Development Review Process  
Construction, Recording, & Building

**CONSTRUCTION OF PUBLIC INFRASTRUCTURE**

- **Inspection Fees**: Developer pays inspection fees to the City Recorder’s Office (3.2% for first $750,000, 1% for additional)
- **Pre-Construction Mtg**: Developer schedules pre-construction meeting with the Engineering Department
- **Notice to Proceed**: Engineering issues developer a Notice to Proceed with construction. Developer may begin infrastructure improvements
- **Fire Inspection**: Developer schedules a fire flow test with one of UFA’s approved fire engineering companies, and submits the test to Fire Marshal
- **Bond Reductions**: As infrastructure improvements are inspected & signed off, bond reduction request letters may be submitted by developer
- **Dry Utility Coordination**: Developer works with utility companies (Rocky Mountain Power, Questar, Direct Communications) for design & service requests
- **Parks Pre-Construction Mtg**: Developer schedules a pre-construction meeting with the Parks & Rec Director
- **Final Approval**: Planning Dept sends letter to Building Dept & Developer allowing building permits to be accepted for review once departments have given approval (Fire, Engineering, Parks & Rec, Recorder)
- **Acceptance of Improvements**: City inspectors pass off walkthrough & upon recordation of the plat developer can request to enter 1-year warranty period (City Council approval required). Bonds must be posted prior to recording & entering warranty
- **Infrastructure Completion**: Developer completes all infrastructure & schedules final walkthroughs with City & UFA
- **Plan Revisions**: Building permit plans are reviewed for compliance with Building Codes & applicable codes.
- **Application for Utility Meters**: Builder contacts Rocky Mtn Power & Questar for electric & gas meters, and contacts Water Dept for water meter
- **Inspections**: Footing, Foundation, Rough Plumbing, 4-Way, Exterior Wrap
- **Permit Issued**: Building permit is issued after payment of impact fees, connection fees, water rights (if applicable), plan review fees
- **Plan Revisions**: Builder revises plans & resubmits
- **Acceptance of Improvements**: City inspectors pass off walkthrough & upon recordation of the plat developer can request to enter 1-year warranty period (City Council approval required). Bonds must be posted prior to recording & entering warranty
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**PLAT RECORDING**

- **Recording - 1**: Developer submits title report, water rights, recording fee, receipt for paid property taxes (and greenbelt taxes), mylar, and consent to record to the City Recorder. Infrastructure bond posted, Parks & Landscaping bond posted, community improvements fee & any other fees paid
- **Recording - 2**: Mylar is distributed for City signatures
- **Recording - 3**: Developer obtains signatures on mylar from Rocky Mountain Power, Questar, & Direct Communications, & resubmits to the City Recorder. Plat is recorded

**BUILDING PERMITS**

- **Application for Utility Meters**: Builder contacts Rocky Mtn Power & Questar for electric & gas meters, and contacts Water Dept for water meter
- **Inspections**: Footing, Foundation, Rough Plumbing, 4-Way, Exterior Wrap
- **Permit Issued**: Building permit is issued after payment of impact fees, connection fees, water rights (if applicable), plan review fees
- **Plan Revisions**: Builder revises plans & resubmits
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**LANDSCAPING**

- **Final Approval**: Planning Dept sends letter to Building Dept & Developer allowing building permits to be accepted for review once departments have given approval (Fire, Engineering, Parks & Rec, Recorder)
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* Developer may either bond for all public infrastructure or may construct the infrastructure and only bond for the warranty amount prior to recording the plat.

Updated 4-20-15