



Plan Submission Requirements – Small Scale Subdivision –

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_-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
Coversheet that includes the following: <ul style="list-style-type: none"> • Name and address of development • Contact information for the developer’s project design team • Location of entire development in relation to surrounding neighborhoods and developments (include name of adjacent subdivisions 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 , Final Plat Requirements. 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 format of all pages of the proposed plat meeting the standards outlined in section 16.27.12 , Final Plat Requirements. Include surveyor’s stamp on plat.	02c - Plat DWG
Context Maps: <ul style="list-style-type: none"> • Location of entire development in relation to surrounding neighborhoods, properties, and developments (include names of adjacent subdivisions and developments, adjacent property owners’ names and addresses, and adjacent land uses and buildings) • A copy of the record of survey filed with the Wasatch County surveyors office 	03 - Context Maps
Site Plan including: <ul style="list-style-type: none"> • Illustrative site plan showing general building locations, existing and proposed lot lines, easements, walkways, streets and rights-of-way 	04 - Site Plan

(public and private), parking areas, trails, proposed dedications of public use areas, fencing, etc	
<ul style="list-style-type: none"> Summary tabulations of all aspects of the project including, total acreage, projected ERU's, 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, irrigated landscape acreage and percentage, and hard surface acreage and percentage 	
Conceptual Connectivity Plan in compliance with 16.02.12(A)	05 - Conceptual Connectivity Plan
Physical Constraints Analysis in compliance with 16.27.25 , Physical Constraints	06 - Physical Constraints Analysis
Viewshed analysis as outlined in 16.27.22	06a - Viewshed Analysis
Grading plans illustrating cut and fill limits, limits of disturbance, and including existing and proposed topographical lines with a contour interval of two feet (2')	07 - Grading Plan
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".	08 - Drainage Plan
Drainage Report	08a - Drainage Report
Storm Water Pollution Prevention Plan	08b - SWPPP
Soils testing and geotechnical analysis as required	09 - Geotechnical Report
Utility Plan showing existing and proposed infrastructure, such as all fire hydrants, culinary water, irrigation water, and sewer lines, storm sewer system, and all utilities, including, but not limited to, electricity, natural gas, telephone and cable television	10 - 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	11 - Street Plan
Landscape and Irrigation Plans including: <ul style="list-style-type: none"> A landscaping plan including planting materials and quantities An irrigation plan including a calculation of the amount of water that will be needed on the land for landscaping purposes 	12 - Landscape
Will-Serve letters from the irrigation companies or provider of outside irrigation, gas company, electric company, communication providers, solid waste services and any application Special Service District	13 - Will-Serve Letters
Action Report from County Water Board confirming feasibility and that adequate water shares have been provided by the Developer for irrigation and culinary water needs	14 - Water Action Report
Itemized estimates of the cost of constructing all required improvements to be constructed in the development	15 - Itemized Cost Estimate

Supplemental Checklist Item (may be required)	File Name
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.**
8. Instructions on how to retrieve the address of each property owner of current record within 500 feet of the property, can be found by [clicking this link](#).

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.