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DEVELOPMENT INFORMATION PACKET

SMALL SUBDIVISION

APPLICATION FOR A HOOPER CITY SUBDIVISION/SITE PLAN

Subdivision Name _____ Zone _____ Date Submitted _____

Address of Subdivision _____ Hooper City, UT No. of Units or Lots _____

Owner Name _____ Address _____ Ph _____

Fax # _____ Email Address _____

Subdivider's Name _____ Address _____ Ph _____

Fax # _____ Email Address _____

Name of Intended Escrow Holder _____ Address _____

Contact Name _____ Ph _____ Fax # _____ Email _____

Surveyor's Name _____ Address _____ Ph _____

Engineer's Name _____ Address _____ Ph _____

Secondary Water Available? _____ Contact _____ Ph _____

Secondary Water System in Place? _____ Type _____ Ph _____

Culinary Water Available? _____ Type _____ Ph _____

Sewer Connection Available? _____ Contact _____ Type _____

Septic System Appears Feasible? _____ Contact _____ Type _____

Is Property in a Flood Hazard Area? _____ Flood Zone _____ Lowest Elevation _____

Access Road Above 4215' Elevation? _____ Source _____

Please describe any agreements, rights-of-way, easements etc, that could affect this site:

Describe history of parcel being subdivided, approximate dates and acreage of past land divisions:

The above information is true and accurate to the best of my knowledge.

Date _____ **Signature** _____

Office Use Only

Subdivision Preliminary Fee: _____ Preliminary Approval Date: _____

Subdivision Final Fee: _____ Final Approval Date: _____

Number of Copies: _____ Envelopes: _____

PURPOSE

The purpose of the Development Assistance Packet is to provide a detailed outline of the Subdivision and Site Plan review and approval process for proposed projects within the Hooper City limits. The process is not unusual, nor is it complicated. It will require the assistance of professional engineers and surveyors familiar with residential and commercial land development. It will also require strict attention to the detailed checklists provided herein.

This packet is not a substitute for the Hooper City Zoning and Subdivision Ordinance or the Hooper City Development Standards and Specifications. Both of these documents are required for development in Hooper City and are available for purchase at the city office.

As a matter of information important to this process, the Hooper City Planning Commission currently meets monthly on the second Thursday of the month at 7:00 p.m. The Hooper City Council meets on the first and third Thursdays of each month at 7:00 p.m. A place on the agenda for either of these meetings is linked to submittal requirements described in this document. A development that is reviewed by the Planning Commission on the second Thursday is not eligible for review at the City Council until the first Thursday of the following month, at the earliest.

**HOOPER CITY
MINOR SUBDIVISION CHECKLIST**

The following checklist is a summary of the requirements for Minor Subdivision Plat approval in Hooper City. Minor subdivisions are generally defined as "subdivisions that contain no more than three (3) lots and create no new roadways." The submittal and approval process is nearly identical to that of a major subdivision except that on minor subdivisions, Preliminary and Final Platting is completed simultaneously. Detailed requirements are described in Title 10 of the Hooper City Code, Zoning and Subdivision Ordinance. In case of a discrepancy, the detailed ordinance requirements will govern. Incomplete submittals will not be reviewed or forwarded to the Planning Commission and City Council.

- _____ 1. One (1) copy of a Minor Subdivision Application for Approval, application fees, and all required supporting documents defined in 10-6-4.2 (D) and (E).
- _____ 2. An exact copy of a certificate of a title insurance company or attorney which shall set forth the names of all property owners included in the plat and shall include a list of all mortgages, judgments, liens, easements, contracts and agreements of record in the County which shall affect the property covered by such plats. If the opinion of title discloses any of the above, then at the option of the City Council the holders or owners of such mortgages, judgments, liens, easements, contracts, or agreements shall be required to join in and approve the application before the Plat shall be acted upon by the Planning Commission.
- _____ 3. Stamped, addressed envelopes for all residents within 600 feet of the proposed subdivision for the purpose of public notification by the City or a 4'x4' or greater sign clearly addressing the proposed action, in a print quality that will give notice to people passing by, as defined in Section 10-5A-4(B)(3)(a).
- _____ 4. Soils report, when required by the City Planning Department or City Engineer
- _____ 5. Signed easements and/or agreements with adjacent property owners for necessary off-site facilities or other matters pertinent to the subdivision, if not already submitted.
- _____ 6. Codes, covenants and restrictions
- _____ 7. Itemized construction cost estimate (submitted before Plat is signed)
- _____ 8. Three (3) 24" x 36" black on white or blue on white prints of construction drawings and two 11" x 17" copies of the Plat. All drawings shall be of such quality and resolution that all detail in the drawing is readily discernable.
- _____ 9. One digital copy on CD of Plat and construction drawings in AutoCAD .dwg format.

Drawing and Survey Specifications:

- All mapped information shall be prepared in a neat and legible manner and drawn to a scale of not more than 100 feet to the inch.
- Limits of the drawing shall include an area not less than 100 feet beyond boundaries of the proposed development.
- Boundary problems (fences vs. lot lines) shall be resolved in writing and non-buildable remnant properties are prohibited.
- The Plat shall be prepared and certification made as to its accuracy by a registered land surveyor licensed to do such work in the state of Utah.

- The Final Plat shall be delineated in permanent ink on original Mylar. Sepia copies of original mylars are not acceptable.
- The drawing page(s) shall show exterior boundary and property lines, right-of-way lines, streets, street islands, existing and new easements, all accurately dimensioned with bearings to the nearest one second and distances to the nearest one-hundredth (1/100) of a foot. The dimensions shall provide a minimum lot and boundary survey closure of 1:10,000.
- Permanent monuments, magnetically detectable, marked in accordance with Utah Code Section 17-23-17(5), shall be set for all the following:
 - a. All lot corners and exterior boundary corners.
 - b. Street centerline angle points, point of curvatures (PCs), point of tangency (PTs), intersecting street centerlines, and radius points for cul-de-sacs.
- In such cases where the placement of a required monument at its proper location is impractical, it is permissible to set a reference monument close by the point, and if such monument is set its location shall be properly shown on the plat of survey. When conditions warrant setting a monument on an offset, the location shall be selected so the monument lies on a line of the survey or on the prolongation of such line. Offsets should not be in fractional feet unless a physical obstruction affects their location. (Utah Council of Land Surveyors Model Standard of Practice for Boundary Surveys Section 6)
- Plat shall include at least 2 primary control points, officially recognized by the County Surveyor and ties to such control points. Primary control points must be public land survey corners or officially recognized corners. Corner Perpetuation and Filing recording instrument numbers shall be shown.

Plat Requirements:

- Name of development.
- Name, address, and telephone number of owner, developer, and engineer.
- True north arrow, name of municipality, section, township and range, and date.
- Vicinity map showing the proposed subdivision's location in the City
- Names of neighboring subdivisions, owners of abutting properties, and City streets. This should include an area not less than 100 feet beyond the boundaries of the proposed development.
- Dimensions of property and all lots (including area in square feet), drawn accurately to scale and total acreage of entire proposed subdivision.
- Lots numbered consecutively, including addresses provided by City Engineer.
- The minimum setbacks from the front, the side and the rear property lines.
- Graphic scale.
- Owner's certificate containing a statement of reservation of easements and private roads. Private roads may be shown as a lot or an easement.
- The right-of-way width from centerline of each street or other right-of-way.
- Excepted parcels shall be marked "Not included in this subdivision" and the boundary completely indicated by bearings and distances.
- The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside with the lot dimensions. When the plat is bounded by an irregular shore line or a body of water, the bearings and distances of a closing meander traverse should be given and a notation made that the plat includes all land to the water's edge or otherwise.
- On curved boundaries and all curves in the plat, sufficient data shall be given to enable the reestablishment of the curves on the ground. This curve data shall include the following for circular curves:
 - a. radius of curve
 - b. central angle

- c. tangent
- d. arc length

- All lands within the boundaries of the plat shall be accounted for either as lots, walkways, streets, alleys, or as excepted parcels.
- All dimensions of irregularly-shaped lots shall be indicated in each lot.
- All bearings and lengths shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.
- Parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat, provided that all owners join in the dedication and acknowledgment.
- The remainder parcel for one-lot subdivisions, when allowed by city ordinance, shall be identified in the plat using the following language: "Remaining agricultural parcel – not approved for development."
- Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.
- The following certificates and approvals shall appear on the plat:
 - a. Owner's Certificate.
 - b. Licensed Land Surveyor's Certificate. The surveyor making a plat shall certify on the plat that it conforms to these survey regulations and to all applicable state laws and that the monuments described in it have been placed as described. He shall affix his name and seal.
 - c. Weber-Morgan Counties Health District (if septic tanks are being approved)
 - d. City Attorney
 - e. City Engineer. Include the following exact language below the City Engineer's signature on the final plat:
 - "I hereby certify that this office has examined this plat and it is correct in accordance with information on file in this office."
 - f. Mayor. Below the Mayor's signature, include a signature line for the City Recorder to attest to the Mayor's signature.
 - g. City Council Chairman
 - h. Applicable Culinary Water District
 - i. Applicable Secondary Wafer Company or District
- Existing buildings parks, cemeteries, bridges and other manmade features, drawn accurately to scale and showing uses and type of construction.
- Adjoining buildings and uses.
- Show name and right-of-way width from centerline for the existing street or other right-of-way.
- Easements.
- Location of percolation test pits and test logs.
- Sites to be reserved or dedicated for parks, schools, churches, or other public or private uses.
- 100 foot no-build setback from the centerline of the Hooper and Howard Sloughs. Where required by the City Planning Department and approved by the City Council, the "no-build" area shall be designated as "public open space" and dedicated to the City for future parks and trails.

____10. Provide a Drainage Study and a Grading and Drainage Plan as required by Chapter 4, Article A of Hooper City Zoning and Subdivision Ordinance this Title. No plat will be accepted which does not specifically address grading and drainage issues including street and lot grading and drainage, potential impacts to the development from upstream and adjacent properties, and impact on and adequacy of downstream facilities and properties.

11. Provide Roadway and Utility Plan and Profile construction drawings for new and existing streets showing the following:

North arrow, road and lot layout, and subdivision name.

All existing and proposed utilities and improvements pertaining to streets, culinary water, secondary water, sanitary sewer, storm water, land drains, lighting, signage, subsurface drains, fire protection and other proposed utilities. Include plan and profile drawings for applicable utilities. Show proposed service locations.

- a. The culinary water system is operated and maintained by either the Hooper Water Improvement District or the Taylor-West Weber Water Improvement District. Culinary water system approval shall be through the applicable entity.
- b. The secondary water system is operated and maintained by either the Hooper Irrigation Company or the Roy Water Conservancy Sub-district. Secondary water system approval shall be through the applicable entity.
- c. The sewer system is operated and maintained by Hooper City. Unless specifically exempted by ordinance, all subdivisions shall be required to tie to the existing City sewer system. Vacuum sewer shall be provided in the subdivision unless the City's Sanitary Sewer Master Plan allows for an alternative.
- d. All new subdivisions shall be required to install a land drain system if basements (lowest floor slab of the structure lower than existing ground level) are to be constructed. Structures with basements shall be required to have a sump pump that ties to a footing drain and the footing drain shall tie to the land drain system.
- e. For subdivisions being proposed in flood-prone areas or areas along the sloughs or other waterways, the City Council may impose a "lowest slab" elevation, below which no structure will be permitted to install a floor slab.

Location and dimensions of all utility easements.

Show 6-foot chain link or other non-climbable separation fences between land uses. The City Council may waive this requirement in a minor subdivision or where the same entity owns the adjoining properties that have different land uses.

Show 6-foot high chain link fence along canals or ditches carrying more than 5 cfs.

Location of existing edge of asphalt surfacing.

Location of proposed paved areas, including entrances and exits, and walkways.

Location of existing and proposed curb, gutter and sidewalk, if required.

If property abuts a State Highway, approval of the State Right-of-Way Engineer must be obtained for location of curb, gutter and sidewalk. Location and number of curb entrances must be approved by UDOT.

12. If the subdivision includes a portion of the Hooper or Howard Slough to be dedicated as Slough Parkway, submit a slough parkway development plan in accordance with the City's slough development standards.

Required Supporting Documents

13. Any required agreements with adjacent property owners regarding boundaries, ditches, drainage, shared utilities, access, or other matters pertinent to subdivision approval.

- ____14. For subdivisions proposing on-site wastewater treatment systems, Letter of Approval for septic systems from Weber-Morgan County Health Department.
 - ____15. Letter of Approval for culinary water from Hooper Water Improvement District (or applicable culinary water district).
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- ____16. Letter of Approval for secondary water from Hooper Irrigation Company (or applicable secondary water purveyor).
 - ____17. Letter of Approval from Weber County Fire Marshall for fire hydrant placement, fire flows, emergency vehicle access and turn-around, and other issues.
 - ____18. Letter from each other utility company involved stating that they have reviewed the plan and are setting forth their comments concerning the extent of services and the design of utility easements.
 - ____19. Letter of Approval from Roy City, West Haven City, or other municipality sharing a boundary with the proposed development or providing service of any kind.
 - ____20. For subdivisions with any boundary shared with a Utah Department of Transportation (UDOT) road, submit written evidence that UDOT has reviewed the subdivision plans and is in agreement with the proposed plan. Approval of the State Right-of-Way Engineer must be obtained for items such as location of curb, gutter and sidewalk, location and number of curb entrances, turning and deceleration lanes, lane striping, etc. On City streets, the approval for location and number of curb entrances must be received from the City Engineer.
 - ____21. Any other information as may be useful or necessary for the meaningful review of the project. Additional information may be requested based upon the nature of the project or the site.

Outside Entity Plat Approval

All outside entities described above must be contacted directly by the applicant. Written approval must be received by the Department before the Plat will be considered complete. The City Planning Department may require that the applicant contact other entities if, in the opinion of the Department, the entity may be affected by the application and comments by the entity will ensure a thorough analysis of the application. It shall be the applicant's responsibility to ensure that written approval from these other entities are received in a timely manner. Written approval must be received by the City Planning Department before the Plat will be considered complete.

SUBDIVISION AND SITE PLAN REVIEW PROCESS

I. GENERAL REQUIREMENTS

1. **Subdivisions** – With the exception of minor subdivisions, there are two steps required to obtain approval of a subdivision. These steps are:
 - a. **Preliminary Plat** - A review of the feasibility of the project including, but not limited to conceptual design, ability to provide necessary services (water, sewer, electricity, etc.), identification of environmentally sensitive areas, source of required services, vehicular and pedestrian circulation, relationship to surrounding land use(s), conformance with the City's General Plan and zoning, and a review of the preliminary engineering and design; and
 - b. **Final Plat** - A review of all final plat, engineering plans and construction drawings, PUD agreements (if necessary), and other legal requirements.

Except as note below, both steps are reviewed by the Planning Commission and the City Council. The Planning Commission and the City Council will each hold a public hearing on the proposed subdivision or site plan in conjunction with their review.

Note: Minor subdivisions may be handled in one review with each body, provided that all of the necessary submittal and timing requirements are met.

Note: For phased developments, approval of the Phasing Plan by the City Council, including street and lot layout and Utility Master Plans, based upon recommendations from the Planning Commission and input from utility companies and referral entities, will constitute Preliminary Plat approval. Each phase will then be addressed separately in a Final Plat approval process which will include submittal of detailed construction drawings and other documentation required by ordinance.

2. **Site Plans** – Any required subdivisions relative to the site plan must be approved prior to the submission of a non-residential site plan. A review of the drawings and supporting documents will be completed to determine conformance with the City's General Plan and Zoning Ordinance requirements.

II. TIMING AND SCHEDULING

1. It is not unusual in most communities for the subdivision or site plan review and approval process to take several months. The same may also be true for Hooper, depending upon the challenges associated with the proposed subdivision and the number of entities involved in the review and approval process. The best way to keep the schedule to a minimum is to provide complete submittals in accordance with application and submittal milestones. Those milestones are described in detail in the paragraphs below and are summarized here for your convenience.

Note: The milestone schedule does not allow the subdivision to be reviewed by the City Council at the next meeting following the Planning Commission meeting.

Minor Subdivisions and Site Plans

Combined Preliminary and Final Plat Approval

- Complete Plat Submittal – at least 30 days prior to Planning Commission Meeting. (Note: This will result in the applicant being added to the Planning Commission's list of unscheduled items. This is done on a first come, first served basis. The Planning Commission may limit the number of items on an upcoming agenda).

- City Staff/Engineer Review and Response – within 10 days following receipt of complete submittal
 - Applicant additions/corrections back to City Staff – at least 10 days prior to Planning Commission Meeting
 - City Staff Report to Planning Commission – prior to Planning Commission Meeting
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- Applicant additions/corrections back to City Staff – at least 7 days prior to City Council Meeting
 - City Staff Report to City Council – prior to City Council Meeting

Other Subdivisions

Preliminary Plat Approval

- Complete Preliminary Plat Submittal – at least 30 days prior to Planning Commission Meeting (Note: This will result in the applicant being added to the Planning Commission's list of unscheduled items. This is done on a first come, first served basis. The Planning Commission may limit the number of items on an upcoming agenda).
- City Staff/Engineer Review and Response – within 10 days following receipt of complete submittal
- Applicant additions/corrections back to City Staff – at least 10 days prior to Planning Commission Meeting
- City Staff Report to Planning Commission – prior to Planning Commission Meeting
- Applicant additions/corrections back to City Staff – at least 7 days prior to City Council Meeting
- City Staff Report to City Council – prior to City Council Meeting

Final Plat Approval

- Complete Final Plat Submittal – at least 30 days prior to Planning Commission Meeting (Note: This will result in the applicant being added to the Planning Commission's list of unscheduled items. This is done on a first come, first served basis. The Planning Commission may limit the number of items on an upcoming agenda).
- City Staff/Engineer Review and Response – within 10 days following receipt of complete submittal
- Applicant additions/corrections back to City Staff – at least 10 days prior to Planning Commission Meeting
- City Staff Report to Planning Commission – prior to Planning Commission Meeting
- Applicant additions/corrections back to City Staff – at least 7 days prior to City Council Meeting
- City Staff Report to City Council – prior to City Council Meeting

III. CONCEPT CONFERENCE (OPTIONAL)

1. **Intent** - This stage of review is designed to provide the applicant with a means of understanding regulations, policies, and procedures prior to any formal submission of a project, to speak directly with City officials regarding the concept, and to learn who will need to be contacted and worked with throughout the subdivision process. The City will arrange for any joint meeting with other entities, when it is appropriate, so that discussion of a proposal can occur at one time with the applicant rather than having meetings occur at separate times with each office involved.

This meeting is optional and will be scheduled only at the request of the applicant as a means of discussing the feasibility of the project and learning the City's subdivision and site plan review process. There is a \$ 150 fee associated with the Concept Conference.

2. **Procedure**

- a. The applicant should make an appointment with the City Planning Department at the City office (801-732-1064) to discuss the proposal being considered. The City Planning Department should be provided with information sufficient enough to determine if other entities need to be involved in the initial discussion.
- b. The City Planning Department will then arrange for an informal meeting, in which the applicant can discuss the proposal.
- c. The informal meeting will involve constructive dialogue between the applicant, Mayor, City Engineer and other representatives during which the applicant will receive guidance on the submittal to be made at a later date.
- d. Should the applicant decide to proceed, formal submission of a Preliminary Plat or Site Plan should occur, based upon the recommendations of the City Staff, City regulations and the applicant's proposal.

Refer to Chapter 6 of Title 10 of the Hooper City Municipal Code for additional details relating to the subdivision and site plan review and approval process.