



## FINAL SUBDIVISION APPLICATION CHECKLIST

This type of application is considered administrative and must first be reviewed by the Coordinator's Review Committee (CRC) consisting of Provo City staff. The City staff has the final authority to either approve or deny the request.

Below is a list of information that is required to be submitted with the application in order for City staff to process the request. If any of the required information is not submitted, the application will be considered incomplete and will not be accepted.

**Fees: \$300**

### Submittal Requirements

Please apply for the application and provide the following in an electronic PDF format online at [provo.org/portal](http://provo.org/portal):

#### Site Plan

- Development name and the general location of the development.
- A north point and scale on the drawing and the date.
- Accurately drawn boundaries, showing the proper bearings and distances, properly tied to public survey monuments. These lines should be heavier than street and lot lines to clearly define said subdivision boundaries.
- The names, width, lengths, bearings, and curve data on center lines of proposed public streets, alleys or easements. All proposed streets shall be named or numbered in accordance and in conformity with the street naming and numbering system of the City.
- Boundaries, bearings and dimensions of all portions within the development, as intended to be dedicated to the use of the public.
- Lines, dimensions, bearings, and numbers of all lots.
- Blocks and parks reserved for any reason within the development. All lots and blocks shall be numbered consecutively under a definite system.
- All fences, barriers or landscaping as required.
- All special improvements required as conditions of development approval.

#### Engineering Drawings

- Drawings showing plan layout, profile, and detailed design for sewer systems, water systems, storm systems and electrical service lines, including street lights.
- Plan, profile and typical cross section drawings of all streets, bridges, culverts and other drainage structures.
- Grading and drainage plan indicating the finished grade by solid line contours superimposed on dashed line contours indicating the existing topography for the area of the final plat. The plan shall identify natural slopes which exceed thirty percent (30%) or greater slope and include quantities of borrowed or excess material.

#### Subdivision Plat

- A final plat, meeting Provo City Standards, prepared by a professional land surveyor.

## Supplementary Information

Upon notice of final approval, one (1) copy of the final plat on a twenty-four by thirty-six (24"x36") inch mylar shall be submitted as part of the final plan approval.

Projects disturbing one or more acre of ground must fill out the Provo City SWPPP Template. The Template can be found on the Provo City website (<http://provo.org/departments/public-works/storm-water-copy>). For questions, please call the Storm Water Division at 801-852-7773.

See Provo City Code Section 15.04.140 for more information.

If you have questions about this checklist or the Final Subdivision approval process, please contact the Community Development Department at 801-852-6400.