

**Todd Stevenson**  
Mayor  
**R. Brandon Green**  
City Manager/Recorder  
**Trina Stott**  
City Treasurer



**Council Members**  
**Diane Anderson**  
**Don Carroll**  
**Craig A. Hill**  
**Bette Hubrich**  
**Eileen Moss**

Conceptual Review, Preliminary Review or Final Review

SUBDIVISION APPLICATION FORM  
(Commercial/Residential)

Subdivision Name

Approximate Address of Development

Property Identification #'s

Developer's Name \_\_\_\_\_  
Please Print

Address \_\_\_\_\_  
City State Zip

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Fax # \_\_\_\_\_

Developer's Engineer \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Review Fees: Preliminary or Conceptual = \$100 plus \$25 per lot  
Final= \$100 plus \$25 per lot  
PRUD Preliminary or Conceptual = \$300 plus \$15 per lot  
PRUD Final = \$250 plus \$50 per lot  
Rezoning Fee = \$200 map

**See Consolidated Fee Schedule for a complete list of fees.**

The subdivider must also pay the following fees: Development fees, Recording fees, Inspection fees, Utility extension fees, City engineering fees, and City attorney fees.

**Commercial development fees: Refer to the Consolidated Fee Schedule**

Fruit Heights City  
910 S. Mountain Road Fax  
Fruit Heights, Utah 84037

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## **Development Review Process (DRP)**

**Tuesday morning meetings** are reserved for developers and/or civil engineers/designers to meet with the City Staff for first time submittals. Please schedule your time slot with Shauna Allen. Meetings are ½ hour time slots starting at 9:00 a.m. The last time slot is 10:30 a.m. This meeting is particularly critical for developers in the sensitive lands area and for PRUD's.

**IF, AFTER THE SECOND SUBMITTAL, THE DRAWINGS HAVE NOT BEEN APPROVED BY ANY STAFF MEMBER, THE DEVELOPER AND HIS ENGINEER/DESIGNER ARE REQUIRED TO SCHEDULE AND ATTEND A TUESDAY MORNING MEETING WITH THE STAFF.**

**Additional review fees will be charged for every submittal after the second revision.**

City staff will also be available on Tuesday mornings to discuss proposed developments and for pre-construction meetings.

In an effort to cut down costs to all involved, please submit the following number and sizes of development plans:

**CONCEPTUAL SUBMITTALS:** (Applies to projects in sensitive lands area and/or PRUD's)

(7) Copies of Conceptual plat drawings (22"x 34")

(1) Copy (11"x17")

**PRELIMINARY SUBMITTALS:** (Applies to subdivisions)

(5) Copies of drawings (22"x 34")

(12) Copies of drawings (11"x 17")

(1) CAD drawing or DXF or PDF format

(3) Copies of Geotechnical report

(2) Copies of preliminary title report

(2) Copies of restrictive covenants (if applicable)

**FINAL SUBMITTALS: (Applies to subdivisions and all other developments)**

- (5) Complete sets of construction drawings w/plat (36"x24")
- (1) Copy of complete set of construction drawings w/plat (11"x17")
- (2) Copies of permits from Division of Water Quality.
- (2) Copies of SWPP plan

\* Each phase of a project must be accompanied with a copy of the approved, overall preliminary plat.

Any and all recoding fees will be assessed by Davis County.

**REVISED/CORRECTED SUBMITTALS:** Additional review fees are assessed with the third revision.

- (5) Complete sets of construction drawings w/plat (36"x24")
- (1) Copy of complete set of construction drawings w/plat (11"x17")

The developer may be required to provide additional copies when scheduling pre-construction meetings.

Attached is the 2006 schedule for submitting plans that require Planning Commission approvals.

*Note: Fruit Heights City Ordinance states that the developers must pay the following fees:*

- Development Fees
- Recording Fees
- Inspection Fees
- Utility Fees
- City Engineering Fees
- City Attorney Fees

**The subdivision plat will not be recorded until all fees are paid in full.**

## CONCEPTUAL/PRELIMINARY REVIEW & APPROVALS

When submitting for conceptual \* or preliminary review, please submit the following items with your drawings:

\*Developments within sensitive land areas require Conceptual Approval first.

1. Application form filled out, properly signed and notarized; all fees paid \$100.00 plus \$25.00 per lot.
2. For CONCEPTUAL APPROVAL – Seven (7) copies of plat (22"x 34")  
One (1) copy reduced to (11"x17")
3. For PRELIMINARY APPROVAL – five (5) complete sets (22"x 34")  
Twelve (12) copies reduced to (11"x17")
  - Revised/Corrected Drawings – Five (5) copies (22"x 34") and one (1) copy (11"x17")
  - Revised/Corrected drawings will be charged additional fees if drawings are not approved by the second submittal.
4. Two (2) copies of current Title Report required for preliminary approval.
5. Three (3) copies of Geotechnical Report required for preliminary approval.
  - The Geotechnical Report if in staff's determination requires further investigation, will be sent to the State of Utah Geological Survey. Their review time will vary and may add additional time to the review process.
6. One (1) drawing in CAD, DXF or PDF format for preliminary approval.
7. Preliminary approval from secondary water provided (Davis/Weber, Hights Creek or Benchland Water District)
8. Preliminary approval from Kaysville Fire Department.

**Note: Developer must obtain a copy of Fruit Heights City's Subdivision Regulations & Public Works Standards. (\$25.00)**

## FINAL REVIEW & APPROVALS

**Fees: \$250.00 plus \$60.00 per lot & \$200.00 State Culinary Water review fee**

When submitting for final review, please submit the following items with your drawings:

1. **First Review:** Submit five (5) complete sets (22"x 34") and one (1) set (11"x17") Each set must also include a copy of the approved overall preliminary plat.
2. **Final Review:** Submit five (5) complete sets of corrected drawings (36"x24") and one (12) SETS (11"x17"). Drawings must include the approved overall preliminary plat.
3. Cost Estimate or Bid (to be reviewed and approved by the City Engineer)
4. One (1) drawing in CAD, DXF or PDF format.
5. Required easements signed & notarized.
6. Final approval from secondary water provider.
7. Final approval from Kaysville Fire Department.

\*Revised/corrected drawings will be charged if the drawings are not approved by the second submittal. Additional fees will be collected for revised plans.

**Note:** Please note that meeting deadline dates do not guarantee that projects will be forwarded to Planning Commission or City Council. All projects are subject to staff approval and must be approved by all staff members prior to being put on any meeting agenda. The staff recommends that the applicant (or designated agent) be present at City Meetings when on an agenda.

DEVELOPERS ORIENTATION REVIEW  
FRUIT HEIGHTS, UTAH

I. CONCEPTUAL REVIEW

**Purpose:** To see that development can comply with Fruit Heights General Plan, specifically with emphasis on topography, logical road extensions and other items as determined by the City staff and Planning Commission.

- A. Conceptual approval is required on all residential developments with the "Sensitive Land Areas".
- B. Plat drawn to 1" = 50' scale or larger (See items under "Conceptual/Preliminary Review & Approvals")
- C. Plat must include name, address and phone numbers of developer and engineer or surveyor, and landowner.
- D. Plat must show date of drawing
- E. Plat must show all existing utilities, easements, etc.
- F. Plat must show all existing streets abutting property and all lateral streets adjoining said development.
- G. Plat must show an estimate of average slope.
- H. Plat must include location, width and grade of all proposed streets, and radii of any cul-de-sacs. (Show typical street cross-section)

II. PRELIMINARY REVIEW

**Purpose:** To see that development can comply with Fruit Heights General Plan, specifically with emphasis on topography, logical road extensions and other items as determined by the City staff and Planning Commission.

- A. Preliminary drawings must receive City Council approval if they are within the "Sensitive Land Areas".
- B. Preliminary drawings must meet all City staff approvals as noted by the Planning Commission at conceptual approval-prior to being forwarded for preliminary approval with the Planning Commission.
- C. Preliminary drawings must meet all staff and Planning Commission approvals Prior to being forwarded for City Council approval.
- D. Preliminary approvals expire one year after City Council approval if construction has not commenced.

III. FINAL REVIEW

**Purpose:** To determine the conformance of all construction standards and specific phase(s) to be built.

- A. Submit one copy of drawing in CAD, PDF, or DXF format.
- B. Show finished elevations on all property corners when the plat is in sensitive land areas
- C. Show buildable area on all lots.
- D. No drawings will be submitted for City Council approval until every requirement is met.

- E. Final drawings must be submitted within one year from having received preliminary approval. The one-year time period will be extended one year from the final approval of each phase.
- F. The linen must be submitted to the City for review and signoffs at least two weeks prior to recording.

**IV. CONSTRUCTION PRE-CONSTRUCTION**

**Purpose:** To familiarize the developer, contractor and City Staff with any special construction needs and the schedule for constructing the improvements.

- A. No construction shall commence without Planning Commission and City Council approval of the final plat and construction drawings.
- B. No construction shall commence until a pre-construction meeting has been held.
- C. No pre-construction meeting will be held until 115% bonding is in place.
- D. **Building permits for home construction will not be issued until:**
  - 1. The Mylar has been recorded
  - 2. Street improvements installed and approved
  - 3. Sanitary sewer lines air tested and approved.
  - 4. Fire hydrants tested and approved.
  - 5. Fire flow approved by Fire Dept.
  - 6. Two (2) sets of "as-builts" on Mylar
  - 7. Individual lateral locations submitted on 8 ½ x 11 paper.
  - 8. CAD drawing of approved plat.
  - 9. All fees are paid

**V. CONSTRUCTION FINAL**

**Purpose:** To guarantee the improvements are completed in a timely and workmanlike manner.

- A. The developer has 18 months from the date of City Council approval to complete the development.
- B. The subdivision will be "red tagged" and no new building permits will be issued if all improvements are not completed and approved within the 18-month period.

**VI. WARRANTY PERIOD**

**Purpose:** To eliminate as many hidden defects as possible prior to turning the maintenance over to the taxpayers.

- A. Prior to the expiration of the 18-month period, the City will provide a "punch list" of items remaining to be completed.
- B. When the last item on the "punch list" has been completed and approved, the one (1) year warranty period will begin.
- C. When the warranty period expires and all improvements remain in tact, the City will request the seal coat payment and grant final approval.

Punch lists are provided by the Public Works Department. If you have any questions regarding a punch list, please contact Fruit Heights City Public Works at 546-0861.

MINIMUM STANDARDS FOR RECORDATION OF MYLARS  
FRUIT HEIGHTS CITY, DAVIS COUNTY, UTAH

Any Mylar submitted to Fruit Heights City, which is to be recorded at Davis County, must include the following information:

1. The subdivision name (which has been approved through the Davis County Recorder's Office) and the general location of the subdivision, in **BOLD LETTERS** at the top of the sheet.
2. Finished material size of the plat **MUST BE 19"x 30"**. If the Mylar's are not the right size the County will not accept them. If you have any questions regarding this, call the Davis County Recorder's Office @ 451-3222.
3. No plats will be accepted if on a vellum material. They must be on a durable material such as linen or drafting film.
4. Square footage and lot dimensions must be shown on each lot.
5. The "Boundary Description" must match **verbatim** with the legal description in the title report.
6. Address must be shown on each lot and on each street.
7. Mylar must designate public street and public utility easements.
8. **Property Owners' Signatures:** All property owners (on record) must sign the plat. Fruit Heights City requires that the trustee or beneficiaries must also sign the plat under the Owner's Signature area provided.
9. **Notaries:** All property owners, trustees and/or beneficiaries must have correct notary block.
10. All signatures must be in **permanent black ink**, and all stamps and seals must be legible.
11. Surveyor's Certificate and Seal.
12. Signature blocks must be provided for the governing body: Fruit Heights City Attorney, Planning Commission, City Council (Mayor and City Recorder to attest), and City Engineer.
13. Recording fees are \$30.00 per plat, \$1.00 per owner's signature over two or as set by the Davis County Recorder's Office.
14. Provide a block for Davis County Recorder's signature and filing information.