



Plan Submission Requirements - Large Scale Subdivision (Final) -

ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE WASATCH COUNTY PLAN REVIEW ONLINE PORTAL:

<https://www.wasatchcounty.gov/development-process-forms-applications>

The Wasatch County Land Use and Development Code can be accessed online at

[https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title_16_-](https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title_16_-LAND_USE_AND_DEVELOPMENT_CODE)

[LAND USE AND DEVELOPMENT CODE](https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title_16_-LAND_USE_AND_DEVELOPMENT_CODE)

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE SUBMITTAL

Required Checklist Item	File Name
Cover Sheet that includes the following: <ul style="list-style-type: none"> The name and addresses of the development Development phase number, if a phased project Contact information for the developer’s project design team Location of entire development in relation to surrounding neighborhoods and developments (include name of adjacent subdivision and development, adjacent property owner’s names and addresses, and adjacent land uses and buildings) Legal description of the property Summary Tabulation of all aspects of the project, including total acreage, projected ERUs, as described in the plan, number of housing units by type with the number of bedrooms, parking stalls provided, building and unit square footage, building footprint square footage, open space acreage and percentage, landscape acreage and percentage, hard surface acreage and percentage Sheet Index and General Conditions 	01 – Cover Sheet
PDF version of all pages of the proposed plat meeting the standards outlined in section 16.27.12 and, if applicable, a copy of the record of survey filed with the Wasatch County surveyors office. Include surveyor’s stamp on plat.	02a - Plat
Closure sheet of the subdivision boundary as well as for each lot within the subdivision.	02b - Closure Sheet
DWG formant of all pages of the proposed plat meeting the standards outlined in section 16.27.12 and, if applicable, a copy of the record of survey filed with the Wasatch County surveyors office. Include surveyor’s stamp on plat.	02c - Plat DWG
Conceptual Connectivity Plan in compliance with 16.02.12(A)	03 - Conceptual Connectivity Plan
Physical Constraints Analysis as defined in 16.27.25	04 - Physical Constraints Analysis
Viewshed analysis as outlined in 16.27.22	04a - Viewshed Analysis
Final grading plans illustrating cut and fill limits, limits of disturbance, and including existing and proposed topographic lines with a contour interval of two feet (2’)	05 - Final Grading Plan
Final Drainage plans illustrating that the development as planned does not impose adverse impacts to the drainage system or increase the sediment contribution to receiving waters. The drainage plan will illustrate methods of controlling runoff, directing flow and detaining or retaining water. Methods in preparing the necessary items to be contained in the drainage plan are described in “A Guide For Erosion And Sediment Control For Wasatch County”	06 - Final Drainage Plan
Final Drainage Report	06a - Final Drainage Report

Storm Water Pollution Prevention Plan	07 - SWPPP
Soils testing and geotechnical analysis as required by Title 16	08 - Geotechnical Report
Final construction drawings, including details, for existing and proposed utility infrastructure, including all fire hydrants, water and sewer lines, storm sewer system, and all utilities, including, but not limited to, electricity, natural gas, telephone and cable television	09 - Final Utility Plan
Plan and Profile drawings showing proposed layout and identification of all public and private streets and trails, including profiles and cross sections, at an interval of one hundred feet (100') or as determined by the county planner	10 - Street Plan
Lighting and signage plan, including details	11 - Lighting and Signage Plan
Landscape and Irrigation plans including: <ul style="list-style-type: none"> • A landscaping plan including planting materials and quantities and a plan for revegetation areas such as cuts, fills, detention areas or otherwise disturbed areas • An irrigation plan including a calculation of the amount of water that will be needed on the land for landscaping purposes 	12 - Landscape Plan
Will-Serve letters from irrigation companies or provider of outside irrigation, gas company, electric company, communication company and any applicable Special Service District. Such letters should indicate terms and conditions of service and impacts to the companies facilities	13 - Will-Serve Letters
Action Report from County Water Board confirming feasibility and that adequate water shares have been provided by the Developer	14 - Water Action Report
Itemized estimates of the cost of constructing all required improvements to be constructed in the development. The developer shall also submit a report to the planning commission and legislative body pertaining to the source or sources of the construction funds	15 - Cost Estimate
Third Party Approvals (if applicable): <ul style="list-style-type: none"> • UDOT approval for access to state roads • Approval of army corps of engineers in probably or actual wetlands or high water table areas • Approvals of power, gas, and communication companies where easements are proposed and service is required • Approval from United States Postal Service identifying location and means of mail delivery services • Approvals of applicable state or other agency concerning environmental and wildlife impacts • Any other third party approvals reasonably deemed necessary by the Planning Department 	16 - Third Party Approvals
Reference to the development agreement that has been recorded on the Project. If a condition of preliminary approval or master plan approval included a development agreement, the development agreement shall be recorded prior to a final application being processed and/or going to the land use authority. If a development agreement has not previously been required, a form development agreement in Microsoft Word format showing assurances to the county that the services to be provided by the development will continue to be provided by the development on an ongoing basis and will not require the county to take over services in areas outside of the planned urban services areas, and become a financial burden on the county shall be included, and shall be approved and recorded prior to a final plat being recorded.	17 - DevAgreement
If applicable, a written response from the applicant demonstrating how each condition of previous approvals either has been or will be satisfied	18 - Previous Approvals

Supplemental Checklist Item (may be required)	File Name
	Large Scale Development (Final)

Demonstration of compliance with Adopted JSPA Design Handbook	19 - JSPA Design Compliance
Site Plan showing final building locations, existing and proposed lot lines, easements, walkways, streets and rights-of-way (public and private), parking areas and calculations, trails, fencing, proposed dedications of public use areas, etc	SP1 - Site Plan
Architectural Drawings including: <ul style="list-style-type: none"> • Architectural elevations • Floorplans • Location and elevation drawings of existing and proposed accessory buildings, signs, dumpster and utility enclosures, fences and other structures • Materials and colors 	SP2 - Architectural Drawings
If not in a recorded subdivision, submit a Certificate of Zoning Verification.	SP3 - Lot of Record Determination
Resubmittals Only: Once a DRC review has been completed, resubmittals must include a detailed written response to each comment provided in the previous review. The written response will need to clearly identify how the resubmittal is addressing the item and identify where changes to the drawings or reports were made.	00 – REVIEW RESPONSE
Any additional supporting documents that provide necessary information to demonstrate compliance with applicable codes. This should be used only when the information typical to the required checklist items does not accommodate the type of information being supplied.	OTHER – [Insert Custom Name Here]

1. Format: All plans shall be PDF format unless otherwise specified.
2. Accuracy: All plans shall be clear and legible. It is the responsibility of the applicant to ensure necessary information is clear and accurate including contact information for the project team. All information shall be kept current during the entire review and approval process.
3. The above checklist may not be comprehensive depending on the project specifics. Per Wasatch County Code, the applicant shall provide any additional information which the County staff, Planning Commission, and/or legislative body may reasonably require in a specific instance.
4. Owner/Agent Representatives: If a person other than the property owner is applying for the land use permit or approval, a [Property Owner Authorization Form](#) is required to be submitted.
5. All Items Required: All items on the checklist must be included for an application to be considered complete. If you feel an item is not applicable to your application, a letter stating why the item is not applicable should be submitted in the place of the item.
6. Application Fee: All applications must be accompanied by the required application fee. Cash or check payments can be delivered to the Planning Office at any time. If payment by credit card is desired, you may contact the Planning Office to request a payment link.
7. Resubmittals: If changes to your application are necessary, you may resubmit your response through the portal. Instructions can be found by [clicking this link](#). **DO NOT DELETE** any existing uploaded files. Label all new uploads per the same naming convention so that a revision is reflected in the system instead of as an additional document. **Deleting documents may delete your plan review and hold up the processing of your application.**

AFTER UPLOADING THE NECESSARY SUBMITTAL ITEMS, YOU MUST HIT “SUBMIT FOR REVIEW” TO SEND THE FILES TO THE COUNTY. DO NOT HIT “SUBMIT FOR REVIEW” UNTIL YOU HAVE ENSURED THAT ALL NECESSARY INFORMATION IS PROVIDED.