotechnical hazards identified by mapping, special studies, and disclosure notice.	
<input type="checkbox"/>	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
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Contact information for all project team members.	
<input type="checkbox"/>	Vicinity map within subdivision for each sheet (for multiple sheets).	
<input type="checkbox"/>	Typical road sections per Millcreek Standards	
<input type="checkbox"/>	Pavement section design per geotechnical report (if greater than Millcreek min. standard).	
<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"/>	Radius, length, chord distance, chord bearing, and other necessary curve data.	
<input type="checkbox"/>	Boundary line closure to within 0.01 feet.	
<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"/>	The location, width and names of all proposed streets within subdivision	
<input type="checkbox"/>	Existing and proposed easements, R-O-Ws, buffer zones and public spaces.	
<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"/>	The distance and course to two (2) or more Section corners or identify existing monuments within subdivision.	
<input type="checkbox"/>	Location of section and corporation lines within and adjacent to the tract.	

<input type="checkbox"/>	Existing ditches, canals, water courses, natural drainage channels, storm water runoff channels, gullies, stream beds, wetlands.	
<input type="checkbox"/>	Proposed piping, realignment or abandonment of ditches, canals, natural drainage channels, and open waterways.	
<input type="checkbox"/>	Location of all wells and reservoirs (proposed, active and abandoned) within one hundred feet of the subdivision.	
<input type="checkbox"/>	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.	
<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"/>	Delineated setbacks for potential geological and geotechnical hazards.	
<input type="checkbox"/>	The proposed name of the subdivision.	
<input type="checkbox"/>	Location of subdivision, including address, section, township and range.	
<input type="checkbox"/>	Names and addresses of the owner, the subdivider, if different than the owner, and of the designer of the subdivision.	
<input type="checkbox"/>	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
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Storm drain calculations using Rational Method with 80th percentile storm = 0.55"	
<input type="checkbox"/>	Reference to report for infiltration rate (as applicable) using factor of safety of 2.0	
<input type="checkbox"/>	Existing contour lines (gray) and proposed contour lines (black) at one-foot (1') intervals.	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Lot grading arrows indicating direction of flow.	
<input type="checkbox"/>	Highwater levels of all watercourses indicated in the same datum for contour elevations	
<input type="checkbox"/>	Salt Lake County benchmark elevation relative to identified Section Corner	
<input type="checkbox"/>	Storm drain system showing pipe location, clean-out boxes, combination boxes and catch basins located on lot lines where possible.	
<input type="checkbox"/>	Catch basins provided at all intersections and double catch basins at sag points.	
<input type="checkbox"/>	Cul-de-sacs graded to drain away from the bulb where feasible.	
<input type="checkbox"/>	100-year flood overland route clearly shown terminating at acceptable storm water facility (usually the street).	
<input type="checkbox"/>	At least one LID measure for subdivisions > 1 acre.	
<input type="checkbox"/>	FIRM map number, zone and effective date.	
<input type="checkbox"/>	FEMA Flood Zone delineation and Salt Lake County 100-year flood elevation limits.	
<input type="checkbox"/>	Overland runoff route for stormwater at all sag points.	
<input type="checkbox"/>	Two-percent (2%) maximum slope in all directions in ADA parking areas with ADA accessible route from commercial buildings to public ROW.	
<input type="checkbox"/>	Two-percent (2%) maximum slope along curb returns.	
CHECK BOX WHEN COMPLETED	UTILITY PLAN	PAGE NUMBER IN PLANS REQUIREMENT IS MET

<input type="checkbox"/>	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.	
<input type="checkbox"/>	Existing sewers, water mains, culverts or other underground facilities within one hundred feet of the subdivision, indicating pipe sizes, grades, manhole elevations and location.	
<input type="checkbox"/>	Proposed storm drain pipe size, type, length and slope between manholes.	
<input type="checkbox"/>	Proposed storm drain boxes with rim and flow-line elevations.	
<input type="checkbox"/>	Catch basins at all intersections and double catch basins at sag points.	
<input type="checkbox"/>	Minimum 15" RCP within Millcreek right-of-way.	
<input type="checkbox"/>	Location of existing and proposed sewer and irrigation systems.	
<input type="checkbox"/>	Utility locations (i.e. manholes) don't conflict with survey monuments.	
<input type="checkbox"/>	Location and description of all existing and proposed easements.	
<input type="checkbox"/>	Sewer, storm drain and irrigation systems to the next manhole beyond subdivision boundary.	
<input type="checkbox"/>	Ditchmaster's name and phone number if altering existing irrigation ditches.	
<input type="checkbox"/>	Locations of existing and proposed power poles.	
<input type="checkbox"/>	Existing and proposed streetlights shown including power sources, wiring and utility boxes/cabinets.	
<input type="checkbox"/>	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
<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.	