

City of Woodland Hills

Dear Citizen,

Welcome to Woodland Hills. As you begin your building process, we hope this information, as well as the interactions you have, are both helpful and professional.

PLEASE NOTE

Building in Woodland Hills is very different than other locations in Utah. The beautiful landscape and mountain living that attracts us to this place, also causes challenges that are unique to our location. Even if you or your builder are familiar with building in other locations, please review and follow our unique building requirements.

Specifically, a building permit consists of three parts:

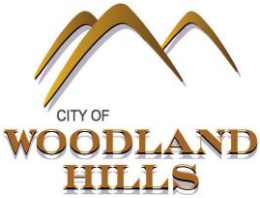
1. **Site Plan** - Do not underestimate this step. Woodland Hills has very specific requirements due to our mountain topography. You must complete all required steps and work with our building inspector to successfully complete this step. It is not unusual for this step to require several iterations.
2. **Fire Safety Permit** - This allows the property owner to begin the clearing of trees to provide emergency vehicle access and safety during the construction. This work needs to be done prior to when the final building permit is issued.
3. **Building Plan Approval** - This step involves submitting plans that have been reviewed by your architect and your engineer to certify that the building can handle the unique conditions (snow) faced in Woodland Hills.

Woodland Hills complies with all state regulations regarding building permit approvals. We respond to each submission within 14 business days and seek to work with you during the process. Experience has shown that multiple submissions are typically required to meet all the requirements. Your attention to notes and annotations on each submission will help shorten the time it takes to complete this process.

We hope you will find the enclosed information packet helpful. It contains information regarding municipal services, phone numbers, ordinances, etc. You can also access the City's website at www.woodlandhills-ut.gov for current community information.

In the meantime, if you have any questions, please call our office at 801-423-1962 Monday thru Thursday from **9am-3:00pm** and we will be happy to help you.

Sincerely,
Wendy Pray Mayor



Residential Building Permit Checklist

To register with My City Inspector, please visit www.woodlandhills-ut.cityinspect.com

Permits will not be accepted as incomplete submissions.

In the 2021 Legislative Sessions, several items were changed that regulate the time frame of reviewing building permits and what items can be submitted as part of the building permit application process. This change requires a few pre-approvals prior to submission for building permits.

Woodland Hills City's Planning and Zoning and Storm Water departments will be required to review and approve your plans through My City Inspector before the building department will receive and review your project. Payment of required fees must also be received before the application and plans will be reviewed.

If you have any questions regarding this form, please call the city offices at 801.423.3900

Items to include when submitting for a building permit:

- Completed and signed building permit application
- Plan check fee is due in FULL at time of permit submission. Contact office staff for amount.
- Plan Review Deposit Receipt
- Woodland Hills Utility Application and Agreement
- Colored Elevation
- Calculation of Building Height
- Land Disturbance Permit

One (1) COMPLETE set of building plans submitted in a pdf format which includes:

- Site plan review
- Permit plans
- Manual J&D
- Owner/Builder Certificate
- Permit Engineering Plans
- RES check (signed)
- Truss Layout
- Truss Details
- State NOI
- SWPPP
- Natural Hazard Assessment
- Septic System Approval
- Completed Site Plan Checklist
- Engineer Structural Calculations

Process after submission for a Building Permit

1. Plans are reviewed on a first-come, first-serve basis for complete submittals.
2. Plan review can take several weeks depending on current demand.

Requirements when picking up Building Permit

Payment of permit fees and bonds (minus deposit) payable to Woodland Hills City by CHECK ONLY

Things to know after you get a Building Permit

1. A building permit expires 180 days (six months) after being issued, or from the last inspection. If your permit expires, one-half of the original permit fee will be charged to renew the permit.

2. Inspections are required for footings, foundations, temporary power, underground plumbing, sewer lateral, power trench, four-way (framing, rough electrical, rough plumbing, mechanical), gas line, insulation, drywall, flashing, lath, permanent power, drive approach, and final. One re-inspection is allowed for each required inspection. Additional inspections require a \$50 re-inspection fee.
3. Changes from approved plans may require additional plan review fees for review and re-approval time.
4. Please request inspections through My City Inspector.
5. A 24-hour notice is required when scheduling and/or cancelling inspections.
6. Building Inspection hours: Monday-Friday 8 a.m. to 5 p.m. Closed on all major holidays.

Obtaining A Building Permit and Certificate of Occupancy

Listed below are the basic steps and fees involved for obtaining a permit. Please feel free to call Jody Stones, City Recorder, at 801-423-1962, Mon. thru Thurs. from 9am-3pm, if you should have any questions.

Site clearing or excavation before the Utah County Board of Health has approved the property for a septic system and prior to a Site Plan being approved by the City of Woodland Hills is a misdemeanor and may be prosecuted as such.

Steps to obtaining a permit

1. Register for an account by clicking on the link https://woodlandhillsut.cityinspect.com/register?registration_id=15989d4f23a6be
2. Login to the Woodland Hills City Inspect website by clicking on the link <https://woodlandhills-ut.cityinspect.com>
3. If necessary, obtain a septic system approval from the Utah County Board of Health or determine eligibility to connect to the sewer system and impact fees required. Septic system approvals must be obtained before submitting for site plan.
4. Upload all required documents to your City Inspect account.
5. Pay the following fees to city

At the time of submittal, the following fees must be paid by check:

Fire Inspection Fee	\$150.00
Fire Site Plan Review Fee	Based on time to review
Building Permit Application Fee	\$200.00
Site Plan Review Fee	\$200.00
Building/ Plan Check Deposit-Refundable Upon Issuance of Occupancy Permit (In the event the permit process is terminated appropriate fees will be billed against the deposit and will go toward the plan check fee as the Site Plan Review has already taken place)	\$5000.00

Upon Application Approval, return to the City Recorder to submit the following documents and pay the following fees to obtain a building permit: (see “Details of Each Step”)

Water Service Application and Agreement (refundable deposit)	\$200.00
Completed Building Deposit Agreement	N/A
Building Permit fee based on the standards outlined in the Uniform Building Code Fees Schedule.	Valuation given by the Building Official
State tax of 1% of Building Permit fee	TBD
Plan check fee of 65% of the Building Permit fee	TBD
Impact Fees as applicable	See Impact Fee schedule
Water Impact fee	Varies depending upon lot
Water Connection Fee	\$450.00
Sewer Impact Fee (if available)	\$1948.11
Sewer Connection Fee (in identified areas)	\$9000.00
Sewer Hook-Up Fee	\$200.00
Well Impact Fee	\$2000.00

If you have an unfinished basement, an additional fee of \$180.00 will need to be paid to cover future inspection fees.

All fees paid at the initial submittal will be applied to the overall Building Permit Fees.

Obtaining a Building Permit

The building inspector will issue the building permit after:

- Confirming that all necessary documents have been obtained
- Plan review has been completed and approved
- Upon receipt of all applicable fees.

Fire Suppression System and Safety Permit

Please carefully review the City Code Title 5, Chapter 4, Article 2 which requires a certified fire suppression system. Fire suppression plans must be reviewed and approved by a 3rd party and installed by a licensed contractor. The suppression system is required over any/all heated floor space, including a garage.

Certificate of Occupancy

A Certificate of Occupancy must be obtained before occupying the home. A certificate may only be issued if the home is in conformity with the Building Code, the Zoning Ordinance, and all other applicable ordinances.

Temporary Certificate of Occupancy

A Temporary Certificate of occupancy may be issued from the Building Official if the building official determines that the building is substantially complete and that there are no life or health threatening hazards existing on the property. As a condition of receiving a temporary occupancy permit, the applicant must agree to complete an application for a Temporary Occupancy Permit, pay a fee that is established by City Resolution, and agree to complete the items shown on the final checklist by the deadline. The applicant understands that it shall be a Class C misdemeanor, subject to penalty as provided in section 1-4-1, to inhabit a building with a temporary occupancy that has expired.

If the only deficiency is the inability to complete the required hard- surfaced driveway due to inclement weather, a temporary certificate may be issued if a sum equal to 125% of the estimated cost, as determined by the Building Official of such a driveway, be placed in an escrow account and is available to the City for the purpose of completing the driveway if the applicant has not completed the driveway within nine months of receipt of the temporary occupancy. This amount is in addition to the \$5000.00 building deposit. It shall be the responsibility of the permit holder to restore City infrastructure to its original subdivision standards, i.e. rock- lined ditches, shoulder, curb, culverts, etc.

Helpful Phone Numbers

Plan Checks & Building Inspection, Corbett Stephens	801-857-0788
Fire Chief, Craig Northup	801-891-5387
City Recorder, Jody Stones	801-423-3900

Helpful Information

Electricity is through the Strawberry Electric Service District (SESD). Any questions concerning electricity should be directed to SESD at 801-465-8020.

Water service for construction and for continued use requires connection to the City Water System. The Builder/Owner must understand that upon this agreement they will be billed \$78.00 per month for water meter connection with all water usage billed additionally. Meters will be set by the City Public Works Department. The fees for the meter include a \$78.00 flat fee per month plus a usage fee. The Owner/Builder is responsible for freezing meters, please take precautions. For more information regarding the freezing precautions, contact Lori Thomas, 801-423-3900. Meters will be set prior to the final inspection, weather permitting.

Gas is provided by Dominion Energy to the residents of Woodland Hills. Brad Mattinson in the pre-construction department is the contact at Dominion Energy at 801-853-6585.

Mail service is through Salem Post Office. When you are ready to receive delivery, contact the Salem Post Office at 134 E. 200 N., Salem to apply for a mailbox.

Garbage service is provided through Waste Management. Curbside pick-up is done on Tuesday. Contact 801-423-3900 for a garbage and recycling can.

High Speed Internet is available in all areas. Please call the City office, for more information.

The City of Woodland Hills follows Federal EPA SWPPP requirements and also requires a Land Disturbance application. Please contact Mitch Hilburn with Mystic Peak, LLC at 801-674-7754 for more information concerning these items.

Natural Hazard Assessments need to comply with the following:

- A. The assessment shall be prepared by a geologist or engineer licensed by the State of Utah who has at least four (4) years of experience in a responsible position in the field of engineering geology. The assessment shall be signed, dated, and stamped by the preparer and include the qualifications of the preparer.
- B. The assessment shall be a site-specific engineering geology study and shall identify all known or suspected potential geologic hazards, originating on-site or off-site, whether previously mapped or unmapped, which may affect the proposed structure or use of land.
- C. The assessment shall identify the degree to which the hazards affect the proposed structure or use of land and recommend mitigation measures to adequately protect persons and property, including occupants and property improvements related to the proposed structures and uses, and to meet the standards of this ordinance.
- D. The assessment shall contain a detailed site map of the subject area showing any site-specific mapping performed as part of the geologic investigation, and including boundaries and features related to any natural or geological hazards, topography, and drainage. The site map must show the location and boundaries of the hazard(s), delineation of any recommended setback distances from hazard(s), and recommended location(s) for structures. Recommended buildable and non-buildable areas shall be clearly identified.
- E. The assessment shall contain trench logs and test pit logs, boring logs, aerial photographs, references with citations, and other supporting information as applicable.
- F. All recommended mitigation measures identified in the Natural Hazards Assessment shall be incorporated into the design of the proposed structure or use of land. In the event that the Natural

Hazards Assessment provides alternative mitigation measures, the applicant shall elect which mitigation measures to implement, and the applicant shall submit a supplemental Natural Hazards Assessment confirming that the elected mitigation measures are sufficient to adequately protect persons and property and to meet the standards of this ordinance. The applicant shall submit engineered plans for the proposed mitigation measures, which plans will demonstrate how the mitigation measures will be incorporated into the design of the applicable structure or use of land. These plans shall be prepared by a professional engineer who is licensed to practice in the State of Utah and is qualified to develop such plans. The City Engineer may reject the plans if the City Engineer finds that the professional engineer has insufficient training or experience, or if the City Engineer finds that the plans insufficiently describe the proposed mitigation measures or do not meet the other requirements of this Chapter. The City Engineer may require that supplemental or revised plans be submitted.

- G. The City Engineer shall determine if the submitted plans sufficiently describe the proposed mitigation measures. Upon the determination by the City Engineer that the Natural Hazards Assessment meets the standards of this Chapter, the City shall issue a clearance which incorporates the uses, structures, and mitigation measures approved by the City Engineer.

11-9-4 NATURAL HAZARD AND FLOOD HAZARD STUDYS

A. GENERAL STANDARD

The mitigation measures identified in the Natural Hazards Assessment shall be sufficient to provide adequate protection to persons and property, including occupants and property improvements related to the proposed structures and uses, and to meet the standards of this ordinance.

B. SITE INVESTIGATION, HAZARD IDENTIFICATION and MITIGATION IMPLEMENTATIONS

Occupied structures and habitable spaces, shall not be placed in areas subject to rock fall, debris flow, avalanche, landslides, or surface fault rupture, unless the site for such structure or use of land is investigated in the site-specific Natural Hazards Assessment and it meets the requirements of this Chapter and the mitigation measures identified in the Natural Hazards Assessment are all incorporated into the design of the structure or use of land and implemented. If the Natural Hazards Assessment finds that no mitigating measures are needed, then no mitigating measures are required.

C. NO COVERING UP

No use, construction, or grading shall be permitted or performed which would conceal, misrepresent, or cause to be unrecognized the presence of any natural hazard.

11-9-5 SPECIAL REQUIREMENTS

A. Certification by Engineer-Plans

When this Chapter requires the preparation and submittal of engineered plans, such plans shall be prepared by a professional engineer licensed to practice in the State of Utah and who is qualified to prepare such plans through experience and training. The required engineered plans shall bear on it a certification by the engineer that the plans implement all of the recommended mitigation measures. Prior to the City issuing any clearance to commence construction, the City Engineer shall determine if the requirements of this Chapter have been met.

B. Certification by Geologist or Engineer

When a Natural Hazards Assessments is required by this ordinance for a structure, the Natural Hazards Assessment shall bear the signed certification of the Utah State licensed geologist or engineer, who has at least four (4) years of experience in a responsible position in the field of engineering geology, that the recommended mitigation measures are sufficient to provide adequate protection to persons and property. Prior to the City issuing any clearance to commence construction, the City Engineer shall determine if the requirements have been met.

SITE PLAN CHECK LIST

(This must be turned in with your completed site plan)

All applicable items on this checklist must be shown on the site plan before approval can be given by the city.

____ 1. Date, north arrow and scale on the plat. (No more than 1" = 20'; supplementary site plans at a larger scale are encouraged).

____ 2. Name and firm address of professional individual responsible for the preparation of the site plan including imprint of his professional seal. (Must be surveyed and certified by a registered surveyor or engineer.)

____ 3. Name and current address of property owner/petitioner.

____ 4. Locational sketch drawn to scale showing where your lot is on a small map of the city.

____ 5. Legal and common or popular description of the subject property.

____ 6. Size in acres AND square feet of the subject property.

____ 7. All lot and/or property lines are to be shown with bearings and dimensions, including building setback lines.

____ 8. Location of all existing structures within 100 feet of the subject property's boundary. (This means your neighbors around you.)

____ 9. Location and dimensions of all existing and proposed structures on your lot. (*Remember that the landscape is to be preserved in its natural state (as is practical) by minimizing tree and soil removal. Also, any grade changes shall be in keeping with the general appearance of neighboring developed areas.) Please read the Wildland Interface/Fire Safety Ordinance found in Title 5-4-2 that was enclosed in the packet given to you. It tells you how to clear the brush from around your new home, etc.

____ 10. Location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, curbing, parking areas, etc. All driveways shall have a maximum slope of 15% and shall follow all other requirements as set forth in Section 2.3.16 of the city's Development & Construction standards.

____ 11. Location, pavement width and right-of-way width of all abutting roads, streets, alleys or easements. Driveway slope within the city right-of-way must comply with requirements set forth in Section 2.3.16 in the Development and Construction standards.

____ 12. Existing zoning of your lot and all properties abutting your property.

____ 13. Show finished floor elevation and spot elevations throughout the site to show the ability to maintain a minimum 2% slope away from the structure for a minimum of 12 feet, site grading for drainage, and driveway slope.

____14. Location of all existing and proposed landscaping and vegetation (your best guess), location, heights and type of existing and proposed fences, walls and retaining walls (including design elevations at the top and bottom of the wall at various locations). Landscaping and brush/tree removal requirements are found in City Ordinance 5-4-2, titled Wildland Interface/Fire Safety, in Section E on Vegetative Clearance.

____15. Size and location of existing and/or proposed fire hydrants (there must be a fire hydrant within 250 feet of your future home) and utilities including proposed connections to public sewer (it could happen sometime) or water supply systems. Septic tank(s) and drain field(s) locations must be shown.

____16. Location and size of all subsurface and surface water drainage facilities, existing and proposed; and any established floodplain areas, bodies of water or other “unbuildable areas” (30% grade or greater) if present on the site. (A grade of over 30% could be such an item. Also remember that water draining from your lot cannot negatively impact your neighbors.) A 15” minimum grated culvert is to be shown under your driveway. Some steeper areas may require a larger culvert to handle larger water volumes.

____17. On all site plans, design and existing contour intervals must be shown at a maximum of two (2) feet for all areas less than 30% slope and ten (10) feet for areas greater than 30% slope. The city engineer may determine the necessity of additional topography information.

____18. Homes requiring a septic tank must submit a septic permit and the permitted design from the Utah County Health Department Private Wastewater Treatment Department.

Dear New Resident:

Welcome to the City of Woodland Hills. This letter is to inform you that your water and garbage services are provided by the city. To set up your utility account and avoid any disruption of water service, the attached Water Application and Agreement for Water Service need to be completed and returned promptly. You may bring your paperwork to the City office during the hours of 9am - 3pm, Monday through Thursday. If that isn't convenient, you can email it to treasurer@woodlandhills-ut.gov, put it in the city drop box located on the north side of the mailbox complex on Woodland Hills Drive at the entrance to the city, or mail it to 200 S. Woodland Hills Drive, Woodland Hills, UT 84653.

A \$200 water deposit is required for property owners. If all bills have been paid on time each month, your deposit will be applied to your account in one year. If, at any time the home is rented or leased, a \$200 deposit is required from the owner, and a \$350 deposit will be required from the renters if the account is put into their name. When they move out, their deposit will be applied to their final bill and any balance will be refunded. If they leave an unpaid balance, the property owner will be responsible to pay that balance.

Please read the information in the application and keep a copy for your future reference. It is especially important that you note your responsibility to insulate your water meter before the winter months. It is very cold in our city and meters will freeze if not properly insulated! You are responsible for the cost of replacing your meter if it freezes. The minimum cost of replacement is \$450.

The monthly utility charges are:

Water System Maintenance Fee:	\$52
Water Usage Fee	Charged per gallons used*
Garbage:	1st can: \$12.50/mo. Additional cans: \$8.50/mo.
Recycle bin:	\$16.00 each/month
Residential Sewer	\$54
Statement mailing fee	\$2.00/month (No charge if emailed or Xpress Bill Pay Paperless)

* Water rates are tiered beginning at \$1.00/1,000 gallons used. There is a rate increase at each 10,000-gallon increment. (Please contact the city if you want more detailed information.)

You can make payments with a check or cash at the city office, by mail or in the city drop box. You can pay electronically with a debit or credit card or bank account withdrawal through Xpress Bill Pay online. A flyer explaining Xpress Bill Pay is attached or use the link on the city website.

You will find additional information on our city website: woodlandhills-ut.gov. If you would like to receive information from the city via email, please indicate that on page three of the application. We also have a calling service through Everbridge to notify you in case of a city emergency, or with other important information or announcements.

Garbage and recycling will be picked up every Tuesday. Have your cans at the end of your driveway by 6:00 am. Please be sure they are not in the way of the snowplows during the winter months. If you have any questions, please call the City at (801)423-1962 or (801)423-3900.

Thank you,
Lori Thomas, Woodland Hills Treasurer

Agreement for Water Service

The undersigned represents that he/she is the owner/renter of the premises at _____ address and do hereby apply for water to be furnished by the City of Woodland Hills for use at said premises.

The undersigned further agrees that he/she will pay the monthly Water System Maintenance Fee and will pay for all water furnished to the house, tenement, building, space, premises or lot located at the above address according to the ordinances, rules and regulations enacted or adopted by the City of Woodland Hills.

The undersigned also agrees to pay a \$200.00 deposit for an owner, or \$350.00 deposit for a renter. Owner deposit will be credited to their account after one year IF he/she has paid all water bills on time with no late notices sent. Renter deposit will be held and used for final billing and any balance will be refunded. Furthermore, if owner/renter has the water at premises shut off for non-payment, he/she will forfeit this deposit and it will be applied to the past due amount on their water bill. The owner/renter will also be required to pay all disconnect/reconnect fees and provide city with an additional deposit before service is restored.

Owner/renter understands that upon this agreement they will be billed a Water System Maintenance Fee of \$52.00 per month PLUS all water usage billed additionally.

Dated this _____ day of _____, 20_____

Owner/Renter Signature

Printed Name

Social Security Number (required)

Co-owner/Co-Renter Signature

CITY OF WOODLAND HILLS
Application for Services

Name(s) _____
Service Address _____
Mailing Address (if different) _____
Phone number(s) _____
E-mail _____
Social Security Number(required) _____
Driver's License (Name on license, Issuing State and Number) _____

Date you took (or will take) possession of home _____
Employer _____
Employer Phone _____
Credit References or relatives not residing with applicant (name and phone) _____

IF applicant is a business entity (not an individual):

Accounts payable contact and phone # _____
President/Partner/Member/Owner _____
Address _____
Phone _____
Driver License (State and Number) _____

IF home is to be built, who will be paying utility bill during construction?

Builder or Owner (Please circle) _____
Address _____
Phone _____

Security Deposit: \$200.00 (Owner) or \$350.00 (Renter) If home will be built, deposit is included in building permit fees. Billed _____ Check # _____ or Cash _____ Date paid _____

The applicant(s) named above ("Consumer") hereby applies to City of Woodland Hills("City") for culinary water service to the listed service address. In return for such service, Consumer agrees to pay to City from the date of service and upon presentation of statements therefore, all charges of usage, assessment, service connections, repairs, replacements, improvements and extensions to City's system necessary to meet Consumer requirements. Charges shall be made at the regularly established rates for the appropriate classification of service in effect.

Consumer shall advance the security deposit as shown above. It is understood that City may, but shall not be required to, apply the deposit to bills due for prior service and the right of City to discontinue service as herein provided shall exist even if the deposit has not been so applied. City shall not be required to pay any interest on the security deposit. On final settlement of Consumer's account, any unused balance of the security deposit will be refunded. The deposit shall not be considered an advance payment for services. Charges and unpaid amounts shall be considered delinquent, notwithstanding the existence of deposit and Consumer shall not have the right to compel City to apply the deposit to any account to avoid delinquency. City shall apply the deposit to Consumer's account one year after date of service begins if all amounts due have been paid and no late payment or other delinquency has occurred.

Should Consumer change location and occupy a subsequent or additional location in the City of Woodland Hills, Consumer shall notify City of such change of address. City may note such change in its records. This agreement

and Consumer obligation to pay for all services furnished shall continue to be binding on Consumer at all subsequent and additional locations where services are furnished to Consumer by City.

Consumer shall permit City's authorized representative to enter Consumer's property at all reasonable times for purposes connected with the services covered by this agreement.

Consumer is responsible for insulating the water meter in the fall before the cold winter months. In the event the water meter is damaged due to freezing, the Consumer will be charged for the replacement and installation of the new water meter. This charge will exceed \$450.00.

Consumer warrants that all information supplied in this agreement is true and correct and agrees that false or misleading information shall give cause for City to deny or cancel service and demand immediate payment of any amounts due.

Payment of charges made pursuant to this agreement shall be due immediately upon presentation of the statement therefore and shall become delinquent 30 days after the date of such statement. Consumer agrees to pay reasonable costs of collection, including attorney's fees, incurred in collecting Consumer's account. City may terminate service in the manner provided by ordinance at any time Consumer is delinquent in payment. City shall not be liable for any damages resulting from such termination. Following any termination, Consumer shall be required to pay a connection fee for each service needing to be reconnected and an additional security deposit may be required. Consumer shall be responsible for payment of all amounts charged pursuant to this agreement until it is terminated in one of the following ways: (a) request by Consumer to have the water service terminated, in which case City shall physically disconnect the service; (b) by action of City pursuant to this agreement or in accordance with the ordinances, rules and regulations of City which may be in effect from time to time.

City shall use reasonable diligence to provide constant and uninterrupted services to Consumer, but if services shall fail or be interrupted or become irregular through any cause beyond the reasonable control of City, City shall not be liable for any damages resulting from such failure, interruption or irregularity.

Consumer agrees to the above terms and conditions and to be bound by the ordinances, rules and regulations adopted by City from time to time. This agreement shall be binding on City upon approval by the City Treasurer or other authorized representative of City.

Signature of applicant

Date

Approval signature for City

FIRE PERMIT APPLICATION

Application Date: _____

Project Address: _____

Owners Name: _____ Phone Number: _____

Contractors Name: _____ Phone Number: _____

Sprinkler Design/Installer: _____ Email: _____

- Final Approval:** Final approval and issuance of building permit to come from the City of Woodland Hills Building Department.
- Final acceptance of the installed fire and life safety systems will be based upon field inspection and testing in accordance with the applicable standards.
- Occupancy Prohibited Before Approval:** The building or structure cannot be occupied prior to the City of Woodland Hills Fire Department issuing a permit that indicates that applicable provisions of the Fire Code have been met. [IFC 105.3.3]
- Driveways:** If any portion of a buildable area or structure is in excess of 150' from the road frontage to the rear of the buildable area or structure as determined by the City Engineer and/or the City Fire Chief, the developer or owner shall provide on-site fire hydrants and mains supplying required fire flow according to the following cases:
 - If the rear of the building or facility is located between 150' and 200' from the road frontage, as determined by the City Engineer and/or the City Fire Chief, an on-site fire hydrant shall be provided at the driveway entrance of said building or facility.
 - If any portion of a building or facility is greater than 200 feet from the road frontage, as determined by the City Engineer and/or the City Fire Chief, an additional on-site fire hydrant shall be provided along the driveway within 150 feet from the rear of the structure, as well as an approved fire apparatus (fire truck) turnaround and driveway. The turnaround and driveway shall be an all-weather surfaced roadway not less than 16 feet wide, with a minimum vertical clearance of 13 feet 6 inches. Approved turnarounds consist of bulb turnarounds not less than 80 feet in diameter or a hammerhead turnaround with front and rear turning points not less than 3 feet in length.
 - The owner or developer, through a licensed professional engineer licensed in the State of Utah, shall demonstrate that a minimum fire-flow rate of 1,500 gallons per minute is available at each hydrant required in this Section and that this flow can be sustained a minimum of 2-hours for a total of 180,000 gallons.

- **Contractor to verify that fire hydrant is located within the distances for the residence, as stated above.**
 - **NOTE:** Water supplies for fire hydrant system are required to be installed and made serviceable prior to and during the time of construction. [IFC 501.4]
- **Marking of Fire Hydrants:** Fire hydrants must be clearly identified to prevent obstruction by parking and other obstructions. Fire hydrant locations must be identified by the installation of reflective markers and flags. [IFC 503.3]
- **Premises Identification:** All residents and buildings must have approved address numbers, building numbers or approved building identification placed in such a position as to be plainly visible and legible from the street or road fronting the property. Address numbers must contrast with their background and be Arabic numerals or alphabet letters. Numbers and characters must be a minimum of 12-inches in height, with a 1-inch stroke. [IFC 505.1]
- **Combustible Roofing Material:** Roofing materials must be non-combustible and approved by the City of Woodland Hills Fire Department. No wood shake roofing material will be permitted.
- **Automatic Fire Sprinkler System:** Dwelling must be constructed with a fire sprinkler system installed. Fire sprinkler design and installation to be in compliance with NFPA-13D and as modified by the City of Woodland Hills Fire Department. The City of Woodland Hills Fire Department requires third party review
- **Automatic Fire Sprinkler System Installation:** Installation of fire sprinklers cannot begin until the installation drawings, hydraulic calculations, and equipment data sheets have been reviewed and accepted by the City of Woodland Hills Fire Department.
- **Automatic Fire Sprinkler Systems with Antifreeze Additives:** All dwellings, guest houses or out-buildings constructed and/or altered with an antifreeze additive, must be installed in accordance with the following and as approved by the City of Woodland Hills Fire Department:
 - **Antifreeze Limitations:** Antifreeze used in a new and/or altered automatic sprinkler system installed in accordance with NFPA 13D may not exceed a maximum concentration of 38% premixed propylene glycol or 48% premixed glycerin, and the capacity of the system may not exceed 150 gallons. [Utah State Amendment-IFC 903.3.1.1.2/903.3.1.1.3/903.3.1.1.3]
 - **Antifreeze Tag and Information:** A tag shall be attached to the riser indicating the date the antifreeze solution was tested. The tag shall also indicate the type and concentration of antifreeze solution by volume with which the system is filled, the name of the contractor that tested the antifreeze solution, the contractor's license number, and a warning to test the concentration of the antifreeze solutions at yearly intervals. [Utah State Amendment - IFC 903.5.1]
- **Exterior Fire Sprinkler Flow Alarm:** An approved audible and visual (Horn/Strobe) sprinkler flow alarm must be provided on the exterior of the building. Exterior fire sprinkler flow alarm

to be located in area such that alarm is visible from the street. [IFC 903.4.2]

- **Interior Fire Sprinkler Flow Alarm:** An approved audible sprinkler flow alarm to alert the occupants within the residence must be provided in the interior of the home in a normally occupied location. [IFC 903.4.2]
- **Smoke Alarms:** Provide and install smoke alarms in accordance with International Residential Code (IRC), 2012 edition, section R314.
- **Smoke Detection and Notification (IRC-R314.1):** All smoke alarms must be listed and labeled in accordance with UL 217 and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72.
- **Location (IRC-R314.3):** Smoke alarms must be installed in the following locations:
 - In each sleeping room.
 - Outside each separate sleeping area in the immediate vicinity of the bedrooms.
 - On each additional story of the dwelling, including basements and habitable attics but not including crawl spaces and uninhabitable attics.
 - In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
- **Power Source (IRC-R314.4):**
 - Smoke alarms must receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, must receive power from a battery.
 - Wiring must be permanent and without a disconnecting switch other than those required for overcurrent protection.
- **Interconnection (IRC-R314.5):** When more than one smoke alarm is required to be installed within an individual dwelling unit the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit.
- **Carbon Monoxide Alarms (IRC-R315.1):** For new construction, an approved carbon monoxide alarm must be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages.
- **Carbon Monoxide Detection Systems (IFC-R315.2):** Carbon monoxide detection systems that include carbon monoxide detectors and audible notification appliances, must be installed and

maintained in accordance with the following and NFPA 720:

- Carbon monoxide detectors must be listed as complying with UL 2075.
 - Installed household carbon monoxide detection system must become a permanent fixture of the occupancy, owned by the homeowner and must be monitored by an approved supervising station.
 - Installed carbon monoxide alarms that meet the requirements of IRC section R315.1, are not required to comply with IRC section 315.2.
- **Alarm Requirements (IRC-R315.4):** Single-station carbon monoxide alarms must be listed as complying with UL 2034 and must be installed in accordance with the IRC and the manufacturer's installation instructions.
- **Power Source (UT-IRC-R315.5):** Carbon monoxide alarms must receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, must receive power from a battery. Wiring must be permanent and without a disconnecting switch other than those required for over-current protection.
- **Interconnection (UT-IRC-R315.6):** Where more than one carbon monoxide alarm is required to be installed within an individual dwelling unit in accordance with IRC section R315.1, the alarm devices must be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm.
- **Existing Dwellings (IFC-R315.3):** Where work requiring a permit occurs in existing dwellings that have attached garages or in existing dwellings within which fuel-fired appliances exist, carbon monoxide alarms must be provided in accordance with IRC section R315.1.
- **Inspections:** The City of Woodland Hills Fire Department requires that the following inspections be arranged:
- Rough-In: The City of Woodland Hills Fire Department requires a Rough-In Inspection be arranged before any ceilings are installed. The Rough-In Inspection is made to avoid any unnecessary alterations to building construction to survey the installations of the fire sprinkler system.
 - Tenting Inspection: When anti-freeze is not used.
 - Above Ground Fire Sprinkler Piping: The City of Woodland Hills Fire Department must witness the above ground fire sprinkler hydrostatic test and acceptance test.
 - Fire Sprinkler System Final Inspection / Acceptance Test: The City of Woodland Hills Fire Department must witness the final acceptance testing for the fire sprinkler system.

- Scheduling Inspections: Contact the City of Woodland Hills Fire Chief at (801) 891-5387 to schedule an inspection.

10-12-8 ARCHITECTURAL AND LANDSCAPING STANDARDS

10-12-8A Building and Exterior Requirements

10-12-8B Landscaping and Buffer Walls – Residential Users

10-12-8C Landscaping and Buffer Walls – Commercial Users

10-12-8D Standards and Maintenance

These architectural and landscaping standards are established for both exterior and interior design of proposed buildings and structures. Their intent is to promote and encourage a more livable and harmonious visual environment while preserving the natural setting of the city. Furthermore, the intent is to provide a set of guidelines by which the city Architectural and Landscaping Review Committee can fairly and reasonably apply to all proposed building sites. These Standards help eliminate subjective and arbitrary review by establishing guiding principles under which a city committee can conduct its required assessment.

Some subdivisions in the city may have their own Home-Owners Association (HOA) and/or their own separate Covenants, Conditions and Restrictions (CC&Rs) that are enforced by an Architectural Committee or the individual homeowners in the subdivision. The city does not enforce any building restrictions that may be promulgated by these entities. The legal standard is whichever restriction is the more restrictive (the CC&Rs or the city ordinance) rules. The city does enforce its own ordinances.

A. Building and Exterior Requirements

1. No single-family residence shall exceed two stories above grade. Grade shall be established as the nearest finished grade adjacent to the main entrance. Maximum height and setbacks shall be determined by the city zoning ordinances.
2. Carports are not allowed as the primary parking area for new residences in Woodland Hills. All new residences must include an attached and enclosed minimum two-car garage as primary parking.
3. Accessory buildings such as storage sheds, barns, etc. shall meet the standards as outlined in the Accessory Building and Uses Ordinance found in Title 10-11-2 of the city ordinances.
4. Single-story residences shall have a minimum of 1400 square feet above grade exclusive of open porches and garages.
5. Two-story residences shall have minimums of 1300 square feet on the main (ground) level and 650 square feet on the upper level exclusive of open porches, balconies, and garages. A story shall be defined as a space designed for residential living having a minimum ceiling height

of 8 feet.

6. All residences shall have a roof that meets the engineered standard for snow loads in Woodland Hills. Approved roofing material for any building, including an accessory building, includes, but is not limited to, slate, tile, composition shingles, non-corrugated metal roofing, membrane roofing, built up roofing, modified bitumen roofing and other roofing material that has a Class A fire rating as defined in the National Fire Danger Rating System (NFDRS) and is approved by the Woodland Hills Fire Department. Corrugated metal roofing and wood shingles of any type, whether treated or not are not approved roofing materials.
7. Except for windows, the exterior finishing material on all elevations of each residence or other building shall have a Class A fire rating as defined in the National Fire Danger Rating System (NFDRS). Combinations of exterior finishes are approved, except no wood shingles are allowed.
8. The Architectural and Landscaping Review Committee must approve all exterior color schemes with preference for neutral and earth-tone colors.
9. All structures must be built according to Woodland Hills Construction and Design Standards and city building codes and comply with set-back requirements for the zone in which they are built.

B. Landscaping and Buffer Walls – Residential Users

1. Trees and other natural vegetation, living or dead, must be removed from around any structure to a distance to comply with city fire ordinance found in Title 5, Chapter 4. Further, any and all landscaping must comply with the city fire code ordinance included in Title 5.

No fence, wall, hedge, or mass planting shall be permitted to extend beyond the minimum building setback line as identified in city ordinances on any corner lot which will create a traffic hazard by obstructing the view.

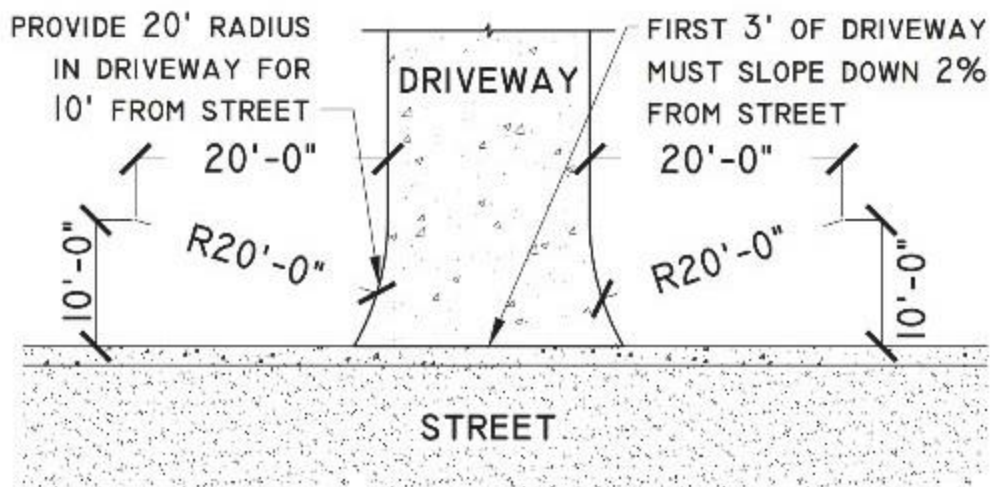
C. Landscaping and Buffer Walls - Commercial Users

1. Commercial properties shall have a minimum of 10-percent on-site landscaping as a percentage of total site area.
2. Parking lots containing more than 40 spaces shall include planter areas within the parking lot, with a minimum of 100 square feet of planter area for every ten parking spaces.
3. Commercial properties shall have a minimum of 15-foot-wide landscaped areas adjacent to all public streets; these shall include trees with an approximate spacing of 30 feet.
4. Commercial properties shall have a minimum of 10-foot-wide landscaped areas and

a 6-foot-high decorative wall or fence where the site abuts a residential use or district. The landscaped area shall include trees with a maximum spacing of 20 feet. If it is determined that this requirement does not further the intent of this ordinance, the Architectural and Landscaping Review committee may waive or modify this requirement, subject to obtaining the written approval of the abutting property owner(s).

D. Standards and Maintenance

1. All deciduous trees planted shall have a minimum of 1 ½ inch caliper trunk. All evergreen trees planted shall be a minimum of 5 feet in height.
2. All required shrubs shall be a minimum of 5-gallon size.
3. Planting areas shall be separated from commercial parking areas and driveways by a minimum 6-inch- wide concrete curb or sidewalk.
4. Non-natural landscaped areas containing grass, trees or plants shall be maintained with an automatic sprinkler/ drip irrigation system.
5. Landscaped areas, both natural and man-made, shall be maintained in a neat, clean, and orderly condition. This is meant to include proper pruning, removal of dead or dying trees and vegetation, lawn mowing, weeding, removal of litter, fertilizing, replacing of dead plants, and regular watering of all landscaped areas. Be advised that we live with wildlife in our city and deer can be very destructive to many plants and small trees. It is suggested to wrap them in chicken wire or some other protective material, particularly when they are initially planted, to help protect them.
6. Xeriscaping to conserve water is highly encouraged.



WOODLAND HILLS DRIVEWAY ENTRANCE DETAIL

NO SCALE

