

## SECTION 1: GENERAL APPROVAL PROCEDURE

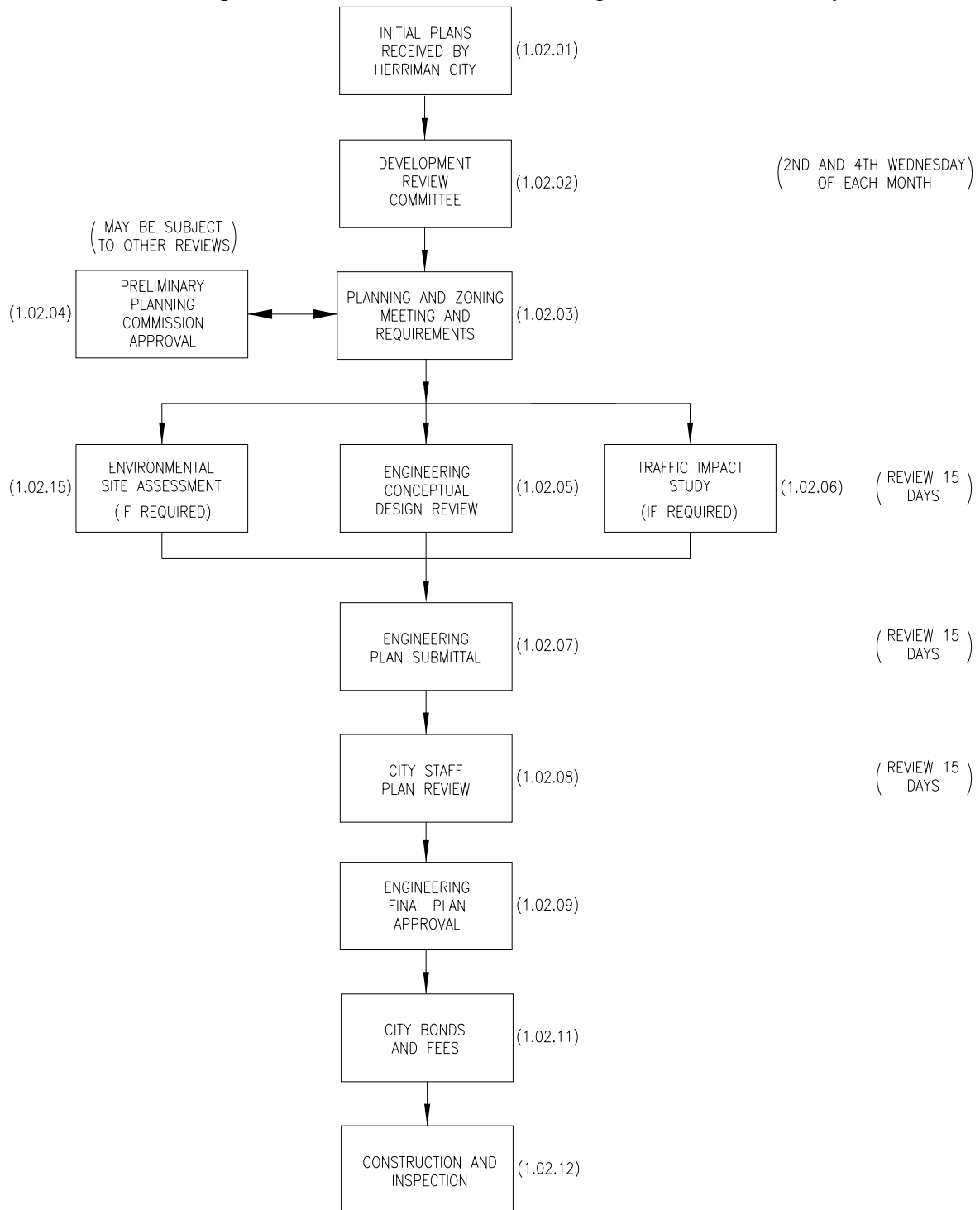
This section provides general guidance for the City's approval procedure. The actual process depends on the unique situation of each development or project. Steps may be combined, added, replaced or eliminated as deemed necessary by the City. Additional information may also be required.

### 1.01 Plan Review Flow Chart

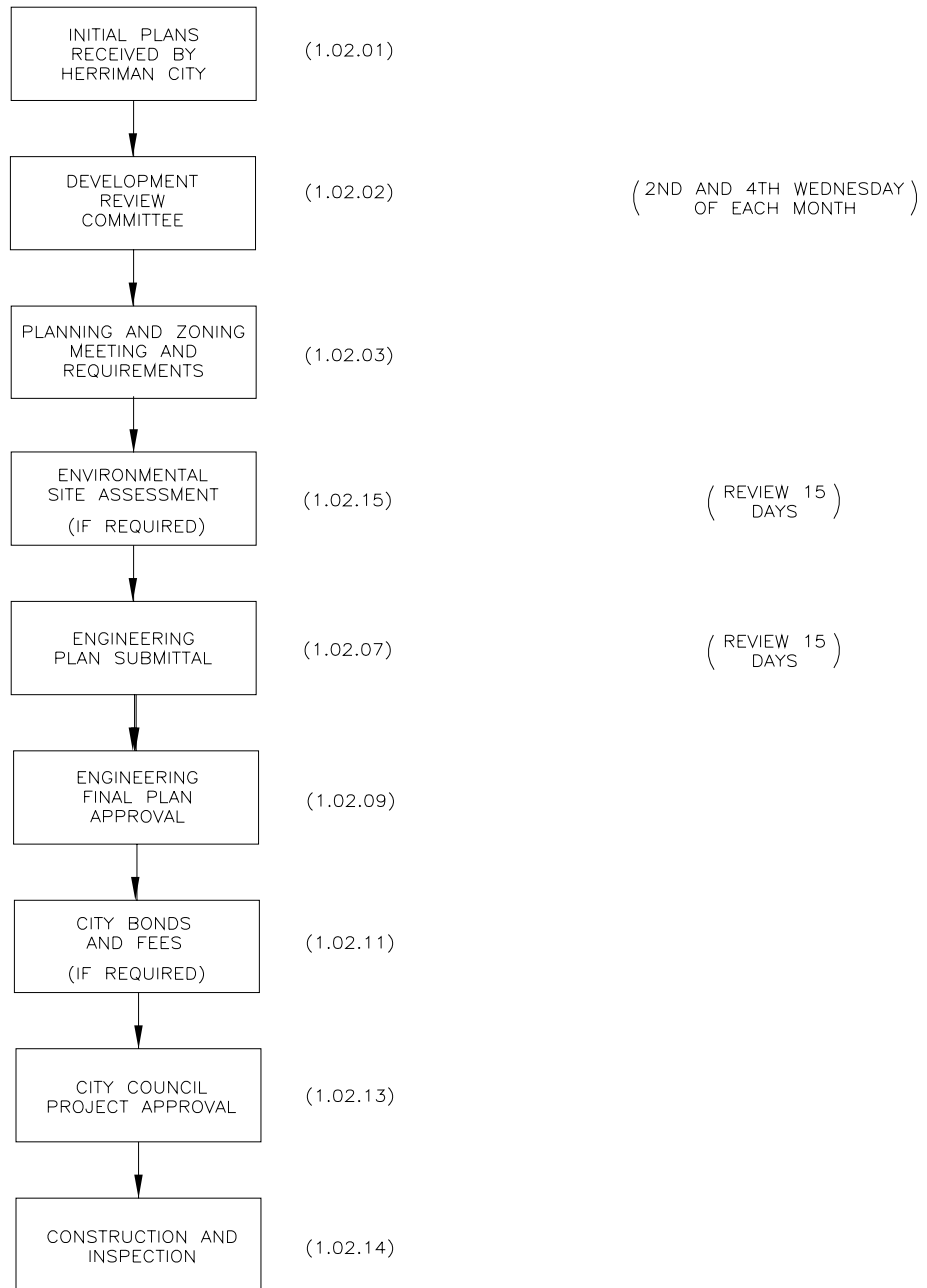
The three charts below show the important steps involved in the plan review of the following types of Developments: Conditional Use, Simple Subdivision or Lot Split, Subdivision, Master Planned Subdivision, and Planned Unit Development. All land developments in Herriman City shall follow the appropriate procedure detailed below. Each flow chart applies to the following conditions:

- 1.01.01 **Conditional Use.** Generally a conditional use is a land use which would not be permitted under the normal regulations of a zoning district, however the proposed use may be made acceptable within the zoning district if construction or development of the use complies with specified additional development standards or special conditions provided by the planning commission. The standards or conditions of approval are described on a conditional use permit that remains with the land, provided the standards and conditions of the permit continue to be followed.
- 1.01.02 **Simple Subdivision or Lot Split.** Generally a simple subdivision or lot split is a subdivision of fewer than ten lots, and does not involve the dedication of property for public purposes (i.e. city road, public right of way, city park, etc.). Simple subdivisions may be recorded with the Salt Lake County Recorder's Office by Metes and Bounds rather than by a subdivision plat map.
- 1.01.03 **Subdivision and Master Planned Subdivision.** Subdivision means any land that is divided, re-subdivided or proposed to be divided into two or more lots, parcels, sites, units, plots, or other division of land for the purpose, whether immediate or future, for offer, sale, lease, or development either on an installment plan or upon any and all other plans, terms, and conditions. Subdivision includes: The division or development of land whether by deed, metes and bounds description, devise and testacy, lease, plat map or other recorded instrument; and divisions of land for all residential and non-residential uses, including land used or to be used for commercial, agricultural, and industrial.
- 1.01.04 **Planned Unit Development (PUD).** The planned unit development means an integrated design for development of residential, commercial, or industrial use, or combination of such uses, in which one or more of the regulations, other than use regulations, of the district in which the development is to be situated, is waived or varied to allow flexibility and initiative in site and building design and location in accordance with an approved plan and imposed general requirements as specified in this

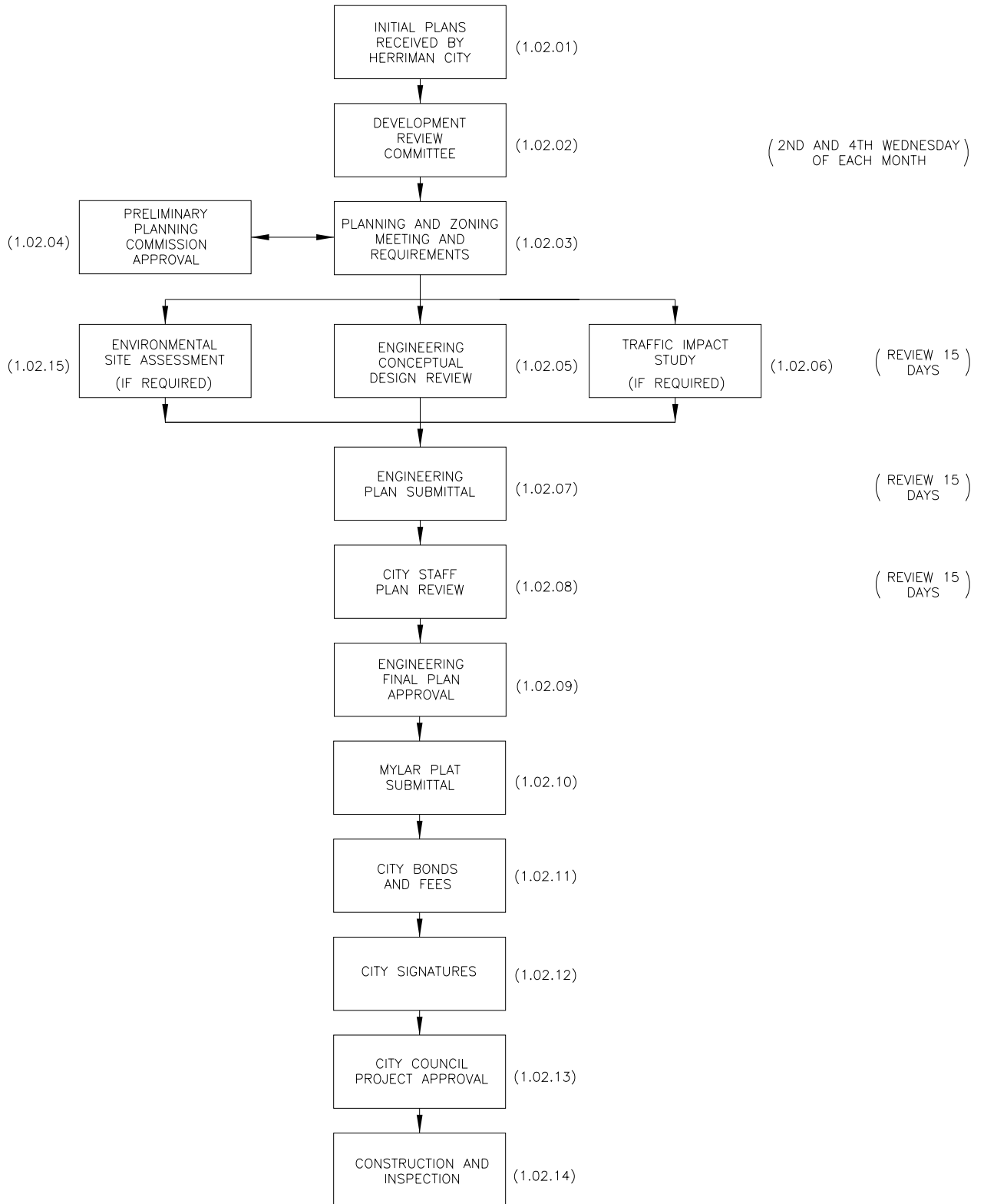
chapter. A planned unit development may be: The development of compatible land uses arranged in such a way as to provide desirable living environments that may include private, public and common open spaces for recreation, circulation, and/or aesthetic uses; or creation of areas for multiple use that are of benefit to the neighborhood and the City.



SIMPLE SUBDIVISION OR LOT SPLIT  
PLAN REVIEW FLOW CHART



SUBDIVISION, MASTER PLANNED SUBDIVISION, AND PLANNED  
UNIT DEVELOPMENT PLAN REVIEW FLOW CHART



## 1.02 Approval Procedure

The steps listed herein may require multiple reviews or revisions. Multiple meetings may also be required.

- 1.02.01 **Initial Plans Received by Herriman City.** Developer to submit proposed development in initial design phase. Initial drawings shall show the proposed layout of lots, proposed street system, and proposed land uses.
- 1.02.02 **Development Review Committee.** The City Planner and Engineer will meet with the developer(s) to discuss needed improvements and answer any questions regarding Herriman City approval procedure. Meetings will be held on the [second](#) and [fourth](#) Wednesday of every month. In order to be placed on the development review committee's agenda an application must be submitted one week prior to the upcoming scheduled meeting. All Developers will be required to attend this meeting before being placed on the Planning Commission Agenda.
- 1.02.03 **Planning and Zoning Meeting and Requirements.** Planning commission will discuss what is required and give all necessary conditions for the design and construction of the development. The Planning Commission will use City Staff's recommendations as a guide line for what will be required of the development.
- 1.02.04 **Preliminary Planning Commission Approval.** The Planning Commission will grant preliminary approval upon acceptance of the proposed design of the development. Approval is required before proceeding to engineering conceptual design review.
- 1.02.05 **Engineering Conceptual Design Review.** To understand the function of the proposed development, engineering conceptual design is required. All plans to be reviewed by Engineer must be submitted through the City Planner for Engineering review after planning commission approval. This review will take fifteen days, beginning after all required materials have been submitted. The engineering conceptual plan shall:
1. Include a vicinity map.
  2. Show all contour intervals at 2' maximum.
  3. Show the lot layout with lot sizes and dimensions.
  4. Show the proposed street layout.
  5. Show the location of major storm drain fixtures (detention ponds, etc.)
  6. Show all natural structures (streams, channels, etc.).
- 1.02.06 **Traffic Impact Study.** New land developments, expansions of existing developments, and proposed changes in developments (redevelopments) can have a significant impact on the transportation system if there is not adequate planning and consideration of necessary improvements. To ensure that Herriman City can accommodate a proposed development, a Traffic Impact Study (TIS) may be required to analyze relevant impact issues. A TIS shall be required for all developments which generate 100 or more new peak hour trips or which will have a significant impact on the City's

transportation system as determined by the City Engineer. For TIS guidelines see *Section 4.02*.

- 1.02.07 **Engineering Plan Submittal.** The purpose of engineering plan submittal is to ensure that the proposed development will follow all development procedures and standards adopted by Herriman City. All improvement plan submittal requirements must be submitted before plan review will begin. The plan review process will take fifteen working days from the day that all required improvement plan submittal(s) have been received. Redlines will be provided and must be addressed before proceeding to engineering final plan submittal. Plan review will remain in this stage until Herriman City completely accepts the proposed improvements within the plan set.
- 1.02.08 **City Staff Plan Review.** The City Staff will review plans as required to ensure Planning Commission requirements are met and all proposed improvements follow Herriman City's general plan.
- 1.02.09 **Engineering Final Plan Approval.** Upon completion of the engineering plan submittal the final plans shall be submitted and if all corrections have been made and the City is satisfied with the proposed improvements, final approval will be granted. With final approval, applicable bonds and fees will be calculated and the totals will be provided to the Developer. The Developer shall provide four (4) 24x36 and one (1) 11x17 plan sets and all electronic files to the City upon engineering final plan approval.
- 1.02.10 **Mylar Plat Submittal.** The plat shall have all correct information, required signatures, and follow the format described in *Section 3.05*. A title report of the property being platted shall accompany the mylar plat submittal.
- 1.02.11 **City Bonds and Fees.** All bonds and fees assessed at engineering final plan approval shall be posted and paid to the City before the mylar will be signed by Herriman City. See *Section 2.05* for the types of acceptable bonds.
- 1.02.12 **City Signatures.** After all bonds and fees have been paid in full, the engineering department shall collect the City Engineer, City Planning Commission, City Water, and City Attorney's signatures. All requirements shall be met before signatures will be collected.
- 1.02.13 **City Council Project Approval.** City Council Project Approval is the final stage of the approval process. The City Council may grant approval during the City Council meeting. Upon approval, the mylar plat shall be recorded at the Salt Lake County Recorder's Office by the Developer.
- 1.02.14 **Construction and Inspection.** Throughout the construction of the proposed improvements, the Contractor shall make every effort to ensure that construction is being performed in a professional manner and in strict accordance with the approved plans and Herriman City's Development Standards. A public works inspector will perform periodic inspections throughout the progress of the development to ensure that the improvements are being constructed in accordance with the Development Standards and the approved plan set. The public works inspector will notify the developer of any deficiencies in the work and may issue a letter of non-compliance if necessary. All improvements shall be constructed correctly and any

deficiencies shall be fixed in a timely manner. It is the developer's responsibility to coordinate inspections with Herriman City Public Works Department. All improvements shall be constructed using the highest quality of workmanship and materials.

1.02.15

**Environmental Site Assessment.** Environmental studies conducted by the Bureau of Reclamation and the State of Utah, Division of Response and Remediation in 1998 and 1999 have indicated a potential for lead and arsenic contamination in soils on some agricultural and residential properties in and around Herriman, Utah. Therefore, prior to application for a building permit, every new home and subdivision to be constructed or developed in the suspected Herriman areas shall require a review of the environmental status of the property. The City shall determine if the property being developed is in the areas that have indicated a potential for lead and arsenic contamination from the environmental studies conducted in 1998 and 1999. For environmental site assessment guidelines see *Section 4.17.*