



**CLEARFIELD CITY PRELIMINARY SUBDIVISION CHECKLIST**  
Community Development Department, 55 South State Street, (801) 525-2780

**PROJECT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ **CURRENT ZONING:** \_\_\_\_\_

**DESCRIPTION OF REQUEST:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUIRED INFORMATION:**

This checklist is intended to assist the applicant in preparation and submittal of a complete application. Certain items may not be applicable and may be waived by the Planning and Zoning Administrator. If you have questions regarding any of the application materials or how to obtain them, please contact the Planning and Zoning Administrator at (801) 525-2784.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL NOT BE PLACED ON A PLANNING COMMISSION AGENDA UNTIL COMPLETE

**1. DEVELOPMENT REVIEW MEETING:**

All applications for new development shall be reviewed by City staff in a Development Review Meeting prior to submittal of the project for Planning Commission review.

Development Review Meeting Date: \_\_\_\_\_

**2. APPLICATION MATERIALS:**

- Completed Land Use Development Application Form
- Property Owner's Affidavit/Agent Authorization Form
- Electronic version of a PDF of all plans.
- Two (2) full size (24"x36") and two (2) reduced (11"x17") copies of all plans. All plans must be drawn to an engineering or architectural scale.
- Preliminary Subdivision Plat
- Preliminary Civil Plans (Drawn to scale with dimensions)
  - Site Plan
  - Grading & Drainage Plan
  - Utility Plan
  - Erosion Control Plan
  - Storm Water Pollution Prevention Plan (SWPPP)
  - Demolition Plan
  - Site Survey
  - Clearfield City Public Works Standards
- Geotechnical Report – 2 Copies (For new construction and any increase of impervious surface)
- UDOT Approval (if located along a UDOT right-of-way)