



Preliminary Subdivision Plat Application and Requirement Checklist

Single-Family Dwellings, Two-Family Dwellings, Townhomes

Purpose. For the Administrative Land Use Authority to complete an initial Subdivision Ordinance Review and an initial Subdivision Plan Review.

Application Required. The Applicant shall submit the required Preliminary Subdivision Plat Application and Requirement Checklist for review and approval by the Administrative Land Use Authority.

Time Frame. Upon the Department receiving a completed Preliminary Subdivision Plat Application, within fifteen (15) business days the Applicant shall receive written review comments from the Administrative Land Use Authority. The review cycle restrictions and requirements for the City to respond within fifteen (15) business days of receiving a complete application do not apply for subdivisions which have boundaries containing a Geologic Hazard or Potential Geological Hazard, or for any subdivisions for uses other than single-family dwellings, two-family dwellings, or townhomes.

***All sections of this application and checklist must be filled out and fees paid upon submittal or application will be deemed incomplete. A complete application includes All of the items listed below and All items listed on the Preliminary Subdivision Plat Requirement Checklist.**

Proposed Subdivision Name: _____ Address of Property: _____

Tax ID/Parcel Number: _____ Current Zoning: _____ Number of Lots: _____ Total Area/Acres/Sq Ft: _____

Existing Use of Property: _____ Proposed Use of Property: _____

Name(s) of Applicant(s) or Authorized Agent(s): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Name(s) of Property Owner(s) (if other than applicant): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Name of Engineer/Surveyor: _____ Company: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Applicant Certification: I certify under penalty of perjury that this application and requirement checklist and all information submitted as a part of this application and checklist is true, complete, and accurate to the best of my knowledge. I also acknowledge that I have reviewed the Brigham City Subdivision Ordinance and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Ordinances in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Brigham City may rescind any approval, or take any other legal or appropriate action. I also agree to allow City Staff or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof. I also understand the property owner, or the authorized agent will be billed for engineering fees in excess of one hour and will be responsible for repayment of those fees.

Signature: _____ Date: _____

Office Use Only

Application # _____	Application Fee	\$250.00 ^a	
Date Received _____	Engineering Deposit	\$500.00 ^b	
DRT Mtg Date _____	Total	\$750.00	
LUA Mtg Date _____	Receipt Number	_____	
	Deposit work order number	_____	

^a This fee includes 1-hour of Engineer fees (no refund for projects taking less than 1-hour).
^b Engineering fees in excess of 1-hour will be reimbursed by the applicant monthly to the City for the actual cost. A financial guarantee shall be made to the City through a cash deposit in the amount of \$500 due at the time of application. Upon final completion of the project, this guarantee will be refunded to the applicant upon final approval of the City and payment of the final engineering bill.
^c Applicable Engineering fees in excess of 1-hour will be reimbursed by the applicant monthly to the City for the actual cost.

PROPERTY OWNER

* IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) _____, declare that I, (we) am (are) the owner(s)* of the property identified in the attached application.

*May be owner of record, contract owner, party to valid real estate purchase contract, party to valid earnest money agreement, option holder or have other legal control of property.

(Property Owner)

(Property Owner)

State of _____

County of _____

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public

PROPERTY OWNER PERMISSION

*IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) _____, the owner(s) of the property described in the attached application, give _____ permission to use the property listed in the attached application for the purpose named in the attached application.

(Property Owner)

(Property Owner)

State of _____

County of _____

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public

Preliminary Subdivision Plat Requirements and Requirement Checklist

The Brigham City Code can be found on our website: www.bcutah.gov.

Brigham City Code Requirements for Preliminary Subdivision Plat (see Chapter 155: Subdivisions in the Brigham City Code):

- A. All Preliminary Subdivision Plat Applications filed with the Department shall provide the following information and all materials required for the Department to determine the Application complete, and for the Land Use Authority, as applicable, to decide the Application:
1. **Application Form.** A Preliminary Subdivision Plat Application Form completed and signed by the owner(s) of the Subject Property or the authorized agent(s) of the owner(s). The Application shall be accompanied by a notarized affidavit identifying all owners and, if applicable, an agent as being duly authorized to represent the owner(s) in all matters related to the Preliminary Subdivision Plat Application. All persons with a fee interest in the Subject Property shall be required to join in and sign the Preliminary Subdivision Plat Application and the notarized affidavit.
 2. **Preliminary Subdivision Plat Application and Review Fees.** The Preliminary Subdivision Plat Application shall include the payment of all Preliminary Subdivision Plat Application fees and Review fees, as established by the Council and any total amount, or deposit amount, required to provide the services of the City's contracted City Engineer, and other consultants, determined by the City. A breakdown of the fees is available on the Brigham City website.
 3. **Legal Description.** A complete and accurate legal description of the Subject Property.
 4. **Preliminary Subdivision Plat.** A Preliminary Subdivision Plat, prepared, dated, and stamped by a licensed land surveyor, as required by Utah Code, and drawn at a scale of not less than one-inch equals 50 feet (1" = 50'), or at an alternative scale, as determined by the Department or City Engineer. The Preliminary Subdivision Plat shall be prepared digitally, and all sheets shall be consecutively numbered. A minimum number of copies and sizes of copies as stated on the Application shall be provided. A digital copy of the Preliminary Subdivision Plat, in a format acceptable to the City's Geographic Information System, shall be provided. The Applicant shall also provide a digital PDF copy of the Preliminary Subdivision Plat, including its improvement plans. The Preliminary Subdivision Plat shall show the following:
 - a. A vicinity map, at a minimum scale of 1" = 1,000', clearly identifying the boundaries of the Subject Property.
 - b. Property accesses, adjoining subdivision outlines and names, as applicable, including all roads and streets and the names of all adjoining property owners of record.
 - c. The basis of bearings used, graphic and written scale, true north point, township, range, section, quarter section, lot number, and the total area of the Subject Property.
 - d. Proposed road and street layout.
 - e. The boundaries, course, and dimensions of all lots and parcels proposed, measured by their boundaries, course, and extent, whether the owner proposes that the lot or parcel is intended to be used as a road, street, or for any other public or private use. Any remaining portion of the Subject Property shall be included in a lot.
 - f. The location of any common space or open space areas, including the location of all property, proposed to be set aside for public or private reservation, with the designation of the purpose of such set-asides, and conditions, if any.
 - g. The lot, unit, or building reference, road, street, or site address, the road and street name or coordinate address, acreage and square footage for all parcels, units, or lots proposed. All parcels, units, or lots proposed shall be numbered consecutively. Any remaining portion of the Subject Property shall be included in a lot and numbered.
 - h. All existing and proposed rights-of-way and easement grants of record for underground facilities and all other utility facilities, as well as all proposed road and street rights-of-way and easement grants of record.
 - i. A title block, placed on the right side of the Preliminary Subdivision Plat showing:
 - i. Proposed Name or Designation of the Subdivision distinct from any other Subdivision recorded in the Office of the Box Elder County Recorder.
 - ii. Name and address of the owner(s) of record and the name, address, and license number of the licensed surveyor responsible for preparing the Preliminary Subdivision Plat.
 - iii. Date of preparation of the Preliminary Subdivision Plat and all revision dates, as applicable.

- B. Required Subject Property Information.** The following information shall be provided, on separate sheets, at the same scale as the Preliminary Subdivision Plat, as applicable:
1. The identification of known natural features including, but not limited to, jurisdictional wetlands identified by the United States Army Corps of Engineers, areas of slope exceeding five percent (5%) grade, flood plains, flood channels and drainage ways identified as required by any Local, State, or Federal Agency, all watercourses, areas where groundwater is located within three feet (3') of the ground surface, water bodies, marshy or swampy areas, and any other natural features, as required by the Department or City Engineer, including the total area of each.
 2. All trees over six inches (6") in diameter, measured three feet (3') above the ground. Wooded areas and location of trees to remain shall be indicated.
 3. Existing contours, at intervals of no greater than two feet (2'), overlaid with the proposed subdivision layout. Elevations shall be based on national Geodetic Survey sea level data. In cases of predominately-level topography, one-foot (1') interval contours may be required by the Department or City Engineer.
 4. The location of any known man-made features on, or contiguous to the Subject Property, including all existing parcels and lots, all utility easements, railroads, power lines, and power poles, telephone and other telecommunication lines and facilities, bridges, culverts, drainage channels, all rights-of-way and easements, field drains, and well or spring protection areas.
 5. The location and dimensions of all existing buildings, fence lines, and property lines overlaid with the proposed subdivision layout.
 6. The layout of existing and proposed power lines, including the source and connection to the existing or proposed power supply.
 7. All existing and proposed road and street locations and dimensions, with cross-sections and vertical and horizontal profiles of all new roads and streets, whether proposed to be dedicated or not, showing the grades of all proposed roads and streets and identifying all proposed cuts and fills exceeding three feet (3') from the existing natural grade. The proposed radius of all centerline curves shall be shown. The location and size of existing and proposed culinary water and sanitary sewer lines and the location of all wells and springs, if any, and the location of all existing and proposed secondary water locations, as required by the Public Works Director or City Engineer.
 8. Existing and proposed storm drainage and flood control systems, including existing and proposed pipe sizes, inlets, detention areas, and drainage arrows.
 9. The location of all existing and proposed fire hydrants, including the sizes of all existing and proposed water lines serving all fire hydrants.
 10. The location of all existing and proposed streetlights identifying the location, type, height, and light output of all existing and proposed streetlights.
 11. The location of all existing and proposed street trees and other landscape plantings identifying the location and type of all street trees, shrubs, and other landscape materials and plantings.
- C. Geotechnical Report.** A report complying with and meeting the requirements of the City's Public Works Standards for Development, Design, and Construction, as adopted.
- D. Preliminary Subdivision Improvement Plans.** As required by the Department and City Engineer, Preliminary Subdivision Improvement Plans shall be provided for all required and proposed landscaping and infrastructure improvements, such plans complying with all requirements and standards of the City.
- E. Preliminary Grading Plan.** For Subject Properties of one (1) acre or larger, a Preliminary Grading Plan shall be provided and indicated by solid-line contours, using two-foot (2') intervals, imposed on dashed line contours, also using two-foot (2') intervals, of the existing topography for the entire Subject Property. For Subject Properties that have predominately level topography, one-foot (1') contour intervals may be required by the Department or City Engineer. The Preliminary Grading Plan shall identify the proposed grading for each proposed lot or parcel to be created.
- F. Preliminary Erosion Control Plan.** When required by the Department or City Engineer, a Preliminary Erosion Control Plan shall be provided and included with the Preliminary Subdivision Application. The Preliminary Erosion Control Plan shall identify the proposed drainage and erosion control techniques and methods for each proposed lot or parcel to be created.
- G. Preliminary Easement Plan.** A Preliminary Easement Plan, identifying the location, size, and use of all existing and proposed easements.

- H. **Title Report.** A preliminary Title Report for the entire Subject Property, provided by a Title Company, within thirty (30) calendar days from the date of filing the Preliminary Subdivision Plat Application.
- I. **Evidence of Availability of Necessary Services.** The following information is required to establish the availability of services to the Subject Property.
1. **Culinary Water.** Approval, with recommended plat and drawing revisions, as necessary, for the culinary water system and services from the City's Public Works Department, acting as the City's Culinary Water Authority. The proposed culinary water system shall meet all requirements of the City. It shall be the responsibility of the Applicant(s) to provide all information and materials, required by the Public Works Department to provide written approval of the proposed culinary water system and services.
 2. **Sanitary Sewer.** Approval, with recommended plat and drawing revisions, as necessary, for the sanitary sewer system and services from the City's Public Works Department, acting as the City's Sanitary Sewer Authority. The proposed sanitary sewer system shall meet all requirements of the City. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by the Public Works Department to provide written approval of the proposed sanitary sewer system and services.
 3. **Fire Protection, Suppression, and Access.** Recommendation, with recommended plat and drawing revisions, as necessary, for the fire protection and suppression system from the City's Fire Department, acting as the City's Fire Authority. The proposed fire protection and suppression system shall meet all requirements of the City. It shall be the responsibility of the Applicant(s) to provide all information and materials as required by the Fire Department to provide a written recommendation of the proposed fire protection and suppression system and access.
 4. **Vehicular and Active Transportation.** Approval, with recommended plat and drawing revisions, as necessary, for the transportation system, including all roads, streets, sidewalks, trails, biking facilities, and other transportation-related facilities from the City Engineer, acting as the City's Transportation Authority. All transportation facilities and systems shall meet all requirements of the City. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by the City Engineer to provide written approval of the proposed transportation facilities and system.
 5. **State and/or County Access Permit.** If the proposed subdivision is accessed from a State Highway, an appropriate access permit, as required by the State of Utah Department of Transportation shall be provided. If the subdivision will be accessed from a County Road, authorization from Box Elder County to allow the subdivision access from a County Road shall be provided. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by the State of Utah Department of Transportation and Box Elder County to provide the necessary access permit(s).
 6. **Storm Drainage and Flood Control.** Approval, with recommended plat and drawing revisions, as necessary, for the storm drainage and flood control system from the City Engineer, acting as the City's Storm Drainage and Flood Control Authority. The proposed storm drainage and flood control system shall meet all requirements of the City. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by the City Engineer to provide the written approval of the proposed storm drainage and flood control system.
 7. **Secondary Water.** Approval, with recommended plat and drawing revisions, as necessary, for the secondary water system from the City Engineer, acting as the City's Secondary Water Authority. The proposed secondary water system shall meet all requirements of the City. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by the City Engineer to provide the written approval of the proposed secondary water system.
 8. **Electrical Power System.** Approval, with recommended plat and drawing revisions, as necessary, for the electrical power system from the City's Public Power Department, acting as the City's Public Power Authority. The proposed electrical power system shall meet all requirements of the City. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by the Public Power Director to provide the written approval of the proposed electrical power system.
 9. **Fiber Optic.** Approval, with recommended plat and drawing revisions, as necessary, for the fiber optic system from the City's Public Power Department, acting as the City's Fiber Optic Authority. The proposed fiber-optic system shall meet all requirements of the City. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by the Public Power Director to provide the written approval of the proposed fiber-optic system.

- 10. **Special Service District or Special Service Area.** If the Subject Property is within the boundaries of a Special Service District or a Special Service Area, a written recommendation from the governing board of such District or Area shall be provided with the Preliminary Subdivision Plat Application materials, identifying potential impacts resulting from the proposed subdivision. It shall be the responsibility of the Applicant(s) to provide all information and materials, as required by the District or Area to give the written recommendation required.
- 11. **Other.** As may be applicable, approvals and permits from any Federal, State, and Local agency, including approval by the Bear River Health Department or the Utah Department of Health.
- J. **Additional Information and Materials.** When the Department Staff or other Development Review Team (DRT) member(s) determines necessary, the Applicant may be required to provide other information, materials, studies, and other evidence indicating the suitability of the Subject Property for the proposed subdivision. This includes, but is not limited to, compliance with the City's Transportation Plan(s) including access management plans, adequacy of infrastructure and utilities, public safety and fire protection, groundwater protection, plant cover maintenance, geologic or flood hazard, erosion control, wildlife habitat preservation, and any other infrastructure, physical, environmental, or cultural matter.

THE FOLLOWING MUST BE FILLED OUT, PROVIDED, AND CHECKED OFF TO BE DEEMED COMPLETE FOR CITY ACCEPTANCE:

Preliminary Subdivision Plat Requirement Checklist:

Project Description: _____

Application, Documents, and Materials:

- Proposed Subdivision Name (each subdivision name must be unique and verified with the Box Elder County Recorder's Office).
- Address of Property.
- Tax ID/Parcel Number.
- Current Zoning.
- Number of Lots.
- Total Area/Aces/Sq. Ft.
- Existing Use of Property.
- Proposed Use of Property.
- Name(s) of Applicant(s) or Authorized Agent(s) with contact information.
- Name(s) of Property Owner(s) (if other than applicant) with contact information.
- Name of Engineer/Surveyor with contact information.
- Applicant Certification signature and date.
- Payment of Application Fee and Engineering Deposit.
- Owner's affidavit and consent.
- Completed Project Description and Requirement Checklist with Application.
- Legal Description. A complete and accurate legal description of the Subject Property.
- Preliminary Subdivision Plat. A digital copy of the preliminary subdivision plat drawn to a scale, prepared and certified by a licensed land surveyor registered in Utah.
- Geotechnical Report.
- Preliminary Subdivision Improvements Plans.
- Preliminary Grading and Drainage Plan.

- Preliminary Erosion Control Plan.
- Title Report. A current preliminary Title Report, within 30 calendar days from the date of filing Application.
- An electronic copy of all plans in PDF Format.
- Requirement Acknowledgement signature and date.

The following shall be included on the Preliminary Subdivision Plat:

- A Preliminary Subdivision Plat, prepared, dated, and stamped by a licensed land surveyor, as required by Utah Code, and drawn at a scale of not less than 1" = 50', or as determined by the Department or City Engineer.
- The Preliminary Subdivision Plat shall be prepared digitally with a printable format at 36" x 24". All sheets shall be consecutively numbered.
- A vicinity map, at a minimum scale of 1" = 1,000', clearly identifying the boundaries of the Subject Property within the City and its subdivision or section showing major streets, landmarks, and boundaries.
- Property accesses, adjoining subdivision outlines and names, as applicable, including all roads and streets and the names of all adjoining property owners of record.
- The basis of bearings used, graphic and written scale, true north point, township, range, section, quarter section, and other monuments.
- Proposed road and street layout.
- The boundaries, course, and dimensions of all lots and parcels proposed, measured by their boundaries, course, and extent, whether the owner proposes that the lot or parcel is intended to be used as a road, street, or for any other public or private use. Any remaining portion of the Subject Property shall be included in a lot.
- The location of any common space or open space areas, including the location of all property, proposed to be set aside for public or private reservation, with the designation of the purpose of such set-asides, and conditions, if any.
- The lot, unit, or building reference, road, street, or site address, the road and street name or coordinate address, acreage and square footage for all parcels, units, or lots proposed. All parcels, units, or lots proposed shall be numbered consecutively. Any remaining portion of the Subject Property shall be included in a lot and numbered.
- All existing and proposed rights-of-way and easement grants of record for underground facilities and all other utility facilities, as well as all proposed road and street rights-of-way and easement grants of record.
- A title block, placed on the right side of the Preliminary Subdivision Plat showing:
 - Proposed Name or Designation of the Subdivision distinct from any other Subdivision recorded in the Office of the Box Elder County Recorder.
 - Name and address of the owner(s) of record and the name, address, and license number of the licensed surveyor responsible for preparing the Preliminary Subdivision Plat.
 - Date of preparation of the Preliminary Subdivision Plat and all revision dates, as applicable.
- Tabulation of the number of acres in the proposed development, showing the total number of lots and areas of open space.
- Lot and boundary closure are calculated to the nearest one hundredth of a foot.
- Square footage and acreage of each lot.
- Parcels offered for dedication clearly designated.
- Lots shall be consecutively numbered. The lots in numbered additions or future phases to subdivisions bearing the same name shall be numbered consecutively throughout the several additions.
- A development phasing schedule (if applicable) including the sequence for each phase; approximate size in area of each phase; and proposed phasing of construction of public improvements, recreation, and common open space areas. No single phase shall exceed 20 lots or parcels or 30 dwelling units.

The following information shall be provided, on separate sheets, at the same scale as the Preliminary Subdivision Plat, as applicable:

- The identification of known natural features including, but not limited to, jurisdictional wetlands identified by the United States Army Corps of Engineers, areas of slope exceeding five percent (5%), flood plains, flood channels and drainage ways identified as required by any Local, State, or Federal Agency, all watercourses, areas where groundwater is located within three feet (3') of the ground surface, water bodies, marshy or swampy areas, and any other natural features, as required by the Department or City Engineer, including the total area of each.

- All trees over six inches (6") in diameter, measured three feet (3') above the ground. Wooded areas and location of trees to remain shall be indicated.
- Existing contours, at intervals of no greater than two feet (2'), overlaid with the proposed subdivision layout. Elevations shall be based on national Geodetic Survey sea level data. In cases of predominately-level topography, one-foot (1') interval contours may be required by the Department or City Engineer.
- The location of any known man-made features on, or contiguous to the Subject Property, including all existing parcels and lots, all utility easements, railroads, power lines, and power poles, telephone and other telecommunication lines and facilities, bridges, culverts, drainage channels, all rights-of-way and easements, field drains, and well or spring protection areas.
- The location and dimensions of all existing buildings, fence lines, and property lines overlaid with the proposed subdivision layout.
- The layout of existing and proposed power lines, including the source and connection to the existing or proposed power supply.
- All existing and proposed road and street locations and dimensions, with cross-sections and vertical and horizontal profiles of all new roads and streets, whether proposed to be dedicated or not, showing the grades of all proposed roads and streets and identifying all proposed cuts and fills exceeding three feet (3') from the existing natural grade. The proposed radius of all centerline curves shall be shown. The location and size of existing and proposed culinary water and sanitary sewer lines and the location of all wells and springs, if any, and the location of all existing and proposed secondary water locations, as required by the Public Works Director or City Engineer.
- Existing and proposed storm drainage and flood control systems, including existing and proposed pipe sizes, inlets, detention areas, and drainage arrows.
- The location of all existing and proposed fire hydrants, including the sizes of all existing and proposed water lines serving all fire hydrants.
- The location of all existing and proposed streetlights identifying the location, type, height, and light output of all existing and proposed streetlights.
- The location of all existing and proposed street trees and other landscape plantings identifying the location and type of all street trees, shrubs, and other landscape materials and plantings.
- Layout of proposed power lines, bridges, utilities, utility easements, trails, and any common space or open space areas including the location of dimensions of all property proposed to be set aside or proposed to be dedicated for park or playground use, or other public or private reservation, with designation of the purpose of those set asides, and conditions, if any, of the dedication or reservation.
- The proposed treatment of the perimeter of the development, including materials and techniques used, such as screens, fences, walls and landscaping.
- Proposed drainage system for both surface and flood water.
- An explanation of drainage, irrigation and size of any other easements, if any, an explanation of reservations, if any and the endorsement of the owner shall also be shown.

Requirement Checklist Acknowledgement

I, _____, do hereby say that I am the owner/agent of the subject property of this application, and I have read the Brigham City Code Requirements and completed the Requirement Checklist. The statements, information, exhibits, and any and all plans herein or attached or submitted present the intentions of the applicant and are in all respects true and correct to the best of my knowledge and belief.

Signature of applicant/authorized agent: _____ Date: _____

POSTMASTER



Date: 2/28/2017

To:

Mark Bradley
City Planner
Brigham City Corporation

SUBJECT: New Development Requirements

Effective immediately the USPS Salt lake City District requires all future developments to provide accommodations for centralized mail delivery. The Postal Service will not furnish, install the Central Box Units (CBU), or pour the required concrete pads to anchor them. Costs for centralized units should be included in the design and expense of the development.

The Post Office does not recommend specific CBU vendors and does not maintain keys for newly established development. Key maintenance will be the responsibility of the landlord. The Postal Service will, however, change keys in private CBU units for a current fee of \$40.00. The key service charge is subject to change with future rate adjustments.

We encourage city planners to include these requirements in local ordinance to avoid any future misunderstanding.

Sincerely,

Gordon Cole

Gordon Cole
Postmaster
Brigham City UT 84302-9998

Pollution Prevention

Pollution Prevention & the Construction Site

Are you involved in construction projects? Are you an owner, developer, contractor, subcontractor, architect, construction manager, or design engineer? If so, this guide is for YOU to help prevent pollution at the construction site. While the guide can be used during all stages of construction projects, the best time to begin using this guide is BEFORE a project is bid.

Pollution Prevention (P2) is about reducing the amount of any hazardous substance, pollutant, or contaminant released into the environment in order to reduce the hazards to public health and the environment. Pollution Prevention is also about preserving resources through wise use.

Most regulations tell you what you have to do to be in compliance, but they don't explain how to do it. That's where "best management practices," or BMP, come into play. BMP are proven methods that help you to get into compliance and stay there while minimizing waste that can result in cost savings to you!

The Division of Water Quality has modified the U.S. Environmental Protection Agency's (EPA) electronic Stormwater Pollution Prevention Plan (SWPPP) template to fit the needs of Notice of Intent (NOI) applicants in Utah. The template is designed to help guide you through the SWPPP development process and help ensure that your SWPPP addresses all the necessary elements stated in your construction general permit. You can find the DWQ template at:

www.waterquality.utah.gov/UPDES/stormwatercon.htm

Use this guide to start a dialogue with all responsible parties involved to ensure that the requirements are met.



195 North 1950 West
Salt Lake City, Utah 84114-4810
Phone: 801-536-4400

Environmental

BEST MANAGEMENT PRACTICES

for Construction Sites



Construction and Best Management Practices

Site Cleanup & Restoration

Strive to leave the construction site better than it was when you arrived.

Final Site Stabilization
Erosion Control Blankets
Filter Strips
Mulching
Seeding and Planting
Restoration of Existing Vegetation

Waste & Materials Management
Cleanup and Final Site Reclamation
Waste Characterization, Containment, and Disposal

Mobilization & Site Preparation

Good site preparation will save you both time and money during the course of the project.

Good Housekeeping
Establish Jobsite Standard Operating Procedures
Water Source Protection
Minimize Fugitive Dust
Site Stabilization
Preservation of Existing Vegetation / Track-out Pad
Sequential Clearing
Dust Suppression and Controls / Limit Access Points
Vehicle & Equipment Management
Washdown Areas
Equipment Fueling and Containment
Equipment Cleaning
Waste & Materials Management
Material Separation and Recycling
Waste Disposal and Management
Portable Toilets
Spill Prevention and Containment

Construction Operations & Maintenance

It takes constant vigilance to make sure that BMPs are maintained and operating correctly.

Good Housekeeping
BMP Inspection and Maintenance
Site Stabilization
Grading and Compaction
Construction Road Stabilization
Dust Suppression and Controls
Erosion Control Blankets
Filter Strips
Mulching
Seeding and Planting

Preconstruction & Planning

The prebid period is the best time to plan Pollution Prevention into your project. You will find that this type of planning will help you conserve resources, reduce your pollution and clean-up costs, and avoid enforcement action—all resulting in cost savings to you! The best time to begin identifying BMPs is before a project is bid. Remodeling and repair work requires special considerations to ensure worker safety and environmental protection.

Good Housekeeping
Environmental Management System (EMS)
Traffic Plan and Haul Routes
Noise Suppression
Waste & Material Management
Material Storage
Portable Toilets
Recycling of Materials
Waste Disposal
Environmental Compliance & Permitting Requirements
General Storm Water Permit for Construction Sites
Fugitive Dust Control Plan
Water Source Protection, Stream Alterations, and Wetlands
Waste Oil Recycling
Hazardous Waste and Materials
Washdown Areas
Vehicles and Equipment
Concrete Washout Area
Dust Suppressant Watering

1-800-458-0145

Note: Call Utah DWQ at 1-801-536-4300 for assistance, or, to report an environmental emergency, call the DEQ Hotline at:



1 Preservation of Existing Vegetation

- Minimize clearing and the amount of exposed soil.
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity.
- Protect streams, stream barriers, wild wood lands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas.



2 Construction Phasing

- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control practices before site grading begins.
- Schedule site stabilization activities, such as landscaping, to be completed immediately after the land has been graded to its final contour.



3 Construction Entrances

- Remove mud and dirt from the tires of construction vehicles before they enter a paved roadway.
- Make sure that the construction entrance does not become buried in soil.
- Properly site entrance BMPs for all anticipated vehicles.



4 Silt Fencing

- Inspect and maintain silt fences after each storm.
- Make sure the bottom of the silt fence is buried.
- Securely attach the material to the stakes.
- Don't place silt fences in the middle of a waterway or use them as a check dam.
- Stormwater should not flow around the silt fence.

TOP TEN BMPs

for Pollution Prevention at the Construction Site

For more information on Best Management Practices (BMPs), go to DEQ's BMPs for Construction Site at:

www.DEQ.Utah.gov/Business_Assistance/Construction/

For general stormwater questions and assistance, contact the Division of Water Quality at:

801-536-4300

To report an Environmental Emergency, call:

1-800-458-0145



5 Storm Drain Inlet Protection

- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris.
- Make sure the rock size is appropriate (usually 1 to 2 inches in diameter).
- If you use inlet filters, maintain them regularly.



6 Vegetative Buffers

- Protect and install vegetative buffers along waterbodies to slow and filter stormwater run-off.
- Maintain buffers by mowing or replanting periodically to ensure their effectiveness.



7 Site Stabilization

- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as land alterations have been completed.



8 Equipment Fueling and Containment

- Use offsite fueling stations as much as possible, or dedicated fueling areas onsite.
- Discourage "topping-off" of fuel tanks.
- Dedicated fueling areas should be level, and in consideration of downstream drainage facilities and watercourses.
- Protect fueling areas with berms and dikes to prevent run-on, run-off, and to contain spills.
- Use vapor recovery nozzles with automatic shutoffs to control drips as well as air pollution.



9 Waste Management

- Collect concrete and wash water in concrete washout facilities, especially when operations are near water resources. Containers must be adequately sized to handle solids, wash water and possible rainfall.
- Choose smaller, covered containers and more frequent collection.
- Do not allow waste to accumulate on-site.
- Separate recyclable materials from waste and keep covered.
- Conduct visual inspections of dumpsters and recycling bins, removing contaminants and keeping containers covered.
- Stockpile processed materials on-site separately. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.



10 Fugitive Dust Suppression

- Apply water on haul roads.
- Haul materials in properly tarped or sealed containers.
- Restrict vehicle speeds to 10 mph.
- Cover excavated areas and material after excavation activity ceases.
- Reduce the excavation size and/or number of excavations.
- Water-down equipment and excavation faces.