

# **SCHEDULE 2 – DEVELOPMENT SERVICES DEPARTMENT**

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## **Section 1: Building Records**

### **2.101: BUILDING PERMIT APPLICATIONS**

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION - Permanent, may be transferred to the State Archives

### **2.102: BUILDING PERMIT INDEX**

These reference card files, or registers, record the issuance of building permits, names of owner and contractor, address, and permit type. It is usually arranged numerically by permit number and serves as an index to the permit files.

RETENTION - Permanent, may be transferred to the State Archives

### **2.103: CAPITAL PROJECT STATUS REPORTS**

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

RETENTION – Retain for 1 year, then destroy

### **2.104: CONSTRUCTION REPORTS**

These reports are a summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau and Utah Bureau of Economic and Business Research.

RETENTION - Retain for 2 years, then destroy

### **2.105: DEMOLITION CASE FILES**

These case files document municipal ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes.

RETENTION - Permanent

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## **Section 1: Building Records**

### **2.106: ENFORCEMENT CASE FILES**

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes.

RETENTION - Retain for 5 years, then destroy

### **2.107: NONRESIDENTIAL BUILDING PLANS**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION - Retain for 7 years, then destroy. For historical reasons, agencies must contact the Archives before the destruction of any building plans.

### **2.109: PUBLIC BUILDINGS (MUNICIPAL AND COUNTY) BUILDING PLANS**

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

RETENTION - Permanent, may be transferred to the State Archives

### **2.110: RE-ROOF APPLICATIONS**

These are building permit applications to replace an existing roof on a residential or commercial structure.

RETENTION - Permanent

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## **Section 1: Building Records**

### **2.111: RESIDENTIAL BUILDING PLANS**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION - Retain for 1 year after completion of construction and final inspection, then destroy. For historical reasons, agencies should contact the Archives before the destruction of any building plans.

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## **Section 2: Engineering Records**

### **2.201: CONSTRUCTION CONTRACT RECORDS**

These records document contracts for all engineering and construction projects undertaken by the municipality. They include payment records, reports, contracts, certificates, and related correspondence.

RETENTION - Retain for 6 years after expiration of contract, then destroy

### **2.202: CONSTRUCTION PROJECT FILES**

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION - Permanent, may be transferred to the State Archives

### **2.203: ENGINEERING PERMITS**

Permits with traffic control, road cut fees, demolition permits, resurfacing permits and any applicable documents.

RETENTION – Retain for 1 year, then destroy

### **2.204: IMPACT AND UTILITY MASTER PLAN INFORMATION**

These are comprehensive plans regarding impact and utilities. The plans serve as a guide for decision-making and may include maps, plats, and charts.

RETENTION - Permanent

### **2.205: LARGE SCALE PRIVATE DEVELOPMENT INFORMATION**

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

RETENTION – Permanent

### **2.206: MAPS AND PLATS**

City maps & plats for surveys and maintenance of City property and facilities.

RETENTION – Permanent

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## **Section 2: Engineering Records**

### **2.207: MISCELLANEOUS TRANSPORTATION CONCEPT PLANS**

Concept plans for transportation projects, including: 1200 S 400 W Roundabout Improvement, 1600 N-State to I-15 Roadway Widening plans, 1600 N 400 W Intersection Improvement Project, Center Street Study-Avenue Consultants, UVU Area Transportation Plan Study, Lakeview Parkway Corridor, State Street Transit Study - American Fork to Provo, Traffic Calming Projects, etc.

RETENTION - Permanent

### **2.208: STREET NAME AND HOUSE NUMBER FILES**

Records relating to street dedications, closings, assignment of street names and house numbers and applicable. These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

RETENTION – Permanent

### **2.209: SUBDIVISION BONDS**

Bonds held until subdivision improvements are made, such as landscaping, water & sewer lines, asphalt, curb & gutter, etc.

RETENTION – Retain until paid or cancelled, then destroy

### **2.210: TANK APPLICATIONS AND PERMIT RECORDS**

These files contain applications received by the fire department and permits issued to individuals desiring to store flammable liquid or liquid petroleum. Permits are only issued after inspection and approval of tanks. They include an application form, permit, a sketch or diagram of location along with tank dimensions, and an inspection report.

RETENTION – Retain for 6 years after final action, then destroy

### **2.211: TRAFFIC DRAWINGS**

Original drawings or area maps of streets used to determine whether changes are needed.

RETENTION – Retain for 4 years, then destroy

### **2.212: TRANSPORTATION MASTER PLAN INFORMATION**

Comprehensive plans for City's roadway network, including: Truck Routes, Speed Limits, Curb Radius, Crosswalk Warrants, Traffic Signal Warrants, Access Management Standards, Traffic Calming Standards, Traffic Impact Study Standards and Connectivity..

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## **Section 2: Engineering Records**

RETENTION - Permanent

### **2.213: UNAPPROVED TANK APPLICATIONS**

These are applications received by the fire department requesting a permit to store flammable liquid or liquid petroleum, but were denied after inspection. They include the application form and an inspection report indicating reasons for permit's denial.

RETENTION – Retain for 2 years, then destroy

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## **Section 3: Planning and Zoning Records**

### **2.301: ADOPTED MASTER PLANS**

These are comprehensive plans for municipal development adopted by the city commission. The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include the planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate. The plan may also include maps, plats, and charts.

RETENTION - Permanent, may be transferred to the State Archives

### **2.302: AS-BUILT PLANS**

Plans and specifications for approved and constructed buildings, facilities, roads, and bridges. Documents construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings. Plans documenting water and sewer lines and laterals.

RETENTION - Permanent

### **2.303: BOARD OF ADJUSTMENT CASE FILES**

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION - Permanent

### **2.304: BONDED AND LICENSED CONTRACTORS FILES**

Applications and associated documents for contractors that are bonded and licensed to do work in the public right-of-way in the City.

RETENTION – Retain for 1 year after last job in Orem, then destroy

### **2.305: CONDITIONAL USE PERMIT RECORDS AND INDEXES**

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They

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## **Section 3: Planning and Zoning Records**

include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

RETENTION - Permanent

### **2.306: PLANNED UNIT DEVELOPMENT CASE FILES**

These case files document the creation of Planned Unit Developments (PUDs) within the municipality. PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, and copies of minutes from the planning commission.

RETENTION - Permanent

### **2.307: PLANNING STUDY REPORTS**

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION - Permanent, may be transferred to the State Archives

### **2.308: RECORDED PLATS**

Plats approved by the City Council and/or Planning Commission and recorded at the County. These typically include a description of the surface of the land included within the project, including all angular and linear data along exterior boundaries of the property, linear measurements and location with reference to the exterior boundaries of building or buildings, diagrammatic floor plans and description or delineation of the boundaries of units or convertible space, etc.

RETENTION - Permanent

### **2.309: REZONING RECORDS AND INDEXES**



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### **Section 3: Planning and Zoning Records**

These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of hearings, copies of ordinances, copies of city council minutes.

RETENTION - Permanent

#### **2.310: SITE REVIEW PLANNING RECORDS**

These files document the regulatory review and approval of commercial and industrial site plans by various municipal departments. They contain an application of approvals, staff investigative reports and recommendations, cash receipts, site plans, and related correspondence.

RETENTION - Permanent

#### **2.311: STREET/ALLEY VACATING RECORDS**

These records pertain to the removal of a portion of the public right-of-way and deeding the property to the adjacent property owners. The records may include copies of petitions, investigative reports by city staff, planning commission minutes, the report from planning commission to city council, city council minutes, ordinances, and legal description.

RETENTION - Permanent

#### **2.312: SUBDIVISION REVIEW CASE FILES**

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

RETENTION - Permanent

#### **2.313: ZONING MAPS**

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

RETENTION - Permanent

#### **2.314: ZONING ORDINANCES**

These land use and development ordinances provide standards for development for land use and development within the municipality. They have been approved by both the planning

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### **Section 3: Planning and Zoning Records**

commission and the city council.

RETENTION - Permanent, may be transferred to the State Archives