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FINAL SITE PLAN APPLICATION

Fee: Variable

<i>For Office Use Only:</i> File No. _____ Receipt No. _____
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Name: _____ **Telephone:** _____

Address: _____ **Fax No.** _____

Agent (If Applicable): _____ **Telephone:** _____

Email: _____

Address/Location of Subject Property: _____

Tax ID of Subject Property: _____ **Zone District:** _____

Proposed Use: (Describe, use extra sheet if necessary) _____

Submittal Requirements: This application must be accompanied by a set of development plans which meet the following standards:

- Plans shall be drawn at a scale of no smaller than 1" = 100'
- Submit one (1) set of plans on 11 x 17-inch paper. Also submit one (1) copy of all plans on larger sheets whenever a reduction is required. Submit electronic copy of plans to planning@hildalecity.com
- Except for the landscaping plan, the other plans shall be prepared, stamped and signed by a professional engineer licensed by the State of Utah.

The following shall be shown on separate sheets:

1) Site plan including:

- _____ a) All facilities related to the project located within two hundred and fifty (250) feet of the site boundary;
- _____ b) Layout, dimensions, and names of existing and future road rights-of-way;
- _____ c) Project name, North arrow, and tie to a section monument;
- _____ d) The boundary lines of the project site with bearings and distances;
- _____ e) Layout and dimensions of proposed streets, buildings, parking areas, and landscape areas;
- _____ f) Location, dimensions, and labeling of other features such as bicycle racks, dumpsters, trash cans, fences, signage, and mechanical equipment;
- _____ g) Location of man-made features including irrigation facilities, bridges, and buildings
- _____ h) A tabulation table showing total gross acreage, square footage of street rights-of-way, square footage of building footprint, square footage of total building floor area, number of parking spaces, and, if any, the number and type of dwellings and the percentage devoted to each dwelling type and overall dwelling unit density;
- _____ i) Identification of property, if any, not proposed for development, and;
- _____ j) Proposed reservations for parks, playgrounds, and school or other public facility sites, if any.

2) Grading and drainage plan showing the following:

- _____ a) North arrow, scale, and site plan underlay;
- _____ b) Topography contours at two (2) foot intervals;
- _____ c) Areas of substantial earth moving (typically significant cut, fill or retaining walls in excess of four [4] feet) with an erosion control plan;
- _____ d) Location of existing watercourses, canals, ditches, wells, culverts, and storm drains and proposed method of dealing with all irrigation and wastewater;
- _____ e) Direction of storm water flows, catch basins, inlets, outlets, waterways, culverts, detention basins, orifice plates, outlets to off-site facilities, and off-site drainage facilities when necessary based on City requirements.

3) Utility plan showing the following:

- _____ a) North arrow, scale, and site plan underlay
- _____ b) All existing and proposed utilities including but not limited to sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, communications lines, cable television lines, and streetlights;
- _____ c) Minimum fire flow required by Fire Code for the proposed structures and fire flow calculations at all hydrant locations;
- _____ d) Location and dimensions of all utility easements; and
- _____ e) A letter from sewer providers, addressing the feasibility and requirements to serve the project.

4) Landscaping plan, consistent with the requirements of Chapter 10-32 of the Land Use Ordinance;

5) Building elevations for all buildings showing the following:

- _____ a) Accurate front, rear, and side elevations drawn to scale;
- _____ b) Exterior surfacing materials and colors, including roofing material and color;
- _____ c) Outdoor lighting, furnishings and architectural accents; and
- _____ d) Location and dimension of signs proposed to be attached to the building or structure.

Other items that may be requested by the Zoning Administration include but are not limited to:

- _____ 1) Any necessary agreements with adjacent property owners regarding storm drainage and other pertinent matters;
- _____ 2) A traffic impact analysis;
- _____ 3) Warranty deed or preliminary title report or other document showing evidence that the applicant has control of the property; and
- _____ 4) Evidence of compliance with all applicable federal, state, and local laws and regulations.

NOTE: It is important that all applicable information noted above is submitted with the application. An incomplete application will not be scheduled for Planning Commission consideration. Planning Commission meetings are held on the third Monday of each month at 6:30 p.m. The deadline date for submissions is 14 days prior to the scheduled meeting. Once your application is deemed complete, it will be put on the agenda for the next Planning Commission meeting. A deadline missed due to an incomplete application, could result in a month's delay.

(Office Use Only)

Date Received: _____ Application Complete: YES NO

Date application deemed to be complete: _____ Completion determination made by: _____

FINAL SITE PLAN REVIEW (General Information)

PURPOSE

The final site plan review process is established to encourage adequate advanced planning and assure a quality environment for the City. Such procedure is intended to provide for orderly, harmonious, safe, and functionally efficient development consistent with priorities, values, and guidelines stated in the various elements of the Hildale City General Plan, and the Land Use Ordinance, and to protect the general welfare of the community.

WHEN REQUIRED

The final site plan review is only required on the following types of projects:

- a. Any multiple-family residential use;
- b. Any public or civic use;
- c. Any commercial use; or
- d. Any industrial use.

When a final site plan approval is required, no building permit for the construction of any building, structure, or other improvement to the site shall be issued prior to approval of the site plan. No cleaning, grubbing, drainage work, parking lot construction, or other site improvement shall be undertaken prior to site plan approval.

As an option, prior to developing the detail required for a final site plan review, an applicant may wish to process a preliminary site plan pursuant to Section 10-7-10 C2 of the Land Use Ordinance. This optional process is intended to assist an applicant by providing preliminary City comments and direction on a project with less initial cost. However, the submittal, review, and approval of an application for a preliminary site plan does not create any vested rights to develop the project site. Development rights are only vested with the approval of a final site plan.

PROCESS

The preliminary site plan is submitted to the Planning and Building Department 2 weeks prior by no later than 5:00 PM to the regularly scheduled Planning Commission meeting. During this time prior to the meeting, staff will review the plan, and prepare a report and recommendation for the Planning Commission. This will be reviewed at a public meeting where the applicant should attend, present the project, and respond to questions from the Planning Commission. Since it is a public meeting, members of the public may also have questions or comments. At the public meeting the Planning Commission will review the application and staff's report, and approve, approve with conditions, or deny the final site plan.

APPEALS

The decision of the Planning Commission is final unless an appeal is made. An appeal is filed with the Clerk of the Board of Adjustment located in the Planning and Building Department and heard by the Board of Adjustment. A public hearing is generally scheduled within a few weeks of the appeal. The decision of the Board of Adjustment is final unless appealed to a court of competent jurisdiction within thirty (30) days from the date of decision of the Board of Adjustment.

Site Plan Approval Process

Site Plan approval is required for all commercial, industrial, and multi-family residential development. This includes a commercial use in a building in a commercial zone previously used for residential. It is also required for any development within a Planned Development Overlay (PDO). This is an extra requirement for development within the overlay to ensure the stated overlay purpose of providing development better than that possible under straight zoning.

Final Site Plan can be run simultaneously with a subdivision plat.

1. Meet with Planning Staff to review proposed application and schedule a site visit if necessary.
2. **Preliminary Site Plan:** Have a preliminary site plan prepared subject to the requirements on the application checklist and submit it with a completed application and payment of application fee.
3. Submission must be made by the deadline for Planning Commission submission which is 2 weeks prior to the scheduled meeting date.
4. Planning Staff will write comments on the application materials and submit the comments with the application to the Planning Commission for review prior to the Planning Commission meeting.
5. The applicant must appear at the Planning Commission meeting to answer questions and hear comments.
6. A preliminary site plan does not require a motion from the Planning Commission but require Staff, Joint Utility, and Planning Commission comments be incorporated into the final site plan.
7. Before a final site plan is prepared, construction drawings must be submitted to the Joint Utilities Committee for review and signatures.
8. **Final Site Plan:** Based on preliminary site plan comments and requirements on the application checklist on final site plan application, prepare final site plan and submit with a completed application and payment of application fee.
9. Submission must be made by the deadline for Planning Commission submission which is 5:00 pm on the Monday three weeks and one day prior to the meeting date.
10. If construction drawings have not been signed at least one week prior to the regular meeting date, the application will not be placed on the next agenda but will be delayed until the following meeting. This is providing the construction drawings are signed at least one week prior to that meeting.
11. Planning Staff will write comments on the application materials and submit the comments with the application to the Planning Commission for review prior to the Planning Commission meeting.
12. The applicant must appear at the Planning Commission meeting to answer questions and hear comments.
13. The Planning Commission is the land use authority for site plans.

14. After final site plan is approved, and a plat is not required, to move ahead on the project, an engineer's bid for any public facilities, which will be located on the project, should be submitted for approval to the City's Engineer. After the bid is approved a bond or letter of credit for 110% of the approved amount should be filed with the City. A pre-construction meeting will then be scheduled before construction begins.

Comments:

A preliminary site plan, which accompanies an application for a PDO Overlay zone change is the only site plan which goes to the City Council. The Council approves the specific details of the preliminary site plan by approving the zone change. This can include setbacks, distances between buildings, land uses, and recreation facilities if it is a small project. On large projects the preliminary site plan is normally subject to a development agreement because the preliminary plan does not contain that level of detail and generally outlines basic land uses, traffic patterns, and park sites.

