



PAYSON CITY – Development Services

439 W Utah Avenue, Payson UT 84651

Phone: 801-465-5204 www.paysonutah.org

PRE-CONSTRUCTION MEETING

Development Review Committee Submittal Form

For Office Use Only

Application Date _____ Pre-Construction Meeting Date _____ Time _____

Project Name _____

Project Location _____

Developer/Applicant:

Company _____

Contact _____

Phone # _____ Email _____

General Contractor (Site Work):

Company _____

Contact _____

Phone # _____ Email _____

Project Manager:

Contact _____

Phone # _____ Email _____

Fire Prevention Program Superintendent:

Contact _____

Phone # _____ Email _____

Registered Storm Water Inspector:

Contact _____

Phone # _____ Email _____

Subcontractors:

Company _____

Contact _____ Phone # _____

Company _____

Contact _____ Phone # _____

Company _____

Contact _____ Phone # _____

SUBMITTAL CHECKLIST (applicant – please ensure all items are included in this submittal)

	Approved Civil Construction Drawings
	Project Schedule and Description
	Land Disturbance Permit
	Excavation Permit(s)
	Certificate of Insurance
	Traffic Control Plan – (Identify how traffic is properly directed within and near the project zone)
	Mix design for concrete and asphalt.
	Copy of current contractor’s license with an E100, S390, or S210 classification.
	Development Bond Submitted

I certify that this application and all the information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. I acknowledge that I have reviewed the applicable sections of the Payson City Municipal Code and the Pre-Construction Meeting Supplemental Sheet, 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 to comply with any and all applicable Payson 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 Payson City may rescind any approval or take any other legal or appropriate action. I also agree to allow the staff, planning commission, city council, or appointed agents of the city to enter the subject property to make any necessary inspections thereof.

Project Representative: _____ Date: _____

SUBMITTAL REQUIREMENTS

Submit to: Debbie Bushnell, Public Works, 439 W Utah Avenue, Payson, UT

Submit by: One week prior to requested DRC meeting date. (target date) _____ or
see development calendar

Submit both paper and electronic:

1. **Paper** submittal:
 - a. Plan sets - one (1) sized 24” x 36” and one (1) sized 11” x 17”
 - b. All reports and other documentation - One (1) set sized 8.5” x 11”
2. **Electronic** submittal on **DISC**:
 - a. A full plan set in one (1) single pdf
 - b. An electronic design file AutoCAD 2014 format (N.A.D. 83 Coordinates)
 - c. Reports and submittal checklist documentation each in a separate pdf.

NOTE:

1. Applications will not be accepted without ALL the required information and submittal materials. The city will not hold partial submittals.

ADDITIONAL INFORMATION (Links)

Payson City Standards and Specifications – <https://paysonutah.org/storage/2016/05/2012-APWA-Payson-Specifications-2015-1.pdf>
Utah MUTCD - <https://www.udot.utah.gov/main/uconowner.gf?n=12281504735606387>



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PRE-CONSTRUCTION MEETING SUPPLEMENTAL SHEET

APPLICATION REQUIREMENTS AND PROCEDURE

A pre-construction meeting must be conducted before work can commence on the site. The lack of information or improper information supplied by the applicant shall be cause of an incomplete application and denial of the request for a pre-construction meeting.

GENERAL INFORMATION

Inspections and Testing

- All inspections and testing must be completed as required in Payson City’s Technical Specifications dated February 2005. Any changes must be approved in writing by the City Engineer. The inspections of the utilities will be done separately from the surveying of the newly installed utilities. Both the surveying and the inspection must be completed before backfilling the trench can occur, or the contractor will have to expose the utility for inspection or surveying.
- Bacteriological testing on culinary water lines are required. Samples may be submitted to the Payson City Water Department before 11:00 am on Tuesday and Thursday of each week.
- A coordination meeting is required to be held on-site with Payson Power, the excavator, and project electrician before work commences.

Traffic Control

- A traffic control plan must be submitted and approved prior to any work in the public right-of-way.
- Proper signage must be in place at all times to ensure safety of construction personnel and the traveling public.
- If unsafe conditions are found on the project, all work will be stopped until proper signage is in place.

Storm Water Pollution Prevention Plan (SWPPP)

- A Storm Water Pollution Prevention Plan detailing the plans for sediment and erosion control for active construction sites must be filed with the Utah Department of Environmental Quality and Payson City. More information regarding SWPPP may be obtained at <http://www.waterquality.utah.gov/UPDES/stormwatercon.htm>.
- SWPPP information must be posted on-site, and the contractor is responsible to make sure the plan is implemented and maintained. Periodic inspections are conducted by Payson City.

Coordination with Other Entities

- Natural gas, phone, cable TV, and other private utilities must be installed or conduits installed prior to paving the roads. Coordination with these other utilities should be done in advance so that they will be installed in time for the paving.
- An encroachment permit is required for any work completed in a public road owned and maintained by the Utah Department of Transportation.

- Identify any existing private utility lines from the Blue Stake marks and if the City's proposed utility is closer than three feet to the private utility from the outside edge of the City utility pipe the contractor is to immediately contact the City to resolve the conflict and to not install any pipe until the issue is resolved. If the contractor does not resolve the conflict, the cost to remove and relocate the utility will be at the cost of the contractor.

Commencement of Excavation and Grading

- Prior to commencement of excavation, grading, and the installation of improvements, the final plat of the subdivision must be recorded or site plan approval must be granted, as applicable.
- An excavation permit must be issued by the City Engineer.
- No building permits shall be issued prior to completion, inspection, and approval of all required infrastructure and an all-weather passable access approved by the Fire Chief.

As-Built Drawings

- Accurate records shall be kept as the infrastructure is installed. All utilities must be surveyed by Payson City before the utilities are backfilled or covered. Access to the site by the Payson City Surveyor is required and must be accommodated.
- Any changes to the construction drawings must be indicated on the as-built drawings. Any significant changes shall be approved in writing by the City Engineer prior to installation in the field. The final bond amount will not be released until the as-built drawings have been received.