



CITY OF NORTH SALT LAKE
COMMUNITY & ECONOMIC DEVELOPMENT

10 East Center Street, North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

PRELIMINARY PLAT APPLICATION
APPLICATION

<i>For Office Use Only</i>	
Fee: <u>\$125 per lot/unit</u>	Lot/Unit Count: _____
Application #: _____	Fee: _____
Date Received: _____	Paid: _____
Pre-Application Date: _____	Parcel ID: _____
Project Planner: _____	Zone: _____
Concept Approval: _____	Other Files: _____
Proposed Use: _____	
Date of Complete Application Certification: _____ By: _____	
First Review Cycle Due (15 business days from Certification): _____	
Planning Commission Date: _____	Approved: _____ Denied: _____

Project Name: _____

Project Address: _____

Applicant Company: _____

Applicant Contact: _____ **Signature:** _____

Mailing Address: _____

Telephone #: _____

E-mail Address: _____

Owner Name: _____ **Signature:** _____

(If different from applicant; a letter from owner consenting to submittal may be substituted for owner signature)

Telephone #: _____

E-mail Address: _____

*If you have any questions about this application, please contact the
Community Development Department at (801) 335-8721.*

(Revised 08.12.2025)

PROJECT INFORMATION

(attach additional sheets as needed)

1. Please explain the project including estimated start and completion dates for each phase of development:

2. Identify any impacts and/or conflicts with adjacent land uses, along with proposed mitigation of all adverse aspects of the plan:

3. Please provide the following information:

	Square Feet/Acres	% of Total Development	# of Units/Spaces
Total Project Acreage (this phase)			
Streets and Impervious Surfaces			
Building Coverage (residential)			
Building Coverage (commercial/industrial)			
Common Landscaping Area			
Private/Limited Common Area Landscaping			
Lawn/Sod Area			
Irrigated Landscaping Area			
Non-Irrigated Landscaping and Natural Open Space Area			
Off-Street Parking			

Notice to All Applicants

Application Deadline: Minimum 6 weeks prior to desired Planning Commission Meeting

Meeting this deadline does not guarantee placement on the Planning Commission agenda, which will be determined by completeness of application, conformance to required standards, and staff work load. Every effort will be made to process applications in a timely manner.

APPLICATION REQUIREMENTS

- Completed and signed application form
- Non-refundable Preliminary Plan review fees
- A preliminary title report covering the entire land in the proposed project, or other approved evidence of title insurability.
- Evidence that the applicant has sufficient control and financial capability over the land to effectuate the proposed use, such as an executed purchase contract or an owner's certificate signed and acknowledged by all parties having any record interest in the land subdivision, consenting to the subdivision application.
- When applicable, letters from the public agencies which will provide water and sewer service to the proposed development.
 - The letter should state what type, if any, of interim system will be allowed until full service can be provided by the public agency; and that potable water will be available to the developer in quantities and quality as required by state requirements for the project.
- Statement of the estimated starting and completion dates for each phase of development, including proposed grading work and any landscape work.
- A copy of proposed protective covenants, articles of incorporation, association or condominium, where applicable
- Tabulations showing the square footage and percent of total area proposed in:
 - Off street parking
 - Streets and impervious surfaces
 - Developed parks, landscaped areas, and proposed sod
 - Natural open spaces or undeveloped parks
- Tabulations showing the square footage and percent of area covered by buildings
- Copies of any agreements with adjacent property owners relevant to the proposed subdivision.
- An adequate traffic report prepared by a qualified traffic engineer when required by the City Engineer or Planning Commission
- For developments that are not within the sensitive lands area
 - A soils data report from a registered soils engineer, engineering geologist or other qualified person, based upon adequate test boring or excavations within the proposed project. The soils data report should include;
 - a. A description of the soil types and characteristics on the site
 - b. A description of whether or not groundwater was encountered in any of the test borings and at what elevation it was encountered
 - c. Identification of the location of any seismic zones or flood zones on the property.

- Soils Investigation Report: If the soil report indicates the presence of critically expansive soils, high water table, the presence of toxic or hazardous waste, or other soil problems which, if not corrected, would lead to structural defects of the proposed buildings, damage to the buildings from the water, premature deterioration of the essential infrastructure improvements, or which would represent a public health hazard, a soil investigation of each lot in the subdivision may be required by the City Engineer. The soil investigation shall recommend corrective actions intended to prevent damage to proposed structures and/or essential infrastructure improvements. The fact that a soil report has been prepared shall be noted on the final plat and a copy attached to the preliminary plat application.
- A geologic hazard study prepared in accordance with Title 10, Chapter 12 for all developments on properties: within the sensitive lands overlay area; with an average slope of fifteen percent (15%) or greater; with native slopes of thirty percent (30%) or greater; with known, suspect, or probable geologic hazards; critical wildlife habitat or natural features; critical drainage channels; or other vital infrastructure

PLAN SET REQUIREMENTS

Form: The preliminary plan set shall be clearly and legibly drawn at a scale not less than one inch equaling one hundred feet (1" = 100'). The plat shall be so drawn that the top of the sheet is either north or west, whichever accommodates the drawing best. Dimensions shall be in feet and decimals thereof and bearings in degrees, minutes and seconds.

The following information and documentation shall be included on the preliminary plat or preliminary subdivision improvement plans, as applicable.

- A vicinity map of the proposed subdivision, drawn at a scale of five hundred feet to the inch (1" = 500'), which defines the location of the subdivision within the City
- The proposed name of the subdivision, which shall not duplicate or nearly duplicate the name of any subdivision in the City or in the incorporated and unincorporated area of Davis County, unless part of a multi-phased subdivision
- The names and addresses of the
 - Developer, Owner, or Agent
 - Engineer
 - Surveyor of the development
 - Owners of the land immediately adjoining the land to be developed.
 - If the developer is represented by an agent, there shall be a statement from the recorded owner authorizing the agent to act on behalf of the property owner.
- The date, north arrow, written and graphic scales
- The boundary lines of the tract to be subdivided, with all dimensions shown and a legal description defining the location and boundaries of the proposed subdivision.
- The location, widths and other dimensions of
 - Proposed streets
 - Alleys
 - Easements
 - Other public or private rights of way

- The location and size of all sites proposed to be dedicated or reserved for
 - Parks
 - Open spaces
 - Common area
 - Other recreational uses
 - All sites shall be clearly labeled as proposed for public or private dedication and use.
- Boundary lines of adjacent subdivisions and the names of owners of adjacent unsubdivided land within one hundred feet (100') of the tract proposed for subdivision, showing ownership and property monuments.
- A contour map at one-foot (1') intervals, for predominant ground slopes within the subdivision between level and five percent (5%), and at two-foot (2') intervals, for predominant ground slopes within the subdivision over five percent (5%), showing all unusual topographic features with verification by a qualified engineer or land surveyor. Such contours shall be based on Utah State Coordinate System of bearing rotations, otherwise known as NAD 83. The closest Davis County section corner shall be used, and its elevation called out on the map. Survey monument information shall be obtained from the Davis County surveyor or City Engineer. Davis County Coordinates may be used with a rotation to NAD 83 coordinates provided.
- Grading plan showing existing and proposed contour lines at no greater than two-foot (2') intervals at a scale of not less than one-inch equals one hundred feet (1" = 100'). For subdivisions with slopes greater than or equal to thirty percent (30%), shading identifying areas thirty percent (30%) or greater and areas fifty percent (50%) (different color) or greater must be provided, with contour lines no greater than five feet (5') in these areas.
- The boundaries of areas subject to 100-year flooding or stormwater overflow, as determined by the Digital Flood Insurance Rate Map (DFIRM), and the location, width and direction of flow of all watercourses, including all existing and proposed irrigation and natural runoff channels and courses within the subdivision or within two hundred feet (200') thereof, and all known wells or springs (consult state engineer's office).
- The existing use or uses and zoning of the property and the outline of any existing buildings and their locations in relation to existing or proposed street and lot lines drawn to scale.
- The location, proposed names, widths and a typical cross section of
 - Curbs
 - Gutters
 - Sidewalks
 - Other improvements of the proposed street and access easements
 - Names of all existing or recorded streets alleys and easements, both within the proposed project and within one hundred feet (100') of the boundary thereof, showing whether recorded or claimed by usage.
- The location and dimensions to the nearest existing benchmark or monument, and section line
- The location and principal dimensions of all
 - Watercourses
 - Public utilities

- Other important features and existing structures within the land adjacent to the tract to be developed including
 - Railroads
 - Power lines
 - Exceptional topography
- Layout of all lots including
 - Minimum lot size
 - Lot divisions
 - Consecutive numbering
 - Proposed building envelopes
- Existing and proposed
 - Off site and on site culinary and secondary water facilities
 - Sanitary sewers
 - Storm drainage facilities
 - Subdrains
 - Fire hydrants
 - Any other public or private utility within the tract or within one hundred feet (100') thereof
- Location and size of all existing and proposed
 - Easements
 - Dedications
 - Deed restrictions including:
 - a. Solar,
 - b. Public utility lines
 - c. Water and sewage lines
 - d. Storm drains and facilities
 - e. Watercourses
 - f. Irrigation systems
 - g. Land drains
- Stormwater drainage plan and management plan in accord with City Code section 8-5-16 by which the developer proposes to handle stormwater drainage for an event with a ten (10) year return period for all storm drain pipe, and for an event with a one hundred (100) year return period for all storm drain detention basins. The calculation must size the detention basin, size the orifice plate and determine the amount of flow which can be released (the release rate can be 0.2 cfs/acre). Detention basin shall retain the required 24-hour storm equivalent, as required under the Utah Pollutant Discharge Elimination System (UPDES) general discharge permit. All development and redevelopment that warrants compliance with the Utah General Construction Permit (UGCP) regulation must include a Low Impact Development (LID) analysis that meets the objective of mirroring the predevelopment hydrology and meets the objective of retaining on site, with no discharge, in accordance with the adopted standard by the Utah Division of Water Quality
- If the site requires substantial cutting, clearing, grading or other earthmoving operations in the construction of improvements, the application shall include a soil erosion and sedimentation control plan prepared by a licensed civil engineer.
- Dimensioned parking layout showing location of
 - Individual parking stalls
 - Driveways

- Other areas of ingress and egress
- Landscaping plan: As applicable for subdivisions containing common area, entry monuments, open space, and public or private parks, a landscape plan for the site(s) and, if appropriate, information relating to the landscaping on adjacent or surrounding areas affected by the proposed development.
 - Such landscaping plans shall be prepared by a qualified professional team showing:
 - a. Conformance with Title 10, Chapter 22, Water Efficient Landscape Standards
 - b. Distribution of plant material
 - 1. Existing and proposed trees
 - 2. Work involved as related to slope control and/or physical environment.
 - c. Special effects and decorative materials
 - d. Automatic irrigation systems (sprinkler, bubbler, etc.)
 - e. Recreation equipment
- If the location of the development is part of a larger tract or parcel not included in the preliminary plat, the submittal shall include:
 - A concept of the prospective future street system of the unsubdivided portion of the property
 - The street system of the part submitted shall be considered in light of adjustments and connections with the future street system of the surrounding area and in accordance with the City General Plan
- If it is contemplated that the development will proceed by phases, the boundaries of such phases shall be shown on the phasing plan sheet along with the estimated construction schedule for each phase.
- Certification of the accuracy of the preliminary plat of the development and any traverse to permanent survey monuments by a land surveyor, registered to practice in the state.
- The words "Preliminary Plat - Not To Be Recorded" shall be shown on the plat.
- Signature blocks for the approval of Land Use Authority, City Engineer, City Attorney, and Mayor's acceptance
- All drawings shall meet the minimum requirements of the City's adopted Specifications and Standards Manual

REVIEW PROCESS

Single Family, Two Family and Townhome Subdivisions:

Preliminary plat review shall be limited to two (2) review cycles. Review cycle restrictions shall not apply to areas with suspected or identified geologic hazards. The initial review of the preliminary plan set shall be completed by the Development Review Staff within fifteen (15) business days of certification of complete application. An incomplete application shall not prohibit review staff from providing feedback on portions of the application submitted to assist in the preparation of a complete application.

Review Cycle 1

The review of the preliminary plat application shall include redline corrections and requests for additional information which include specific citations of adopted ordinances, standards and specifications and shall be logged in a separate index of requested modifications or additions. The applicant shall have a period of twenty (20) business days to respond to each of the redline corrections or request for additional information and shall provide corrected drawings and a written response identifying and explaining the applicant's revision and reasoning for declining to make revision, if any. The explanation shall be comprehensive and specific, including citations to applicable standards and ordinances for the design and an index of the revisions or additions for each required correction. If the applicant fails to address a review comment in the response, the review cycle is not complete and the subsequent review cycle may not begin until all comments are addressed.

Review Cycle 2

The development review staff shall have a period of fifteen (15) business days to review the re-submittal and corrections and shall review the revised preliminary plat plan set and any modifications made in the first review cycle for additional redline corrections and shall provide a second set of redline corrections and requests for additional information which include specific citations and a separate index of requested modifications. The applicant shall have a period of twenty (20) business days to respond to each of the redline corrections or request for additional information and shall provide corrected drawings and a written response identifying and explaining the applicant's revision and reasoning for declining to make revision, if any. The explanation shall be comprehensive and specific, including citations to applicable standards and ordinances for the design and an index of the revisions or additions for each required correction. If the applicant fails to address a review comment in the response, the review cycle is not complete until all comments are addressed. The development review staff shall review the resubmittal to determine that all redline corrections have been completed. Staff shall notify the applicant within ten (10) business days of resubmittal of incomplete corrections. Upon determination of completion of redline corrections, the preliminary plat application shall be forwarded to the Administrative Land Use Authority for approval.

Commercial, Industrial, or Multifamily Subdivisions

Initial review of the preliminary plan set shall be completed by the Development Review Staff for certification of a complete application. An incomplete application shall not prohibit review staff from providing feedback on portions of the application submitted to assist in the preparation of a complete application.

Review

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Planning Commission Action, Preliminary Plat

If the Planning Commission finds that the proposed plat complies with the adopted ordinances, standards and specifications, it shall approve the plat, and may attach conditions for any outstanding corrections. If the Planning Commission finds that the proposed plat does not meet the requirements of this Title or other applicable ordinances, it shall deny approval of such plat.

The Planning Commission may approve or deny the preliminary plat and shall make findings regarding the submitted plat, specifying any inadequacy in the information submitted, noncompliance with City regulations, and the need for any additional information which may assist the Planning Commission to evaluate the preliminary plat. The Planning Commission shall approve only those preliminary plats which the commission finds are:

- To be developed in accordance with the intent, standards and criteria specified in City Code and other applicable regulations as adopted.
- To conform to an approved concept plan. To create no substantial financial hardship to the City.
- To create no substantial environmental consequence which will adversely impact upon adjacent properties and the health, safety or welfare of the inhabitants of the city.

The Planning Commission may condition preliminary plat approval with specific conditions which are necessary to mitigate possible adverse impacts from the proposed development.

The Community Development Department shall notify the developer, in writing, of the action taken by the Planning Commission. Notification of the approval of the preliminary plat application shall be authorization for the developer to proceed with the preparation of the final plat and final subdivision improvement plans and specifications as required by City ordinances.