

Before any land is subdivided, the owner of the property to be subdivided, or the owner's authorized agent, shall apply for approval of the proposed subdivision per the following procedures, which include two (2) steps for a regular subdivision and one (1) step for a minor subdivision, nine (9) lots or less.

1. Regular Subdivision:
 - a. Preliminary Plan (approval by Community Development Director)
 - b. Final plat (approval by Community Development Director)
2. Minor Subdivision (up to 9 lots)
Preliminary plan (approval by the Community Development Director)
3. Plat Amendments: (approval by the Community Development Director)

Pre-Application Meeting:

Before preparing a plan for a subdivision, the applicant is strongly advised to schedule an appointment with the Community Development Director, Planning Staff, and City Engineer to discuss the subdivision approval process. Relevant to the proposed subdivision, a general layout of streets and the required reservation of land, as well as street improvements, drainage, sewerage, fire protection, and similar matters, will be discussed. Additionally, the general availability of existing services will be taken into consideration.

Formal Application:

The applicant may prepare and submit a proposed subdivision plan, along with all required forms, fees, and other supporting materials, to the Planning Division. An application can be made by going to <http://www.springvilleutah.gov/community-development/planning-zoning/development-services/> and following the "Subdivision Application" link under "Applications and Forms".

Completeness Review

Checklists are available to the applicant when preparing plans to ensure completeness.

The Planning and Engineering staff, upon receiving the application, will assess whether it is complete and ready for review based on the submittal requirements and the applicant's request for a waiver of certain application requirements. No application qualifies for the Development Review Committee (DRC) agenda until it is considered complete. Once the submittal is deemed complete, the applicant will be notified by email to pay the application fee.

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No later than 15 business days after the day on which the Preliminary Residential Subdivision Land Use Application is deemed **COMPLETE** and all applicable fees have been paid, the application shall be scheduled for review by the Development Committee, and Springville City shall complete the initial review of the application, including subdivision improvement plans.

Development Review Committee (DRC):

The Development Review Committee shall review all applications to determine conformance with all applicable City ordinances and standards. If the development plan is determined to meet City ordinances and standards, the DRC will forward the completed submission to the Planning Administrator. If portions of the application are deemed incomplete, it may be returned to the applicant for appropriate modification. The application shall not be forwarded to the Planning Administrator if it does not meet the requirements of the City Code and other applicable standards, as well as the requirements of other reviewing agencies. The DRC may forward applications to the Land Use Authority, subject to variances, waivers, modifications, or amendments being proposed by the applicant. During the meeting, the applicant will be allowed to make presentations, ask questions, and propose alternative conditions for consideration.

The purpose of the preliminary plan is to prepare a complete and detailed residential subdivision plan that meets the requirements below. All information listed below is required for an application to be considered complete. Only completed applications shall be scheduled for the Development Review Committee (DRC). All engineering and/or surveying documents must be stamped by an engineer or land surveyor following the procedures of the Utah State Board for Professional Registration.

Minor Subdivision-up to nine (9) lots:

Relevant items required of preliminary and final plans are listed below as determined by the Community Development Director, the City Engineer, and the Power Department.

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PRELIMINARY PLAN SUBMITTAL REQUIREMENTS

REQUIRED INFORMATION - PRELIMINARY PLAN	COMPLETE
Completed Application Form. All fees (fees will be paid when the application is deemed to be complete by city staff. No preliminary plan will be placed on the DRC agenda until fees are paid, regardless of completion status.)	
ALTA Survey and preliminary title report or policy of title insurance on the property, which identifies ownership, easements of record, liens or other encumbrances, prepared by a title company licensed to practice in the State of Utah. The City may require the owner/developer to resolve any boundary overlaps, gaps, or other title discrepancies before approving the preliminary plat.	
Evidence of water rights proposed to be tendered to Springville City	
Draft copies of any proposed restrictive covenant or other private reservations.	
Written approval of adjacent property owner(s) agreeing to grant an easement for utility line extension, if the line crosses private property.	
Geotechnical report for property located in hillside areas which have a slope of twenty-five percent (25%) or greater, or a hydro-geologic study when located in high water areas.	
Conceptual layout of any required off-site improvements for utility capacities per the current master plan (if applicable).	
Digital copy of the plans in a Vector scalable format	
An electronic copy of the proposed subdivision layout in DGN or DXF format tied to the State Plane, NAD 83, and NAVD 88 coordinate system	
One (1) copy of the preliminary drainage study with narrative (must be stamped and signed by a licensed engineer)	
One (1) preliminary or draft copy of any environmental studies, wetlands study, etc. (if applicable)	
One (1) Copy Traffic Impact Study (if applicable or required by City Engineer)	
FORMAT AND GENERAL ITEMS FOR PRELIMINARY PLAN	
Title block including: - Name of Subdivision - Name and Address of owner of record, developer & designer - Name and address of engineer and/or land surveyor - Date of preparation	

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• Tabulation of acres, lots, units, open space, public right-of-way, and units per acre	
A graphic and written scale at no more than one (1) inch equals fifty (50) feet, or as recommended by the City Engineer, on each page.	
North arrow on each page	
Township and Range, section lines, and other monuments	
Vicinity map at a scale of one (1) inch equals one thousand (1,000) feet with a one-quarter mile radius	
Index of Sheets shall include (but not be limited to): 1) Cover Sheet, 2) Alta Survey, 3) Site Plan, 4) Utility Plan, 5) Grading and Drainage, 6) Striping and Signing Plan, and 7) Details	
Topographic contour intervals of no greater than two (2) feet, unless otherwise stipulated by the City Engineer.	
Surveyed boundary and topography of the subdivision	
Location and names of adjacent properties/property owners and platted subdivisions	
Location of zoning boundary lines within and adjacent to the proposed subdivision	
Location, use, and dimensions of all existing buildings within the proposed subdivision. Indicate which buildings are to remain and which are to be removed.	
Location of all proposed lots, including: • Lot Dimension • Lot Frontage • Lot area (square feet) • Building setback lines (building envelopes)	
Lots are consecutively numbered or lettered in alphabetical order.	
Location of existing features within the proposed subdivision and within two hundred (200) feet of the boundary, including: • Existing and/or proposed public utility easements • Irrigation ditches, land drains, and company ownership • Drainpipes, drainage channels, and culverts • Railroads • Bridges • Power lines	

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- Water bodies, springs or water sources within two hundred (200) feet - Equestrian, pedestrian, and bicycle trails	
Location and dimensions of any common space or open space areas, including property to be set aside for parks, playgrounds, trails, or other public or private uses, with a designation of the purpose of those areas, and conditions, if any, of the dedication or reservation.	
Location and extent of all cuts and fills exceeding two (2) feet anywhere on the project site and any associated retaining walls.	
STREETS	
The location and width of all existing and proposed roads, rights-of-way, alleys, and other private and public ways (all main public roads/ways must comply with the current Springville City Transportation Master Plan, and Standards and Drawings). Cross sections of all existing and proposed roads (including road dimensions and location of utilities within the road)	
Site distance triangles for all intersections following AASHTO Design Guides	
Proposed names of all new roads. Streets shall not be given names other than the appropriate number designation (e.g., 700 South) for the street, except in the case of streets that cannot be readily assigned numerical designations because of a configuration that crosses (does not exclusively align with) east-west or north-south coordinates.	
Location of all existing and proposed curb, gutter, and sidewalk within the subdivision, including: - An indication of the grades (longitudinal and cross slope) - Flow arrows showing direction of stormwater surface flows	
Location of any necessary temporary turnaround easements for emergency access on dead-end roads and material called out.	
Proper cul-de-sac length or dead-ends of no greater than four hundred (400) feet and with no more than twelve (12) units located on it	
Block lengths no greater than the block standards as described in 14-5-102	
Street intersection offsets of not less than one hundred fifty (150) feet measured from ROW to ROW.	
If adjacent to a state road, specify UDOT access size and location (UDOT approval will be required at final plat).	

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WATER/SEWER/PRESSURIZED IRRIGATION	
All utility lines shown in color per blue stakes.	
Location and size of existing and proposed culinary and pressure irrigation water lines (including existing lines adjacent to and/or affected by the proposed subdivision). Show main lines only. (All utilities must comply with the current Springville City Master Plans, and Standards Specifications & Drawings.)	
Location of existing and proposed sewer main lines, including size, depth, and slope (show any sewer lines adjacent to or affected by the proposed subdivision)	
Letter(s) of intent for any necessary off-site water or sewer easements across privately owned land.	
DRAINAGE	
Preliminary Drainage System Report (including calculations and an explanatory narrative in accordance with Springville Design Criteria for Public Improvements and the current Springville Storm Water Master Plan), stamped and checked by a licensed engineer.	
Use Springville City rainfall curves in the drainage study and calculate 24 twenty-five (25)- and one hundred (100)-year floods (attach Springville City rainfall curves to drainage calculations).	
For detention basins, submit calculations to justify sizing based on a twenty-five (25)-year design storm with a release rate of 0.15 cfs per acre.	
Detailed drainage plans showing existing and proposed storm drainage improvements, including: (All utilities must comply with the current Springville City Master Plans, Standards, and Drawings.)	
Major City/Irrigation Company drainage facilities, outfalls, and discharge locations. Connection to city-owned storm drain facilities is preferred.	
Drainage pipe locations, sizes, and depths	
Catch basin locations, types, and depths.	
Detailed Storm water treatment per Utah LID Manual A Hydro-dynamic separator is required where LID standards are not feasible based on site conditions.	

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Location of detention basins designed following the Springville City Design Criteria , Design Standards, and Storm Water Storage Facility Policy	
Letter(s) of intent for any necessary off-site drainage easements across privately owned land	
IRRIGATION DITCHES	
A written statement from the appropriate agency (such as irrigation companies, private landowners, etc.) regarding the effect of the proposed subdivision on any irrigation channels or ditches and any piping or other mitigation required. Written approval from the irrigation or ditch company for proposed improvements, along with permission for run-off water to drain into the irrigation system	
If the proposed development impacts any of the following irrigation or drainage companies, an application for a Modification to Canal, Ditch, or Drain must be obtained from the appropriate drainage district or irrigation company. 1. Springville Drainage District 2. Springville Irrigation Company 3. Wood Springville Irrigation Company 4. Coffman Springs Irrigation Company 5. Madson Springs Irrigation Company 6. Big Hollow Irrigation Company 7. Mill Pond Irrigation Company 8. Wash Creek Irrigation Company No comments can be provided until such application and submittal of plans are made. Please visit https://fransoncivil.com/canal-applications/ for application forms and processes.	
The location, size, and grade of any required piping for irrigation ditches and land drains, as specified in the irrigation company's letter.	
SPRINGVILLE CITY POWER	
All commercial and residential subdivisions shall be designed by an electrical engineering firm.	
Provide Preliminary Design of Electrical system, following Springville City Power Department Standards and Specs.	
Proposed transformer and meter base location(s) shown and labeled following Springville City Power Department Standards and Specs. Note: No Power structures are to be placed within 2 feet of driveways or approaches.	

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Service sizes labeled with amperage and voltage per lot.	
Show location of existing power line extensions and relocations, streetlights, domes, and transformers.	
All roundabouts, detention basins, traffic control devices, and land designated for a park shall have a source of power sufficient to handle the required loads.	
Show conduit stubs for future electrical development.	
Show Public Utility Easements, existing and proposed.	
Provide letter(s) of intent for any necessary off-site Power easements across privately owned land.	
BUFFERING	
The proposed treatment of the perimeter of the development, including materials and techniques used, such as: • Fences • Berms • Walls • Landscaping	
SENSITIVE LANDS	
Identification of natural features or sensitive lands, including, but not limited to: • Wetlands. A wetland report and letter from the Army Corps of Engineers, if potential wetlands are located on the site. • Floodplains, floodways, and areas that would be covered in water in a 100-year storm event. • Areas where groundwater rises periodically to within two (2) feet of the surface of the ground. • Slopes exceeding twenty-five (25) percent and/or area within the Hillside Overlay Zone • Vegetation areas (including name and size of all existing trees and shrubs which could be incorporated into the subdivision) • Threatened or endangered species habitat areas	

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REQUIRED NOTES	
Provide a note on the preliminary plat that states that the following items will be reviewed at the time of the Final Plat review (because these items will be reviewed with the final plat, please do not show them on the Preliminary Plat): • Plan and profiles/construction drawings of public improvements • All pipe details (bends, detector tape, etc.) • Blow-offs, drains, and Air Vacs, including size, type, and protection • Manhole and box details • Water and sewer service details and meter locations • Lot line utility easements • Streetlights/street signs/traffic signs. • Power line extensions and dome/transformer locations. • Lot addresses • Location of any/all Section Corner or PLS Survey Monuments within the project boundary • Placement of Post Office Cluster box(es)	
PHASING (IF APPLICABLE):	
Phasing Schedule – If the developer plans to divide the development into two or more sections for final plat recording, this information must be included in the preliminary plan submission. • A phasing plan describing each phase, the approximate size in area of each phase, the order of phasing, and the projected time for recording and development of each phase shall be submitted • The Administrative Land Use Authority may impose conditions upon the filing of each section as may be necessary to ensure orderly development of the overall subdivision and the area in which it is located. • Application for subsequent phases must be submitted within one (1) year of the recordation of the previous phase.	

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DEVELOPMENTS IN THE WESTFIELD OVERLAY ZONE PARTICIPATING IN THE DENSITY BONUS PROGRAM	(In addition to the regular items)
Tabulation of total acreage of the site with acreage and percentage of rights-of-way (ROW), carriageways, lots by zoning classification (i.e., R1-10, R1-8, R2, etc.), parkland, linear open space, waterways, etc.	
Preliminary building elevations with notation of building materials for all building types proposed within the development	
A general landscape plan showing landscaping and other site improvements for multi-family development, street trees, parks, and linear open space.	
The proposed location of each phase, if the project is proposed to be done in phases.	
The proposed circulation system, including street and path systems.	
Tables of densities for each development phase, with an overall density for the development	
Any other material or information required by the Administrative Land Use Authority to assist them in their decision.	
DEVELOPMENTS IN THE LAKESIDE LANDING SPECIAL DISTRICT OVERLAY	(In addition to the regular items)
Transect Zones and Lot Types (a) Location of transect zones. (b) Tabulation of a. Acreage in each transect b. Maximum and actual residential yield per acre per transect c. Minimum and actual commercial requirement per acre per transect d. Acreage of public and private parks and open space e. Lot type count (c) Location of all proposed lots (i) Name of the lot type assigned for each lot (ii) Lot dimensions (iii) Lot frontage (iv) Lot area (square feet)	
Thoroughfare types and cross sections of all existing and proposed roads (including road dimensions and location of utilities within the road.	
Location and dimensions of any common space or open space areas, including property to be set aside for parks, playgrounds, trails, or other public or private uses, with a designation of the purpose of those areas, and conditions, if any, of the dedication or reservation.	

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FINAL PLAN SUBMITTAL REQUIREMENTS

REQUIRED INFORMATION - FINAL PLAN	COMPLETE
Completed Application Form. All fees (fees will be paid when the application is deemed to be complete by city staff. No final plan will be placed on the DRC agenda until fees are paid, regardless of completion status.)	
All items included for the Preliminary Plan submission, with the exception that the buildable envelopes shall not be included on the final plat.	
A title block that contains the following - Name of subdivision - Type of development - Surveyor's certificate that has been signed and dated, showing the name and registration number of the surveyor responsible for making the survey. A legal description of the subdivision boundaries that includes the quarter section, township, range, and principal median, and the county of its location.	
All corrections required for the approval of the Preliminary Plan	
The owner's dedication includes the dedication of all public ways or spaces. The owner's dedication shall be signed by every person having a security interest in the subdivision property, dated, and notarized.	
Signature block for the City Engineer, City Attorney, Mayor, and City Recorder	
Written and graphic scale, not smaller than one (1) inch to fifty (50) feet or as recommended by the City Engineer	
The basis of bearings used and a north point tied to a minimum of two (2) section corners.	
A vicinity map at a scale of one (1) inch equals one thousand (1,000) feet with a one-quarter (1/4) mile radius.	
The exterior boundaries of the platted areas, giving lengths and bearings of the boundary lines. All subdivisions must have a proper closure.	
Location of existing easements of rights-of-way, including those contiguous to the platted area, their nature, width, and the book and page number of their recording in the County's records.	
Location of proposed easements, including any required easements for water, sewer, drainage or irrigation, power, temporary turnaround easements, and a ten (10) foot public utility easement shown on the	

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front of each lot and any side or rear of a lot adjacent to a road right-of-way and five (5) feet on the side and rear of all other lots.	
All lots, blocks, rights-of-way, and easements (including open space) created by the subdivision, with their boundary, bearings, lengths, widths, name, number, or purpose. For curved boundaries, the curve radius, central angle, length of arc, chord length, and veering shall be given in the table. All lots must have proper closure.	
Indication of lot areas (square feet)	
The buildable envelopes should NOT be shown on the final plat.	
For developments within the Lakeside Landing Special District Overlay: • Location of transect zones; • Location of all proposed lots (a) Name of the lot type assigned for each lot (b) Lot dimensions (c) Lot frontage (d) Lot area (square feet)	
Lots are consecutively numbered or lettered in numerical or alphabetical order.	
Proposed addresses shown on each lot as obtained from the Springville City Planning Staff. All proposed new streets are named or numbered in accordance with the City's street naming and numbering system. Streets shall not be given names other than the appropriate number designation (e.g., 700 South) for the street, except in the case of streets that cannot be readily assigned numerical designations because of a configuration that crosses (does not exclusively align with) east-west or north-south coordinates.	
Location and names of adjacent properties/property owners and platted subdivisions.	
Location of zoning boundary lines within and adjacent to the proposed subdivision.	
Location of all existing homes or buildings within the proposed subdivision that are to remain,	
All existing monuments found during the survey (including a physical description such as "brass cap").	
Show frontage on corner lots in relation to service line locations.	
Street tree plan showing one (1) street tree for every forty (40) linear feet within park strips greater than six feet in width.	

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Show the location for USPS Collection Box Units for mail delivery. Contact the local Postmaster to determine the best placement of CBUs.	
REQUIRED NOTES ON THE FINAL PLAT	
A notation of the distance (shown as a dimension and note on the plat) from the centerline of each existing road right-of-way (centerline of existing asphalt) to the new property line of the subdivision	
A summary of total project acreage, total acreage in lots, total acreage in roads, and lane miles of road.	
A notation of any limited access restrictions on the lots that are affected.	
If surface drainage is to be directed onto a privately-owned area for detention as part of the storm drainage system, show an easement around the detention/retention area on the final plat with the following note on the easement area: “Permanent detention facility to be owned and maintained by the owners of this property, not to be altered without approval by the City Engineer.”	
If a temporary turnaround is required, add the following note on the final plat with a reference to the turnaround: “Fifty (50) radius temporary asphalt turnaround with appropriate road base, three (3) no-parking signs installed, and no above-ground utilities allowed in the turnaround area.”	
CONSTRUCTION DRAWINGS	
Final construction/plan and profile drawings of all required public improvements consistent with the Springville City Design Standards, Specifications, and Drawings. An engineer or land surveyor must stamp all construction drawings in accordance with the procedures of the Utah State Board for Professional Registration.	
An overall public improvement plan or index sheet that includes a summary of all improvement and utility information (this sheet is used by City staff to prepare the bond for public improvements)	
Location, pipe type, and size of existing and proposed culinary and pressurized irrigation lines and associated fire hydrants, valves, and blow-offs (note where bends are required on water lines and what type is to be used)	
Location, depth, pipe type (pipe type may be noted in a legend), and slope of all drainage and sewer lines, including the location and proper spacing of all boxes, manholes, and other improvements.	

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Location of water and sewer service laterals for each lot, including the location of the laterals in relation to each other (water laterals must be located at the center of the lot, and sewer laterals ten feet (10') downstream from the water laterals.	
The location of the lot frontage for all corner lots in relation to service line locations	
Details of detention basin, including: • Piping and orifices. • A note stating that the bottom of the basin will be sloped towards the outlet. • Cross-section of detention pond. • Twenty-five (25) year water level. Note: The maximum water depth shall not exceed the allowances outlined in the Springville City Engineering Design Standards. • Capacity of detention pond in cubic feet. • Other details as required by the Springville City Engineering Design Standards	
If the placement of irrigation system improvements is required, show all irrigation improvements, including piping, head gates, boxes, grates, etc. (in conformance with the agreement issued by the irrigation company), and provide a signature block for the irrigation company on all applicable construction drawing sheets.	
Cross sections of all roads, including pavement design, base and sub-base amounts (per Springville Standards or as directed by the geotechnical report), and location of utilities within the street right-of-way.	
Location of power line extensions and relocations, streetlights, domes, and transformers.	
Location of existing power infrastructure and ownership.	
Provide Final Design of the Electrical System.	
Location, type, and height of existing fencing and new fencing, as well as berming, landscaping, or other buffering to be installed as part of the development.	
Street signs and traffic control signs	
All other specifications, details, and references required by the Springville City Standard Specifications and Drawings.	

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STORMWATER POLLUTION PREVENTION PLAN	
Provide an erosion and sediment control plan.	
Submit SWPPP document using the latest version of the Utah State Template.	
Obtain NOI	
Obtain Springville City Land Disturbance Permit (LDP)	
Contact Brent Dunkley for LDP pre-application meeting - 801-885-4016	
An engineer's estimate of costs, including quantity take-offs, for the construction of all required public improvements	
A final copy of any restrictive covenants (CC&Rs), reservations, or private easements.	
Final copy of the geotechnical study	
Evidence that all property taxes are current and that roll back taxes have been paid, and that no other debts or obligations are outstanding, and no liens or encumbrances are placed on the property.	
Warranty deed/title insurance on property dedicated to the City (open space, detention, City Park property, trails, and road dedication)	
Prepared easements for any necessary off-site water, sewer, or drainage easements across privately owned land or for temporary turnarounds.	
A copy of any necessary deeds or boundary line agreements necessary for the recording of the final plat.	
Any required UDOT approval for access, etc.	
Documents evidencing the ability to tender water rights. (§14-5-113 & §11-6-124)	
Proposed development agreement, if applicable.	

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DEVELOPMENTS IN THE WESTFIELD OVERLAY ZONE PARTICIPATING IN THE DENSITY BONUS PROGRAM	(In addition to the regular items)
A complete and accurate legal description of all property proposed for development, along with accurate legal descriptions of all property to be deeded to Springville City for parks, linear open space, and rights-of-way.	
A detailed site plan showing the precise location of buildings and structures, the location of parks, linear open space, waterways, streets, carriageways, and trails, along with other relevant aspects of the site.	
Parking layout showing the location of individual stalls and all areas of ingress and egress.	
A detailed landscape plan showing the location, types, and sizes of all plant materials, sprinkling or irrigation system, screening, and fencing.	
Final elevation of all buildings proposed within the development, with notation of building materials.	
A schedule for completion of landscaping and amenities for parks, linear open space, and multi-family dwellings.	
DEVELOPMENTS IN THE LAKESIDE LANDING SPECIAL DISTRICT OVERLAY	(In addition to the regular items)
Transect Zones and Lot Types (a) Location of transect zones. (b) Location of all proposed lots (i) Name of the lot type assigned for each lot (ii) Lot dimensions (iii) Lot frontage (iv) Lot area (square feet)	
Landscaping plan for all park, open space, and common ownership areas, including: • Location, name, and size of all proposed trees, shrubs, and plants. • Indication of proposed grass areas • Indication of proposed irrigation facilities (underground sprinkler system). • Location of Sight Distance triangles at all street intersections	

SUBDIVISION PLAT AMENDMENT

PLAT AMENDMENT - REQUIRED INFORMATION IF NO NEW LOT(S) ARE CREATED	
Completed Application Form. All fees (fees will be paid when the application is deemed to be complete by city staff. No plan will be placed on the DRC agenda until fees are paid, regardless of completion status.)	
Provide the original subdivision and lot boundaries.	
Final plat prepared under Section 14-2-109 of the Springville City Municipal Code.	
Existing buildings, utilities, ditches, roads, etc.	
Slopes, including contour lines, if the slope is significant	
Show existing and proposed easements.	
<i>If new lots are proposed, follow the application requirements for preliminary and final approval.</i>	



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