

## SECTION 12.0

### REDLINE REVIEW PROCESS

#### 12.1 GENERAL

The process of City staff review and correction of Developer provided building elevations, plats, site plan drawings, construction drawings, reports, studies, calculations, and other documents used in the processing of a private development project through the City, is called the '*Redline Review Process*'. '*Redlines*' refer to those hand written corrections, usually written in red pencil or pen, on building elevations, plats, site plan drawings, and construction drawings, and other hand-written or typed documents, which provide direction to the Developer and his/her engineer/architect on what items need to be changed on these documents. They also include written documentation of alternatives the Developer might consider in order to meet the City's requirements, or optional suggestions the Developer might wish to consider in finalizing his/her project.

#### 12.2 PURPOSE OF REDLINES

The purposes of the redline process are as follows:

1. Explain and clarify the City staff's comments regarding various documents they have reviewed which were provided to the City staff for review as part of the private development project.
2. Create documentation, which sets the standard for what will be required of the project, in order for it to be processed through the City.

#### 12.3 COMMENT TYPES

Redline comments come in three distinct types, they are:

1. Comments Required to meet Code, standard, manual or other Planning Commission and/or City Council conditions of approval. These are required to be complied with by the Developer and his/her engineer and other professionals and are not optional for them to consider. If the Developer wishes to contest these requirements, they must be done through the appeal process set forth in the Municipal Code. City staff does not have the authority to waive or change these requirements.
2. Alternatives for Code, standard, manual or other Planning Commission or City Council conditions of approval. There are situations where a given project may have alternatives available to meeting City Code, standards, or manual requirements. It is the responsibility of the Developer to weigh and select a given alternative and indicate so in writing to the Project Review Team. The project will not proceed with further review until the Developer provides this written decision.
3. Optional suggestions. There may also be optional suggestions the Project Review Team wishes the Developer to consider for the project. The Developer must provide a written response to whether these suggestions will be included in the project.

#### 12.4 REDLINE TYPES

- A. Plats – These are official property documents which depict how property is presently configured, or how the Developer wishes to configure property as part of the proposed project. It consists of a drawing of the property with various notations, acknowledgements,

legal descriptions of the property and easements, signature blocks, etc. This document is recorded at the Salt Lake County Recorder's Office.

- B. Site Plan Drawings – These documents are ‘*plan view drawings*’ which indicate what the project will look like once the project is complete. It will indicate locations of property lines and easements, building, parking, landscaping, infrastructure and other site improvements required for the project.
- C. Construction Drawings – These are specific drawings used by engineers, contractors, and others in the actual construction of the project. They consist of a number of different types of drawings including erosion control, wastewater system, stormwater system, water system, roadway improvements, notes, details, etc., which depict in detail how the project is to be constructed. The City requires that ‘*Approved for Construction Drawings*’ be provided and followed in the construction of approved projects.
- D. Studies and Reports – Projects may require the preparation of various types of studies and reports in order to quantify issues related to the project. These may include geotechnical reports, geologic reports, traffic impact studies, drainage studies, development plans, modifications of various master plans, etc., which may be required for the individual project. The Project Review Team will identify which reports are necessary at the beginning of the project and may require additional studies/reports as work on the project progresses.
- E. Property Documents – Various types of property documents may be required for the project including warranty deeds, permanent easements, temporary easements, etc.
- F. Building Elevations – These drawings depict the appearance of the structure from various vantage points and provide the Developer and City staff an opportunity to review the outward appearance of the structure to ensure it meets the City's codes and other requirements.

## 12.5 PROJECT REVIEW TEAM'S RESPONSIBILITIES

The Project Review Team is responsible for reviewing the documents submitted by the Developer in accordance with the established Municipal Code, standards, policies and design criteria manuals, specifications, the Development Processing Manual, and any other City Council approved documents. The Project Review Team will mark on the drawings, any corrections that are necessary in order for the project to meet the requirements indicated above and will indicate the Code, standard, or manual requirement, which applies to the comment. If the Developer does not agree with the interpretation of regulations, or wishes to challenge the requirement, the Developer needs to understand that City staff does not have the authority to waive, or not enforce these requirements. These are City Council approved requirements, and only the City Council can change or alter the requirement. The Developer will need to follow the appeal process outline in the Municipal Code appeal process.

In addition to the redline document, City staff will also provide a ‘*Project Redline Memorandum*’, which provides alternatives to the Developer for meeting the City's codes, standards or manuals. As part of this effort, the Project Review Team will provide a written description of what the alternatives are, any concerns that City staff may have regarding the alternatives, pros and cons they may be aware of, and other items which may be useful in the Developer's decision on which alternative to select. The Developer must indicate, in writing, to the Project Review Team which alternative he/she elects to select. ***The project cannot be further processed until the Project Review Team receives this document.***

City staff may also elect to provide ‘*Optional Suggestions*’ they wish the Developer to consider in finalizing the project. The Developer is not required to include these suggestions in the project, but must provide in writing, an indication as to whether he/she intends to include them in the project.

City staff’s responsibility is to be as clear as possible in defining the issue(s) for the Developer, so the Developer and his/her engineers/architects understand the issue(s), and what the resolution to the issue(s) may be. Typically there will be one to three ‘redline reviews’ produced for a given project unless the Developer and his/her engineer/architect are not adhering to the ‘redline’ comments, and additional ‘redlines’ are required. If the Developer’s project requires more than 3 sets of ‘redlines’, the Developer will be charged extra for the review of these additional sets of ‘redlines’.

## **12.6 DEVELOPER’S RESPONSIBILITIES**

The Developer and his/her engineer/architect have responsibilities for making the ‘redline’ process a productive and efficient effort by understanding the City’s general plan, codes, standards, manuals and other documents, and that the project is planned and designed in accordance with these documents.

The Developer has the responsibility of making the corrections noted on the redlines required by the City code, standards, manuals, or other City Council approved documents comments. These corrections are not optional and are required to be made. If the Developer disagrees with these requirements, the Developer is to indicate this disagreement in writing and follow the appeal process. Possible modification of project requirements/agreements are closed once the Planning Commission and/or City Council approve the project. If modifications are requested, the plan or application must go back to the Planning Commission and/or City Council for modification.

The Developer is to consider alternatives, select one for implementation and respond in writing, which alternatives are selected, but is not required to comply with these suggestions. The Developer does have the responsibility of responding to Project Review Team about whether he/she intends to implement these suggestions into the project.

The Developer and his/her engineer/architect should be as clear as possible in responding to the concerns expressed by the Project Review Team on the ‘*Redline Documents*’, so the Project Review Team understands the Developer’s concerns, and what the Developer’s proposed resolution to the concern(s) may be.

## **12.7 DEVELOPER’S APPEAL PROCESS**

The ‘Appeals Process’ to the Project Review Team’s conditions and corrections as part of the ‘Redline review process’ is contained in the City’s Municipal Code. Please refer to the sections for additional information regarding this process.

It needs to be noted that the appeals process will take time and will delay the Developer’s project until a resolution of the issues can be finalized.

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