

## **WORK MAY NOT BEGIN UNTIL PERMIT IS APPROVED**

### **ALL WORK MUST BE COMPLETED AS PER THE FOLLOWING CODES:**

- Wasatch County Code <https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Preface>
- 2017 APWA, as amended (American Public Works Association) <http://utah.apwa.net/>
- UDOT <https://www.udot.utah.gov/connect/business/standards/>

## **SUBDIVISION CONSTRUCTION PERMIT APPLICATION INSTRUCTIONS**

***This permit is necessary to create a subdivision, split a parcel, create a shared driveway, etc. For engineer-stamped projects such as berms, landscaping, leveling slopes, or activities not related to subdivision development, use the Grading Permit application. Before using this permit, you must have Planning Department Final Approval as per county code 16.27.15.***

1. Complete Application by person, company, or public utility responsible for the Work. Applicant must be the property owner or have written permission from the owner to make application. In the alternative, if the applicant has written permission to use the property, attach the easement, franchise agreement, or license agreement to the application.
2. Wasatch County Planning report and approval. This will list all of your conditions of approval that are required before the project can be accepted and completed.
3. Contact the water company in your jurisdiction for them to review and stamp your electronic construction drawings in PDF format. They will not stamp until you pay their fees.
  - a. Submit the following to the Water company in your jurisdiction:
    - i. An electronic PDF set of construction drawings
    - ii. An engineer's estimate using this file template:  
<https://www.wasatch.utah.gov/Portals/0/Engineering/WCEngEstForm.xlsx>
  - b. The water company will then review and stamp your construction drawings and engineers estimate once you have paid their fees.
4. Submit these stamped plans and estimate to the engineering portal for their review and stamp. The stamped engineers estimate will be needed for your bonding, as explained further below in these instructions.
  - a. The engineer's estimate will need to be updated annually. WCC 16.27.21/14.02.04(B). Please fulfill this requirement by providing updated estimates simultaneously with bond reductions on the project if the previous estimate is over 9 months old.
5. If disturbing more than 1 acre, provide a Storm Water Pollution Prevention Plan and NOI. Apply at <https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits>
6. Any grading within a FEMA Floodplain or near water ways will require a Floodplain Permit. Contact the Wasatch County Planning Department at 435-657-3205.
7. If work is within 30 feet from the bank of a stream, or within a stream, a Stream Alteration Permit will be required which can be found here: <http://www.waterrights.utah.gov/stmalt/forms.asp>
8. When impacting traffic, provide a Traffic Control Plan (TCP) in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
9. Provide a Certificate of Liability Insurance. Per Wasatch County code 14.02.04 the following requirements must be met:
  - a. A certificate of insurance listing Wasatch County as a certificate holder. Please list Wasatch County as the Certificate Holder under the Certificate Holder box on the Certificate of Insurance. Wasatch County's address is 25 N Main St, Heber City, UT 84032.

- b. All insurance policies required shall give Wasatch County 30-days notice in the event of cancellation and 10 days for non-payment of premium. This can be listed in the Description of Operations field on the Certificate of Insurance. Please submit the certificate of insurance only, as Wasatch County is not responsible for, nor obligated to acknowledge additional documents, please exclude those from the submission.
  - c. The required insurance coverages shall remain in effect for a minimum of the term of the work and permit, and in addition to requiring proof of required insurance through that term, the County may also require proof the insurance will not expire within 30 days.
  - d. A minimum of \$1,000,000 of noncontributory CGL per occurrence, \$2,000,000 general aggregate, and \$2,000,000 products-completed operations aggregate. CGL shall include personal injury, medical expenses, death, and property damage. Claims made policies must remain in effect for 3 years from the completion date.
  - e. Workers Comp at or above Utah Minimums.
  - f. Commercial Automobile Liability insurance that provides coverage for owned, hired, and non-owned automobiles, in the minimum amount of \$1,000,000 combined single limit or \$750,000 bodily injury and \$250,000 property damage.
  - g. All insurance shall be licensed in Utah and have an A- or greater rating under A.M. Best, or an A or greater rating under Moodys or Standard & Poors.
  - h. The engineering coordinator shall have discretion to increase insurance requirements in instances where due to unusual circumstances, such as a large project, environmental hazards, or increased risks to safety, greater amounts are reasonable.
10. Once you have uploaded all the above items to the portal, submit your application for review. Once engineering reviews, they will determine your bond amounts. Please note this review can take up to 2 weeks. Additional delays may happen if the application is incomplete and missing information or documents. Once engineering reviews, you will receive an email prompting you to load the following:
- a. PLEASE NOTE: you will not need to submit these documents with the initial application submittal. You will submit these when prompted by email.
  - b. Complete the Noxious Weed Control plan details in your portal application on the new tab titled "Weed Development Plan".
  - c. Complete the Weed Bond Agreement and weed area map of disturbance also listed in the new "Weed Development Plan" tab. Here is the weed bond agreement for reference: <https://www.wasatchcounty.gov/downloads/file/679/wasatch-county-weed-bond-agreement-2022>
    - i. The amount of the weed bond is determined by disturbed acreage. Please contact the Weed Department at 435-657-3282 if you need assistance in determining this amount. Please submit the weed bond, along with a weed area map of disturbance, signed and notarized to the permit portal. The Weed Department will then review. Please note that you will be required to bring in the original bond documents and monies before the permit can be approved for work. We will notify you of that time.
11. Performance and Warranty bonding required:
- a. A cash warranty bond in the amount of 10% of the approved engineer's estimate is required as per section 14.02.04 and 16.27.21 of the county code. The bonding agreement to complete can be found here (must be cash, see 14.02.04 and 16.27.21 of county code):
    - i. Cash Bond Agreement: <https://www.wasatchcounty.gov/downloads/file/677/cash-bond-agreement-9-2024>
  - b. IF PLATTING: A performance bond in addition to the cash warranty bond shall be posted with Wasatch County prior to recordation of the final plat in a principal amount of one hundred percent (100%) of the estimated cost to complete any improvement or other performance required by or promised to Wasatch County as per section 14.02.04 and of the county code. The county may approve partial releases of the performance bond prior to final release.

- c. Bonding forms to complete can be found here (choose cash or letter of credit):
- i. Performance Cash Bond Agreement: <https://www.wasatchcounty.gov/downloads/file/677/cash-bond-agreement-9-2024>
  - ii. Performance Letter of Credit Bond Agreement: <https://www.wasatchcounty.gov/downloads/file/678/loc-bond-agreement-9-2024>
12. Complete the bond agreement(s), print out, sign and notarize, attach all required exhibits, and then submit as one document in the permit portal for review.
- a. The system will prompt you when to load the bond agreements with supporting documents. Please note that you will be required to bring in the original bond documents and monies before the permit can be approved for work. We will notify you of that time.
13. Pay applicable permit fees. The system will then prompt you to bring in original bonds and payment. Once executed, and payment is deposited, we will issue an approved subdivision construction permit to begin work.
- a. Schedule and conduct a pre-construction meeting with Engineering. NO PRECONSTRUCTION MEETING WILL BE SCHEDULED WITHOUT AN APPROVED PERMIT.
  - b. Keep the permit with you on the jobsite, and work to be completed stays within the scope of the approved permit.
  - c. Contact Engineering before beginning work, for inspections, and closeout of the permit before the permit expires.
14. Upon completion of work, according to the Final Inspection Instructions found at <https://www.wasatchcounty.gov/downloads/file/405/6finalinspectioninstructionsfinal>, schedule a final inspection, and provide a set of record drawings identifying all changes in electronic PDF format.

You are welcome to contact any of the Wasatch County Engineering reviewing entities:

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| • <b>Engineering Department</b>  | 435-657-3305 |
| • <b>Planning Department</b>     | 435-657-3205 |
| • <b>Weed Department</b>         | 435-657-3282 |
| • <b>Public Works Department</b> | 435-654-1661 |
| • <b>Surveyors Office</b>        | 435-657-3222 |

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