

## ENGINEERING

# PLAN REVIEW CHECKLIST

DEVELOPMENT NAME: \_\_\_\_\_

This Engineering Plan Review Checklist is a list of typical Engineering Division review criteria for final subdivisions, multifamily developments and commercial site plans. The checklist is not all-inclusive, consult with the Engineering Division for site-specific issues. The checklist is meant to summarize parts of the Riverton City Standards and Ordinance; in case of ambiguity or conflict Riverton City Ordinance and Standards shall rule over the checklist. If you question whether an item is applicable to your development please contact the Engineering Department.

Unless otherwise directed by the City Engineer, Each application shall include the following:

- Full sized Plan Set (D-sized sheets)
- Engineering Plan Review Checklist
- Title Report
- Geotechnical Report
- Drainage Report (*a separate report on 8.5x11 showing calcs, and a narrative describing the system, and the Engineer's assumptions and conclusions.*)
- Traffic Impact Study (*as required by City Engineer*)
- Long-Term Stormwater Management Plan (*for long term maintenance of private drainage systems*)
- Approval Letters from outside agencies (SVSD, UDOT, canal company, ditch master, etc)

Plan Sets submitted to the Engineering Division shall be organized according to the following general format:

1. Title Sheet (project name, vicinity map, sheet index, etc).
2. Notes (FOR CUSTOM NOTES ONLY). Do not show City General Notes. Incorporate City General Notes by reference only.
3. Subdivision Plat
4. Boundary and Topographical Survey
5. Site Plan
6. Grading/Drainage Plan
7. Utility Plan
8. Striping and Signage Plan
9. Plan and Profile Sheet(s)
10. Detail Sheet(s) (FOR CUSTOM DETAILS ONLY. Otherwise, refer to standard details)
11. Landscape plans.

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 providing approvals, Riverton City assumes applicants have not made any errors and have complied with all applicable standards, codes and ordinances. If, after an approval, an error is discovered or it is discovered that some aspect of approved drawings does not comply with applicable standards, codes and ordinances, the applicant shall, at his 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.

**Other Permits:** Please note, the above requirements are for City approval of the civil site plan sets only. Before proceeding with site construction, developers may also be required to obtain a Land Disturbance permit and/or a Right of Way Encroachment permit from Riverton City. Please contact the Engineering Department to learn how and when to apply for these permits.



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(Application will not be accepted unless responsible engineer initials all items as submitted)

**DEVELOPMENT NAME:** \_\_\_\_\_

REQUIRED SUBMITTALS:		CITY USE ONLY	
Submitted		<u>ACCEPTED</u>	N/A
Initial: ____	A finalized title report of the affected parcel(s)	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Geotechnical report, including minimum pavement section. If your drainage system utilizes infiltration, the geotech report must also include a section on percolation rates.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Storm drainage report (not on drawings), for runoff calculations, pipe system, surface route and detention/retention ponds. Stamped and certified by a Utah-licensed professional engineer, with the following verbiage:  "I hereby certify that this report for the onsite drainage of this development was prepared by me (or under my direct supervision) in accordance with the provisions of the Riverton City Storm Water Design Standards and Regulations, and was designed to comply with the provisions thereof. I understand that Riverton City does not and will not assume liability for drainage facilities design."	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Traffic Impact Study (as required by City Engineer).	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	(LTSWMP, Long-Term Stormwater Management Plan) for Post-Construction Stormwater controls of privately owned or privately maintained storm drain systems.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Letter of approved street names by Salt Lake County	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	An AutoCad file of the subdivision plat or site plan, with existing and proposed addresses shown and ties to two section monuments.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	UDOT permit for vehicular access and/or storm drain connection to Redwood Road (1700 W) or 12600 South.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	South Valley Sewer District permit for sanitary sewer connection.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	CLOMR/LOMR filed application for property in FEMA 100-yr flood plain.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Stream alteration permit from Utah Division of Water Rights if impacting Midas Creek or Rose Creek.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Permit from Salt Lake County Flood Control if impacting Midas Creek, Rose Creek, Utah & Salt Lake Distributing Canal, or Utah Lake Distribution Canal.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Permit from canal company if impacting a canal.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Pothole data for storm drain crossings in existing roadways. <i>Please note: Failing to pothole SD connections during the review process can lead to costly and time consuming delays later on. Plan changes during construction will require additional City review, which may take several days.</i>	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Private and public easements and/or covenant documents.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>



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<b>ALL SHEETS MUST CONTAIN:</b>		<b>CITY USE ONLY</b>	
Submitted		<u>ACCEPTED</u>	<u>N/A</u>
Initial: ____	Project name.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Sheet number and title.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	“Call Before You Dig” logo.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	North arrow and drawing scale.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Abbreviations and Legend.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	References to specific Standard Plans as applicable.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Construction Plans on D-size sheets, stamped and signed by a Utah-licensed professional engineer. (Surveys and Plats signed and stamped by a Utah-licensed professional land surveyor.)	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>

<b>TITLE SHEET:</b>			
Submitted		<u>ACCEPTED</u>	<u>N/A</u>
Initial: ____	Project name, address and type of development.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Reference to Riverton City General Notes on Title Sheet or on other dedicated notes sheet.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Owner’s name, address and contact information.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Contact information for all project team members.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Vicinity map with north arrow.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Sheet index for all sheets and index figure.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>

<b>NOTES: <i>Include these on cover sheet or other appropriate location in the plan set.</i></b>			
Initial: ____	Riverton City General Notes Incorporated by reference.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Include the note: “A Land Disturbance Permit must be obtained from Riverton City prior to disturbing any vegetation or moving any soil. Contact Tom Beesley at 801-208-3152.”	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Include the note: “A Right-of-Way Encroachment Permit must be obtained from Riverton City prior to doing any work in the right-of-way. Contact Aaron Roberts at 801-208-3195.”	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Include this Note for new public streets: A type II Slurry Seal (or approved equal) shall be placed per APWA 32 01 13.61 at the conclusion of the warranty period and prior to Warranty Release.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>



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<b>TOPOGRAPHIC AND BOUNDARY SURVEY:</b>		<u>ACCEPTED</u>	<u>N/A</u>
Submitted		<u>ACCEPTED</u>	<u>N/A</u>
Initial: ____	A current boundary survey of the subject property.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	A current boundary survey showing the existing easements and encumbrances listed in the title report, identified with recording information (i.e. Bk ____ & Pg ____ or Entry#).	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	A topographic survey showing all relevant information, including contours, FEMA info, utilities including the next closest utilities as needed.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>

<b>SUBDIVISION PLAT: (See City Standard Plat Template)</b>			
Submitted		<u>ACCEPTED</u>	<u>N/A</u>
Initial: ____	Subdivision name, location and phase.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Location of survey by Quarter Section, Township and Range	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Signature blocks as shown on the City Standard Plat Template.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Signed, stamped, and dated Surveyor's Certificate.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Scale of drawing and north arrow.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Written legal description of the subdivision boundary. Below the legal description, include the total acreage and lot count.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Each lot and parcel numbered, addressed and labeled with dimensions and area in square feet.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Proposed streets (names and coordinates) and adjacent streets. Label each street at public or private.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Proposed street names have been approved with Salt Lake County.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Point of beginning and basis of bearing.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	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.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Geotechnical Note from the City Standard Plat Template	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Names of adjacent property owners.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Exterior boundary labeled to match legal description and closes to acceptable surveying standards.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Existing Easements shown and labeled with Entry # or Book and Page.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Easements created by the plat shown and labeled with sufficient information to identify the owner and the use of the easement.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Existing and proposed easements, R-O-Ws, buffer zones and public spaces shown with references to Salt Lake County Recorder's book & page.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	FIRM Insurance Zone and Map number.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Survey monuments shown at all intersections, centers of cul-de-sacs and points of centerline curvature where necessary to maintain line of sight.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>



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<b>GRADING/DRAINAGE PLAN:</b>		<u>ACCEPTED</u>	<u>N/A</u>
Submitted			
Initial: ____	<p>Stamped and certified by a Utah-licensed professional engineer, with the following verbiage:</p> <p>"I hereby certify that this design for the onsite drainage of this development was prepared by me (or under my direct supervision) in accordance with the provisions of the Riverton City Storm Water Design Standards and Regulations, and was designed to comply with the provisions thereof. I understand that Riverton City does not and will not assume liability for drainage facilities design."</p>	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	A conspicuous note stating, "A Land Disturbance Permit must be obtained from Riverton City prior to disturbing any vegetation or moving any soil. Contact Tom Beesley at 801-208-3152."	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Existing contour lines (in gray scale) at one-foot (1') intervals.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Proposed contour lines at one-foot (1') intervals.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Salt Lake County benchmark elevation relative to identified Section Corner.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	FEMA Flood Zone delineation and Salt Lake County 100-year flood elevation limits.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Storm Drain Ponds located at the lowest topographic point.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Ponds must have 1-ft of freeboard, 4-ft maximum water depth and a maximum of 3:1 slopes. Ponds must meet other requirements of the Stormwater Management Standards	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Ponds to be owned by the City will have 2% running slope in the bottom, 10-ft minimum radius corners, and a landscape plan approved by the Planning Department.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	For ponds or structures that will be maintained by the city, access must be provided according to the Stormwater Management Standards.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	100-year flood overland route clearly shown terminating at storm water facility (usually the street).	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Overland runoff route for stormwater at all sag points. (Shown with distinct arrows)	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Lot grading arrows.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	<p>2 percent maximum slope in all directions in ADA parking areas, and an ADA accessible route from commercial buildings to the public ROW</p> <p><i>For site plans, the Engineering Department performs a review of the Engineering Grading Plan for basic ADA compliance. The Building Official will complete a more thorough review of ADA access at the building with the building permit. The developer is responsible to ensure the Engineering Site plan match any Architectural Site plan submitted with the building permit.</i></p>	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Curb and storm drain lines run at minimum of 0.5%	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	2 percent maximum slope along curb returns	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Storm drain system showing pipe sizes, clean-out boxes, combination boxes and catch basins. Boxes in public ROW or other city property must be self-cleaning.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Minimum 15" RCP for all public drainage systems, or private systems in public ROW or crossing public property.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>



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<b>GRADING/DRAINAGE PLAN (continued):</b>		<b>CITY USE ONLY</b>	
Initial: ____	Open Irrigation ditches must be piped	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Ditchmaster's name, phone number and written evidence of coordination if altering existing irrigation ditches.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	<p>Irrigation plan of gravity conveyances before / after development, (if this is an extensive plan it may be created on a dedicated sheet). The Irrigation plan shall include the following certification language:</p> <p>"As the developer of this property, I hereby certify that I understand: (1) how the existing gravity irrigation system works in the vicinity of this property, (2) how my development of this property will affect this system and associated stakeholders, (3) that I take full responsibility for the changes I am making to this system, (4) Riverton City does not and will not assume liability for changes I make to this system."</p> <p>The owner must sign this certification.</p>	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Catch basins provided at all intersections and doublewide catch basins with two grates at sag points. Locate catch basins on lot lines where possible.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Separate details showing detention/retention ponds, sized orifice design, spillways, WQD, pollutant removal structural BMPs, LIDs, etc.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Cul-de-sacs graded to drain away from the bulb.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	WQD and Orifice for private system connections to public systems.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>

<b>UTILITY PLAN:</b>		<b>ACCEPTED</b>	<b>N/A</b>
Submitted			
Initial: ____	Stamped and signed by a Utah-licensed Professional Engineer.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	A conspicuous note stating, "A Right-of-Way Encroachment Permit must be obtained from Riverton City prior to doing any work in the right-of-way. Contact Aaron Roberts at 801-208-3195."	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Survey monuments provided at all intersections, centers of cul-de-sacs and points of center line curvature where necessary to maintain line of sight.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Utility locations (i.e. manholes) don't conflict with other utilities or survey monuments.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Locations of existing and proposed power poles. As a general rule power poles must be buried unless excepted by ordinance.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Sewer, storm drain and irrigation systems to the next manhole beyond subdivision boundary.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Existing and proposed streetlights shown including power sources, wiring and utility boxes.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Streetlights placed per Riverton City Street Light Standards.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>



## ENGINEERING

<b>STRIPING AND SIGNAGE PLAN:</b>		<b>CITY USE ONLY</b>	
Submitted		<u>ACCEPTED</u>	<u>N/A</u>
Initial: ____	Street names and traffic control signage with references to MUTCD designations.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Pavement markings with references to MUTCD and FHWA "Standard Highway Signs" designations.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Traffic calming on street segments longer than 1000' without a minimum 45 degree turn.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Striping plan (collector and arterial roadways).	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>

<b>PLAN AND PROFILE SHEETS:</b>		<b>CITY USE ONLY</b>	
Submitted		<u>ACCEPTED</u>	<u>N/A</u>
Initial: ____	Stamped and signed by a Utah-licensed Professional Engineer.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Vicinity map within subdivision for each sheet.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Typical road sections per Riverton Standards.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	1:30 max. horizontal scale, 1:10 max. vertical scale.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Road profile section per geotech report or Riverton City Standard (min. 8"-UBC, 3"-asphalt on local streets, 10"-UBC 4"-asphalt on all others)	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Storm drain pipe size, type, length and slope between manholes.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Storm drain boxes with rim and flow-line elevations. (Publicly maintained boxes must be self-cleaning)	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Minimum 15" RCP within City right-of-way.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Catch basins provided at all intersections and doublewide catch basins with two grates at sag points.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Sewer and irrigation systems.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Vertical alignment of street tying into existing improvements.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>
Initial: ____	Label TBC Elevations at 100-ft stations.	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>

<b>DETAIL SHEETS:</b>		<b>CITY USE ONLY</b>	
Submitted		<u>ACCEPTED</u>	<u>N/A</u>
Initial: ____	Custom details as applicable. (Please do not include copies of APWA or Riverton City Standard Details on the plan sheets)	<input type="checkbox"/> Date: __/__/__	<input type="checkbox"/>

**I have personally reviewed this submittal and verify that it is complete and that all items have been addressed, initialed, and comply with current Riverton City Standard Specifications and Plans.**

Responsible Engineer's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

