



REVIEW 1 DATE: _____

REVIEW 2 DATE: _____

REVIEW 3 DATE: _____

Engineering Review - Final Plan Checklist

DEVELOPMENT NAME: _____

The attached document is a list of typical Engineering Department review criteria for subdivisions. Each submittal shall include a pdf copy of complete plans. The Engineer is responsible for initialing each item on the Checklist. Please check with the Engineering Department before assuming that an item is not applicable, unless it is obviously not applicable. Documents submitted to the Engineering Department shall be organized according to the following general format:

- 1. Cover Sheet
- 2. Boundary and Topo Survey
- 3. Plat
- 4. Demolition Plan (as necessary)
- 6. Site Plan
- 7. Grading, Drainage, Snow Management Plan
- 8. Utility Plan
- 9. Signing and Striping Plan
- 10. Plan/Profile Sheets
- 11. Custom Detail Sheets (Please exclude Town and JSSD Std Dwgs)

Upon first submittal for plan review, the applicant must sign the verification on the Engineering Plan Review Checklist indicating he/she has personally inspected the Checklist and that all items on the Checklist have been initialed by the responsible Engineer. A copy of the Checklist must accompany the plans with all subsequent reviews. The City will not accept plans for review without this signed Checklist. In accepting plans for construction, Hideout Town assumes that applicants have not made any errors and have complied with all applicable codes and ordinances. If, after acknowledgement of plans for construction, an error is discovered or it is discovered that some aspect of the accepted drawings does not comply with applicable codes and ordinances, the applicant shall, at their own expense, revise the drawings and modify any infrastructure as necessary to correct the problem. Applicants and their design professionals shall remain responsible for their projects at all times.

Notice about Reimbursements: Reimbursement agreements must be approved by the Town and executed by both parties before construction can begin on the project. If the applicant wishes to begin construction before there is an agreement in place with the Town, they must sign and record a waiver stating they accept the risk that they may not be reimbursed for any improvements installed, even if they are system improvements.

I understand the conditions stated above and have personally reviewed this submittal and verify that it is complete and that all of the items listed below have been initialed by the responsible Engineer.

Engineer's Signature _____

Printed Name _____

Applicant's Signature _____

Printed Name _____

Note: The following is not intended to be a comprehensive list of items. The City may require more information based on site-specific conditions.

Applicant Submitted (Initials)	Required Submittals	City Use Only
		Accepted Date
	Final Drainage Report -- This report shall include pipe systems, surface routes, detention ponds, snow management calculations. It shall be sealed and certified with the language in the Standards by a Utah-licensed professional Engineer.	
	Geotechnical report, including minimum pavement section.	
	Trip Generation Memo (Less than 100 ADT). Traffic Impact Study (for projects generating more than 100 ADT. Include PM Peak Trips).	
	Army Corps Requirements, if impacting wetlands.	
	Record of Survey per UCLS Standards, AND topographical map including all other relevant information or the existing recorded plat from the County Records Office.	
	Subdivision Plat using the Town template, sealed by the responsible surveyor.	
	UDOT permit for access or storm drain connection to US 248.	
	Stream Alteration Permit from Utah Division of Water Rights if impacting a natural drainage channel.	
	Construction plans sealed and certified with the language in the Standards by a Utah-licensed professional engineer and the Peer Reviewer.	
	Pothole data for utility crossings in existing roadways.	
	Easement agreements.	
	Exhibits for inclusion into a Reimbursement Agreement for system improvements, if applicable: (1) Schedule of values listing the reimbursable improvements, including the City's IFFP project number, quantities, unit prices, and total prices. (2) Site Plan showing the locations of reimbursable improvements with coded references to a schedule of values.	
	Obtain PLSS (Public Land Survey System) clearance letter from the Wasatch County Surveyor's Office if monuments will be disturbed. Per Utah Code 17-23-14 and 17-23-15. Contact info. Email surveyor@wasatch.utah.gov Address: 25 North Main Street, Heber, UT 84032 (435) 657-3222 .	

Applicant Submitted (Initials)	All Sheets Must Contain	City Use Only
		Accepted Date
	"Call Before You Dig" logo.	
	North arrow and drawing scale.	
	Abbreviations and Legend.	
	All text, features, and linework must be of a size which is legible when printed on standard 11x17 sized paper.	
	References to specific Standard Plans, as applicable.	

Applicant Submitted (Initials)	Cover Sheet	City Use Only
		Accepted Date
	Sealed and certified with the language in the Standards by a Utah-licensed professional engineer and the Peer Reviewer (on first submittal).	
	Project name.	
	Sheet Index for all sheets.	
	Vicinity Map with North arrow	
	Legend	
	Contact information for the project team and other key contacts.	
	Town Standard Notes.	

Applicant Submitted (Initials)	Final Subdivision Plat (See Town Standard Plat Template on Town's website)	City Use Only
		Accepted Date
	Subdivision name, location and phase.	
	Names of adjacent property owners.	
	Locations of survey by Quarter Section, Township and Range.	
	Signed, stamped, and dated Surveyor's Certificate (on first submittal).	
	North arrow and scale.	
	Total acreage, # of Lots, and # of Parcels at the end of the Boundary Description.	
	Lot area for each lot in square feet and acres.	
	Proposed streets (names and coordinates) and adjacent streets.	
	Point of beginning and basis of bearing.	
	The distance and course to two (2) or more section or Quarter Corners, including Township and Range, or to identified monuments within a recorded subdivision.	
	All bearings, angles and distances along the boundary and lot lines.	
	Radius, length, chord distance, chord bearing and other curve data deemed necessary.	
	Location of street monuments with bearing and distance labeled monument-to-monument, and location with respect to corners.	
	Existing and proposed easements, ROWs, buffer zones and public spaces shown.	
	Written boundary description.	
	Letter from Wasatch Co GIS approving the addressing. Numbering to be consistent with the phase of the plat, e.g. Phase 2 plat numbering 201, 202, 203, etc.	
	Intersection addresses.	
	Survey monuments provided at some street (major preferred) intersections -- 2 monuments for the first 10 lots and 1 additional monument for every additional 30 lots, e.g., 2 for 10, 3 for 11-40, 4 for 41-80, 5 for 81-120.	
	Public Utility Easements.	

Applicant Submitted (Initials)	Site Plan	City Use Only
		Accepted Date
	Street names and widths.	
	Subdivision lots with lot numbers.	
	Proposed roadways connect to adjacent development existing/approved roadways.	
	Fire hydrant locations.	
	Street lights at cul-de-sac ends, intersections, and other critical points as determined by the Town Engineer.	
	Roadway improvements (curb, gutter, sidewalk, ADA ramps).	
	Phasing of project. Location of temporary turn-arounds at phase boundaries.	
	Overall Site Plan uses callouts and is on 1 sheet (no matchlines).	
	Requirement to install reference pins in curb identifying locations of property lines.	

Applicant Submitted (Initials)	Existing Topography / Demolition Plan	City Use Only
		Accepted Date
	Existing Topography.	
	All existing features in and adjacent to project.	
	Plans for removal or relocation of existing infrastructure as needed	
	Areas classified as sensitive lands including 100-yr flood plains, natural drainages, water bodies, wetlands, and slopes greater than 30%.	
	Existing easements or other encumbered areas.	
	Street Names.	

Applicant Submitted (Initials)	Grading and Drainage Plan	City Use Only
		Accepted Date
	It shall be sealed and certified with the language in the Standards by a Utah-licensed professional Engineer.	
	Existing contour lines (in gray scale) at two-foot intervals.	
	Proposed contour lines at two-foot intervals.	
	Benchmark elevation relative to an identified section corner.	
	Storm drain system showing pipe sizes, manholes, combination boxes and catch basins, with all elevations (rim & invert).	
	Detail sheet showing detention pond(s) (including cross-sections), sized orifice design, spillway, and overland flood route called out.	
	100-year flood elevation limits.	
	Lot grading arrows.	
	Spot elevations where necessary including curb returns.	
	Locations of any utility conflicts.	
	Minimum 15" pipe in the Town ROW.	
	Catch basins provided at all intersections. Locate catch basins on the uphill side of curb returns and lot lines where possible.	
	Cul-de-sacs graded to drain away from the bulb, or with surface flood route.	
	Location and type (details) of storm water treatment systems.	
	Callout points of connection to existing system, if applicable.	
	Slope arrows and labels along gutters, swales, cut/fill slopes, parking areas, and lots.	
	Access road to all structures outside of the ROW (12' min width, 15% max slope).	
	Storm drain line extended to property lines terminated with a manhole.	
	Flood overland route terminating at the storm water facility (usually a pond or street).	
	Overland runoff route for stormwater at all sag points.	
	Minimum slopes on storm drains to achieve 3 feet per second flowing full.	
	Street Names.	
	Overall Grading and Drainage Plan uses callouts and is on 1 sheet (no matchlines).	

Applicant Submitted (Initials)	Striping and Signage Plan	City Use Only
		Accepted Date
	Street names.	
	Type, size, and station/offset of each sign with reference to MUTCD sign code.	
	Pavement markings types and sizes with station/offset.	
	Phase boundaries and identification of what will be completed with each phase.	

Applicant Submitted (Initials)	Detail Sheets	City Use Only
		Accepted Date
	Custom Detail Sheets (Please exclude Town and JSSD Standard Plans.).	

Applicant Submitted (Initials)	Utility Plan	City Use Only
		Accepted Date
	Survey monuments provided at some street (major preferred) intersections -- 2 monuments for the first 10 lots and 1 additional monument for every additional 30 lots min., e.g., 2 for 10, 3 for 11-40, 4 for 41-80, 5 for 81-120.	
	Sanitary sewer / storm drain systems showing pipe alignment, sizes, manholes, and laterals.	
	Sewer and storm drain systems to the next manhole beyond subdivision boundary.	
	Drinking and pressurized irrigation systems showing type and size of pipes and valves, and fittings (bends, crosses, tees, reducers).	
	Locations of all fire hydrants.	
	Existing utilities (in grayscale) and plans for relocations as necessary.	
	Points of connection to existing structures and pipe lines labeled.	
	Existing and proposed easements as required by Town Standards.	
	Locations of existing and proposed streetlights.	
	Utility line locations follow Street Standard Drawings.	
	Streetlights at cul-de-sac ends, street intersections, and critical points as determined by the Town Engineer.	
	Street Names.	
	Overall Utility Plan uses callouts and is on 1 sheet (no matchlines).	
	Requirement to stamp curb indicating locations of utility laterals.	

Applicant Submitted (Initials)	Plan and Profile Sheets	City Use Only
		Accepted Date
	Vicinity map within subdivision for each sheet.	
	Phase boundaries and identification of what will be completed with each phase.	
	Label street names.	
	Vertical curves for grade changes of 1% or greater.	
	Vertical alignment of street tying into existing improvements.	
	Matching centerline crowns for lower intersecting streets.	
	Maximum 5 percent slope through intersections PC to PC.	
	Pavement section per geotech report, or not less than Town Standard.	
	Locations of any utility conflicts.	
	Storm drain pipe size, type, length and slope between manholes.	
	Storm drain structures with rim, invert in, and invert out elevations.	
	Minimum 15" storm drain in the ROW.	
	Catch basins provided at all intersections.	
	Sewer pipe size, type, length and slope between manholes.	
	Minimum sewer slopes per JSSD Standard.	
	Sewer manhole sizes with rim, invert in, and invert out elevations.	
	Drinking and irrigation systems with callouts for pipe size, and type.	
	Locations of fire hydrants.	
	Callout locations, sizes, types of all fittings (tee, cross, 45 bend, reducers, etc).	
	Air vacuum relief valves and blowoff valves in both plan and profile views.	
	Locations of waterline looping due to utility conflicts.	