



Wasatch County

ENGINEERING DEPARTMENT

25 North Main Heber City, Utah 84032

Phone: (435)657-3180 Fax: (435)657-0283

<http://www.wasatch.utah.gov/Engineering>

SUBDIVISION CONSTRUCTION PERMIT APPLICATION INSTRUCTIONS & PROCEDURE

Before continuing, you must contact the Planning Department at 435-657-3205 and received an approval. This permit is necessary to create a subdivision, split a parcel, create a shared driveway, etc. Contact the Wasatch County Engineering department if you have questions.

Review documents at <https://wasatch.municipalcodeonline.com> and APWA (American Public Works Association) <http://utah.apwa.net/>.

The following must be submitted with the completed application:

1. Wasatch County Planning report and approval.
2. Submit two sets of 24 x 36 stamped construction drawings, one 11 x 17, and an electronic PDF set.
3. Provide a copy of approved engineer's estimate stamped by Wasatch County engineering coordinator.
4. Provide Erosion Control and Re-Vegetation Plan if disturbing more than one acre.
5. Any grading near water ways or in the FEMA Floodplain will require a permit from the Utah Division of Water Rights. Applications are available at <http://www.waterrights.utah.gov/strmalt/forms.asp>.
6. Any excavation or grading of 1 acre or more requires a permit from the Water Quality Division. Applications are available at <https://deq.utah.gov/division-water-quality>.
7. Provide a Certificate of Liability Insurance meeting county standards.

After the plans have been accepted by the Engineering Department and before the permit is issued, the following must be submitted:

8. No permit will be issued until final approval is granted by the Planning Commission or Planning Staff as per county code 16.27.15.
9. A performance bond shall be posted with Wasatch County prior to any final approved plat recorded in a principal amount of one hundred percent (100%) of the total estimated cost of any improvement or other performance required by or promised to Wasatch County as per section 14.02.04 of the county code. The county may approve partial releases of performance bond prior to final release.
10. A cash warranty bond in the amount of 10% of an approved engineer's estimate is required as per section 14.02.04 of the county code.
11. When impacting traffic, provide a Traffic Control Plan (TCP) in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
12. Conduct a pre-construction meeting with Planning, Engineering, and Building Departments. No permit will be issued without a pre-construction meeting.
13. Upon completion of work, schedule a final inspection (see form: Final Inspection Checklist) and provide a set of as-built drawings identifying all changes in electronic PDF format.
14. Provide a Noxious Weed Control Bond equal to \$500 for up to one acre plus \$500 for each additional acre, to be held for a minimum of 3 years.
15. Pay applicable permit fees.

ALL WORK MUST BE COMPLETED AS PER WASATCH COUNTY CODE and APWA UTAH



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Revised Mar 2020

Permit #:

Permit Date:

Subdivision Construction Permit Application

Permit Fee:

Applicant Information

Applicant Name:	Phone:
Address:	Email:
Project Address:	Development Name:
Contractor Name:	Phone:
Contractor's License #:	Email:
Liability Insurance Carrier:	Policy #:
Date Work To Begin:	Date of Completion:

The Applicant shall be the party responsible for the work and to whom all communications are to be directed.

Project Description

Describe Work:

Subdivision Construction Fees and Bonds

SUBDIVISION CONSTRUCTION PERMIT FEE		
5% of the Approved Engineer's Estimate	0.05 X	\$
BONDING		
Performance Bond: See Instructions Note 9.	1.0 X	\$
Cash Warranty Bond equal to 10% of the Approved Engineer's Estimate.	0.10 X	\$
NOXIOUS WEED CONTROL BOND TO BE HELD FOR 3 YEARS		
\$500 minimum up to 1 acre plus \$500 for each additional acre	\$500 X	\$
Total Due		\$

Submittal Requirements

1. Bond: Cash Letter of Credit
 2. Permit Fee
 3. Detailed Drawings
 4. Traffic Control Plan
 5. SWPPP/NOI
 6. Certificate of Insurance
 7. Engineer's Estimate
 8. Planning Department Approval

By signing this application, the applicant agrees to comply with all State and Federal Laws and Wasatch County Design and Construction Standards, County Codes, and ordinances.

Applicant Signature:	Date:
Approved By:	Date:
Final Inspection:	Date:

A SIGNED COPY OF THIS PERMIT APPLICATION MUST BE AVAILABLE AT THE JOB SITE. This permit is issued only as permission to excavate in the public right of way. It is not a grant of easement or other similar interest. Permittee shall acquire easements from affected owners as required.