

**RICHMOND CITY CORPORATION
ORDINANCE 2015-1**

WHEREAS, the City Council of Richmond has the responsibility for the general welfare of the City; and

WHEREAS, such responsibility includes, but is not limited to, establishment of best management practices; and

WHEREAS, management practices may evolve over the passage of time;

NOW THEREFORE, the City Council of Richmond City, County of Cache, State of Utah, hereby adopts, passes, and publishes the following:

AN ORDINANCE REPLACING SUB-SECTION 658 TO SECTION 650 ENTITLED "UNIFORM HOUSING CODE" OF TITLE 9-000 OF THE *CODE OF REVISED ORDINANCES OF RICHMOND (1975, ADOPTED 1976)* CONCERNING THE PRE-OCCUPANCY CHECK LIST.

1. Upon passage of this ordinance, Ordinance 2014-4 is rendered historic and Title 9-000, Chapter 600, Section 658 will hereafter read as follows:

9-658. PRE-OCCUPANCY CHECK LIST. Prior to the issuance of a Certificate of Building Occupancy or other similarly titled document that legally authorizes the human habitation of a structure, a check-list will be reviewed and signed off by a designated representative of Richmond City.

A. The check list will include, but is not limited to, the following:

1. Name of owner, developer, or contractor as is applicable.
2. Address of the structure.
3. Readily visible sewer clean-out anywhere prior to the property line.
4. Water meter installed plumb and between sixteen (16) and twenty (20) inches beneath the meter barrel lid.
5. Water meter sensing device properly connected to the meter.
6. Rough grading/landscaping such that the water meter is readily accessible.
7. Porch(es) or entry-way(s) permanently attached to the structure.

8. Vehicle access must be of an all weather surface and so designed as to prevent water run-off from any source running down driveway directly onto the street.

9. Sidewalks providing access to the structure completed and made of a durable, long-lasting material.

10. Any public sidewalk damaged during the construction process fully repaired to City specifications.

11. Curb or engineered barrow pit properly installed to City specifications.

12. Any open ditch or culvert clear of any obstructions.

13. Parking strip graded to prevent flow of water from any source going directly upon the pavement of any City, County, or State street or road.

14. If storm drain is present, proper connection has been made between property run-off and the storm drain.

15. Cuts through, or edge damage to, street or road repaired to City specifications.

16. Address number readily visible from the street or road affixed to structure.

B. In the event that seasonal or other uncontrollable conditions prevent the fulfillment of items 8, 9, 10, and/or 15, owner/developer/contractor will be required to establish an escrow utilizing the standard Richmond City Corporation Escrow Agreement for Postponed Exterior Onsite Improvement form.

1. The amount of the escrow will be determined by obtaining three bids from three independent parties as to cost of completion of these items. The escrow amount will be the greater of the bids plus fifty percent (50%) of said amount.

2. The City will be furnished the escrow amount in cash, certified check or cashiers check. The Standard Richmond City Corporation Escrow Agreement for Postponed Exterior Onsite Improvement form will state the date by which all improvements are to be completed.

3. Improvements must be signed off by the Mayor, the designated member of the City Council, or the City Engineer.

a. Upon sign off by the authorized individual, the amount of the escrow shall be returned to the owner/developer/contractor as appropriate without interest.

4. In the event that any or all of the improvements cited in the escrow are not satisfactorily completed on or before the agreed date, including any extensions that may be granted, the City shall have the right to enter into a contract with a third party for the completion of the improvements, with third party expenses being taken from the escrow funds.

a. In the event that the amount deposited into the escrow proves insufficient for costs of satisfactory completing of said improvements, the City shall make demands upon the owner/developer/contractor as appropriate to deposit additional funds to reach the sum needed to satisfy all expenses.

C. It is the responsibility of the owner/developer/contractor to make contact with the City Office a minimum of three (3) working days prior to the desired inspection time to have the above items checked for proper completion, less escrow items. Once certified by an authorized representative of Richmond City, one copy of the check-sheet will be included with the building clearance/permit on file with the City, one copy will be furnished to the authorized Building Inspector who issues the Certificate of Building Occupancy or other similarly titled document that legally authorizes the human habitation of a structure, and one copy will be provided to the owner/developer/contractor.

D. A Certificate of Building Occupancy or other similarly titled document that legally authorizes the human habitation of a structure will not be issued unless and until the properly signed check list has been provided to the authorized Building Inspector who issues said Certificate.

ADOPTED AND PASSED by the Richmond City Council this 19th day of May, 2015

Michael E. Hall
Mayor

ATTEST:

Justin B. Lewis
Recorder

Posting Date: May 19, 2015

CERTIFICATE OF DUE POSTING

I, Justin B. Lewis, City Recorder of Richmond, Cache County, Utah, do hereby certify that on the 19th day of May, 2015, in the City of Richmond, County of Cache, State of Utah, was posted the foregoing Ordinance 2015-1 in a likely manner, a copy of which is hereunto attached, in each of the three most public places in the said City of Richmond, to wit:

1. Richmond City Office
2. Richmond Public Library
3. Richmond City Post Office

WITNESS my hand this 19th day of May, 2015.

Justin B. Lewis
Richmond City Recorder

**RICHMOND CITY CORPORATION
PRE-OCCUPANCY CHECK LIST**

As authorized by Title 9-000, Part 658 of *The Code of Revised Ordinances of Richmond (1975, Adopted 1976)*, the following check-list must be satisfied by an authorized representative of Richmond City and the *completed form must be presented to the Building Inspector prior to the issuance of any type of Certificate of Occupancy.* Applicant is required to contact the Richmond City Office (435-258-2092) a minimum of **three working days** prior to the final County inspection time. Compliance with this request is totally dependant upon the availability of an authorized representative of the City.

Name of Applicant: _____

Address: _____

City Seal
Upon Completion

Standard being inspected	Signature	Date
Readily visible sewer clean-out anywhere prior to the property line.		
Water meter installed plumb and between sixteen (16) and twenty (20) inches beneath the meter barrel lid.		
Water meter sensing device properly connected to the meter.		
Rough grading/landscaping such that the water meter is readily accessible.		
Porch(es) or entry-way(s) permanently attached to the structure.		
Vehicle access must be of an all weather surface and so designed as to prevent water run-off from any source running down driveway directly onto the street.*		
Sidewalks providing access to the structure completed and made of a durable, long-lasting material.*		
Any public sidewalk damaged during the construction process fully repaired to City specifications.*		
Curb or engineered barrow pit properly installed to City specifications.		
Any open ditch or culvert clear of any obstructions.		
Parking strip graded to prevent flow of water from any source going directly upon the pavement of any City, County, or State street or road.		
If storm drain is present, proper connection has been made between property run-off and the storm drain.		
Cuts through, or edge damage to, street or road repaired to City specifications.*		
Address number readily visible from the street or road affixed to structure.		

*Bondable/Cashiers Check eligible - See Title 9-658 for details.