

Fairfield Town

Utah County, Utah

Building Standards

1. All use approvals and building permit approvals shall be valid for a maximum period of 180 days from the date of approval. If work has not commenced, or a use or building has been established within one hundred eighty (180) days from the date of approval, the approval, permit, or license, as required and approved, shall be void, and a new application, approval, permit or license shall be required.
2. No material, plan modification, or use variation from the approved plan shall be allowed unless such variations shall first have been approved in writing by the Building Department or designee and all fees are paid (*see Fairfield Fee Schedule*)
3. This list may not be all-inclusive. Please refer to Fairfield Town Code Title 9 - Building Regulations and Title 10 - Land Use and General Standards for Moving a Building below.

Building Permit Application Checklist

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the Building Code, or to cause any such work to be performed, shall first make application to the Fairfield Building Department and obtain the required permit. Permits shall not be required for work exempt from a permit as outlined in the adopted codes. Work exempted from a permit does not deem to grant authorization for work to be done in any manner in violation of the Building Code. A homeowner may be subject to a Class B Misdemeanor if work requiring a permit is performed without first securing the permit(s) required. Anyone who received payment or equivalent value to perform work requiring a permit may be subject to a Class C Misdemeanor if the work is performed without first securing the permit(s) required.

**** The Building Department *must approve Site Plans* before submitting a Building permit application. ****

☐ **Upload the *stamped* site plan and required documents to the town's website in PDF format.**

- ☐ Dimensions and setbacks of the proposed structure. (must meet all required minimum setbacks);
- ☐ Location of a propane tank (*if applicable*);
- ☐ Soil Test results
- ☐ County approval of septic system;

- ☐ Location of septic system including tank and drain field;
- ☐ Location of power lines and meter;
- ☐ Location of the nearest fire hydrant in feet (if over 700 feet an estimate may be used);
- ☐ Location of the nearest Fairfield water line in feet to the property line. If over twelve hundred (1200) feet, an estimate may be used. Contact Fairfield Water Department.
- ☐ Location of wells whether they are in use or not.
- ☐ An appropriate descriptive legend, including north arrow, scale, and legal description;
- ☐ Name and contact information of the architect or engineer responsible for the preparation of the site plan;
- ☐ The existing (or proposed) zoning;
- ☐ Dimensions, setbacks, and height of all existing structures located on the property;
- ☐ Measured dimensions of all recorded lot lines;
- ☐ Location of all existing and proposed drives and parking areas including types of surfacing, parking layout, and dimensions;
- ☐ Show all road width, rights-of-way, and dedications (see Road Ordinance);
- ☐ Show all existing easements, vacated easements, and rights-of-way. A ten (10) foot utility easement along all roads must be shown;
- ☐ Must meet all required minimum setbacks
- ☐ Locations, sizes, and types of existing trees over six (6) inches in diameter (before and after proposed development);
- ☐ All proposed fences, screens, and freestanding architectural walls, including typical cross-sections and the heights above ground;
- ☐ Stormwater Engineering (upon request) including existing and proposed grading of the site, the location of existing and proposed utilities, stormwater calculations for a one-hundred-year storm, the detention area on site that will detain the one hundred year storm;
- ☐ All outdoor lighting must comply with Fairfield Town Dark Sky requirements. (See outdoor lighting standards and checklist below.)

Documents Required:

- ☐ Warranty Deed of Trust for property;
- ☐ Proof of Fairfield acceptable culinary water transfer or well permit.
State-approved culinary water transfer and point of diversion change, or well permit acceptable to the Town of Fairfield;
- ☐ Before a Septic system can be built, the Utah County Health Department must conduct a comprehensive soil and groundwater evaluation. (801) 851-7503
- ☐ Copy of the Record of Survey filed with the Utah County Surveyor's office;
- ☐ Signed Utah County Fire Marshal approval;
- ☐ Boundary line agreement, if applicable;
- ☐ Contractors Hold Harmless Agreement;
- ☐ Arsenic and arsenic remediation reports; and

- ☐ Any other documents required by the Planning Commission, Building Heads, Fire Department, or Town Council pertinent to the proposed development or building.
- ☐ A stamped copy of engineered plans is on-site at all times until an occupancy permit is issued.
- ☐ A portable restroom and wash station needs to be on the property until an Occupancy permit is issued.
- ☐ A mailbox with an assigned address from Fairfield town needs to be in before an Occupancy permit is issued.
- ☐ A Dumpster is required to be on the property until a Final Occupancy permit has been issued.
- ☐ All Single-family dwellings shall have the front yards landscaped within one year and back yards within two years of receiving a certificate of occupancy.

Approval of Building Permit Procedure.

1. Submit building permit application to Fairfield Town. <https://fairfieldtown-ut.gov/>
2. The Building Department will check that all plans, deeds, dedications, and any other required documents needed, have been submitted and approved and that the Planning Commission has approved the site plan.
3. Pay estimated building fees to Fairfield Town.
4. The Building Department will submit plans and documents to a contracted engineer for plan review and inspections.
5. Once plans have been approved, Fairfield Town will evaluate if any other building permit fees need to be paid at this time.
6. The Building Department will issue a building permit along with name(s) and number(s) for inspections.
7. Once all inspections are completed by the contracted engineer, the building department will do a final review and inspection.
8. Once the final review and inspection is completed and any remaining fees are paid, then an occupancy permit will be issued.
9. The Building Department may revoke at any time a permit which has been issued for any building constructed or being constructed or which would be or result, if constructed, in a violation of the Building Code or any Ordinance of this municipality.

Outdoor Lighting Checklist

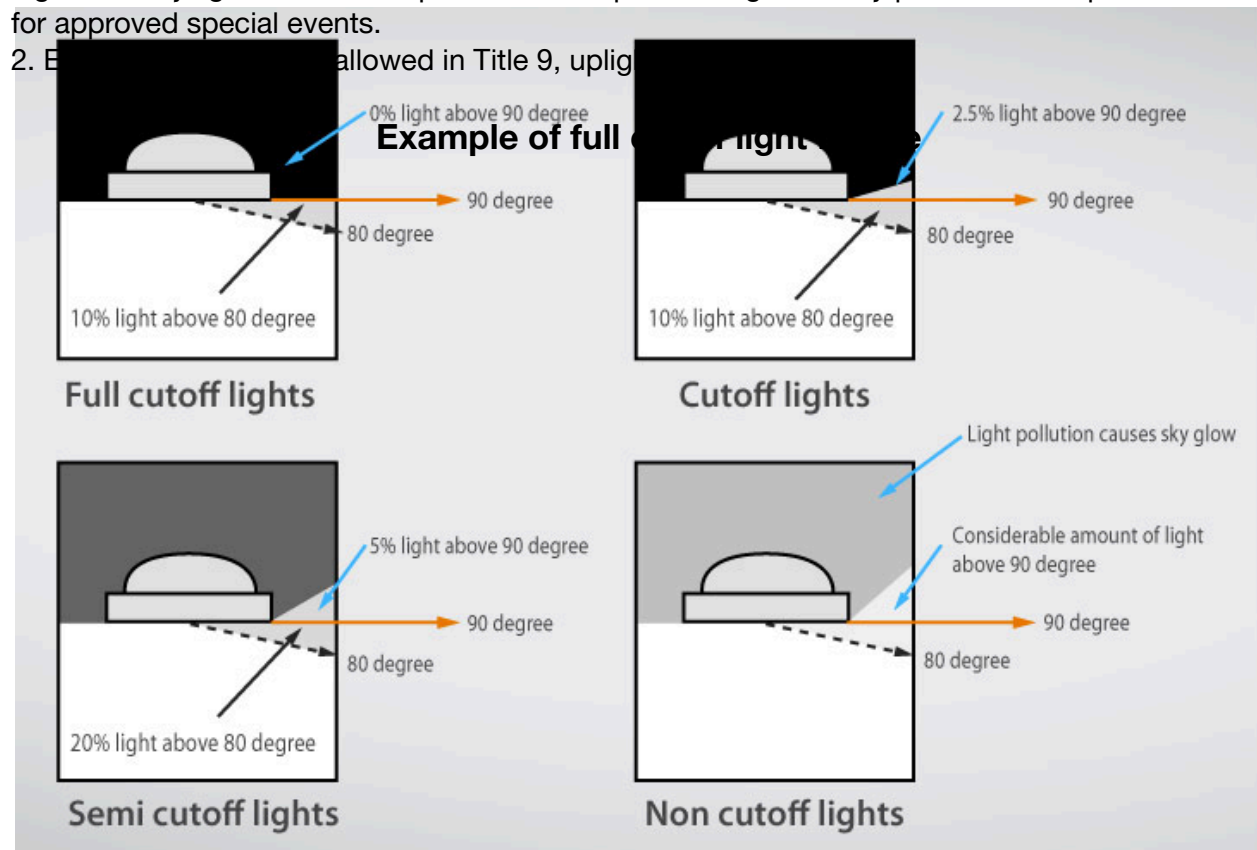
Application for Outdoor Lighting must include any of the above criteria that may apply and also include the following:

- ☐ Site plan page showing the location of all lighting fixtures, both proposed and already existing on the site;
- ☐ A description of each illuminating device, fixture, lamp, support, and shield, both proposed and existing. The description shall include, but is not limited to, manufacturer's catalog cuts and illustrations (including sections where required);

Lighting Standards

1. Searchlights, laser source lights, strobe or flashing lights, illusion lights, or any similar high-intensity light shall not be permitted except in emergencies by police and fire personnel or for approved special events.

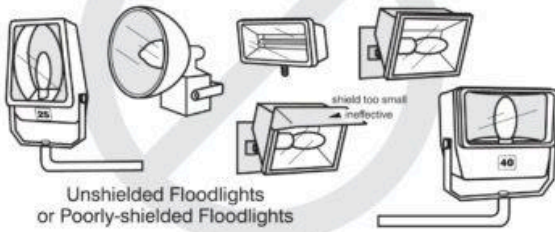
2. E... allowed in Title 9, uplig...



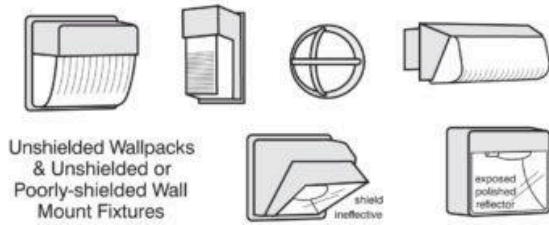
Examples of Acceptable / Unacceptable Lighting Fixtures

Unacceptable / Discouraged

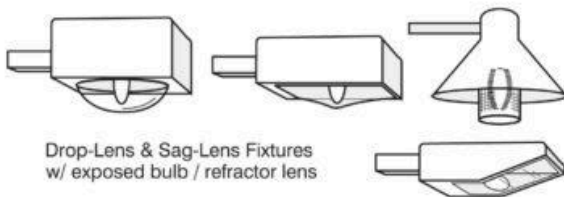
Fixtures that produce glare and light trespass



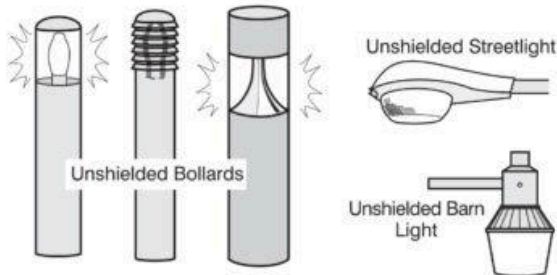
Unshielded Floodlights or Poorly-shielded Floodlights



Unshielded Wallpacks & Unshielded or Poorly-shielded Wall Mount Fixtures



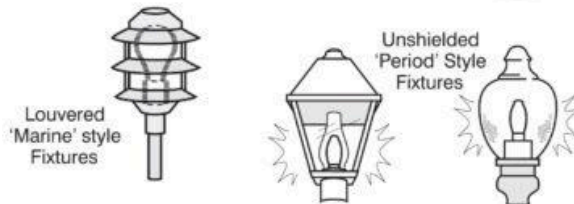
Drop-Lens & Sag-Lens Fixtures w/ exposed bulb / refractor lens



Unshielded Streetlight

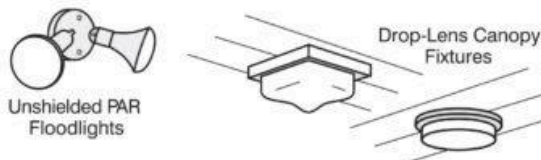
Unshielded Bollards

Unshielded Barn Light



Louvered 'Marine' style Fixtures

Unshielded 'Period' Style Fixtures

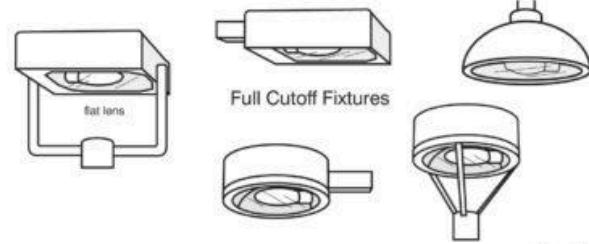


Drop-Lens Canopy Fixtures

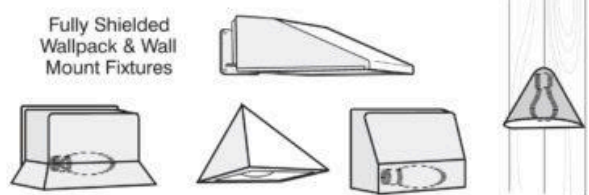
Unshielded PAR Floodlights

Acceptable

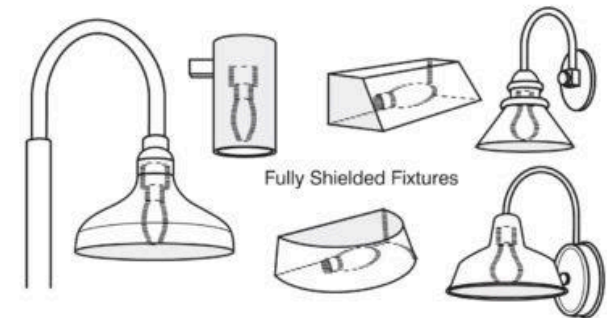
Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



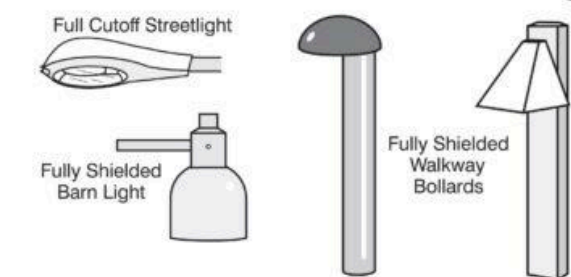
Full Cutoff Fixtures



Fully Shielded Wallpack & Wall Mount Fixtures



Fully Shielded Fixtures



Full Cutoff Streetlight

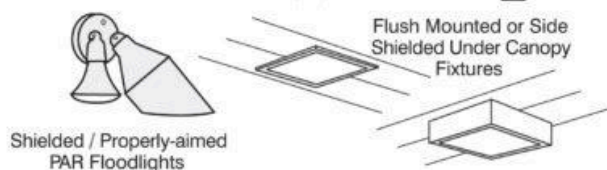
Fully Shielded Barn Light

Fully Shielded Walkway Bollards



Fully Shielded Decorative Fixtures

Fully Shielded 'Period' Style Fixtures



Shielded / Properly-aimed PAR Floodlights

Flush Mounted or Side Shielded Under Canopy Fixtures

Illustrations by Bob Crelin© 2005. Rendered for the Town of Southampton, NY. Used with permission.