



Plan Submission Requirements - Preliminary Plan -

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
Cover Sheet that includes the following: <ul style="list-style-type: none"> The 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 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	02a - Plat
DWG format 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	02b - Plat DWG
Site Plan showing general 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.	03 - Site Plan
Conceptual Connectivity Plan in compliance with 16.02.12(A)	03a - Conceptual Connectivity Plan
All proposed phases of the development, if applicable, with approximate timetable for development	04 - Phasing Plan
Physical Constraints Analysis as defined in 16.27.25	05 - Physical Constraints Analysis
Viewshed Analysis as outlined in 16.27.22	05a - Viewshed Analysis

Overall Site Plan / Subdivision (Preliminary)

<p>Preliminary Architectural Drawings, if applicable, including:</p> <ul style="list-style-type: none"> • Unit configuration footprints and typical architectural elevations • Location and elevation drawings of existing and proposed accessory buildings, signs, dumpster and utility enclosures, fences and other structures 	06 - Preliminary Architectural Drawings
<p>Primary Circulation Plan, including:</p> <ul style="list-style-type: none"> • Existing, new, and modified streets, easements, rights-of-ways and intersections, including identification of public or private • Street cross-section assemblies for new and modified existing streets within the development area. Must comply with applicable road cross-sections in Title 14 of the Wasatch County Code • Conceptual Connectivity Plan in compliance with 16.02.12(A) • Neighborhood trail network that complies with the adopted Wasatch County Trails Master Plan and 16.21.18 • Parking, access and loading plan, addressing the quantities of parking required per 16.33.13 and including required bus pullouts and/or other proposed mass transit plans • Snow Storage Plan • Proof of Access that meets county standards which shall be demonstrated through ownership, establishment of public access, written agreements and/or road judgments from a court of competent jurisdiction. If a project does not have access that meets the county code, or takes away access to adjacent properties, it shall not receive approval 	07 - Circulation Plan
<p>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')</p>	08 - Grading Plan
<p>Preliminary 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"</p>	09 - Drainage Plan
<p>Preliminary Drainage Report</p>	09a - Drainage Report
<p>Soils testing and geotechnical analysis as required by this title</p>	10 - Geotechnical Report
<p>Utility Plans showing existing and proposed 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</p>	11 - Utility Plan
<p>A landscaping plan illustrating evergreen/deciduous plant massing, typical planting materials, calculation of the amount of water that will be needed on the land for landscaping purposes, and outlining a plan for revegetation areas such as cuts, fills, detention areas or otherwise disturbed areas, etc</p>	12 - Landscaping Plan
<p>Will-Serve letters from irrigation companies or provider of outside irrigation, gas company, electric company, communication providers, solid waste services and any applicable Special Service District. Such letters should indicate terms and conditions of service and impacts to the companies facilities</p>	13 - Will-Serve Letters
<p>Action Report from County Water Board confirming feasibility and that adequate water shares have been provided by the Developer</p>	14 - Water Action Report
<p>Reference to the recorded Master Plan Development Agreement, or a Draft Development Agreement in Microsoft Word format if one has not yet been recorded on the project</p>	15 - DevAgreement

Supplemental Checklist Item (may be required)	File Name
Demonstration of compliance with Adopted JSPA Design Handbook	16 - JSPA Design Compliance
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.