



Fee \$350.00

**PRELIMINARY SITE PLAN REVIEW
APPLICATION**

For Office Use Only:
File No. _____
Receipt No. _____

Name: _____ **Telephone:** _____

Address: _____ **Fax No.** _____

Agent (If applicable): _____ **Agent's Phone:** _____

Email: _____

Address/Location of Subject Property: _____

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

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

This application shall be accompanied by the following:

- _____ 1. A vicinity map showing the general location of the project.
- _____ 2. Three (3) copies of a site plan showing:
 - _____ Topography showing 2' contours, identification of 30% or greater slopes;
 - _____ The layout of proposed uses;
 - _____ Location of open space when applicable;
 - _____ Proposed access to the property and traffic circulation patterns;
 - _____ Adjoining properties and uses;
 - _____ Proposed reservations for parks, playgrounds, school, and any other public facility sites, if any;
- _____ 3. Preliminary utility plan, including water, sewer, and storm drainage plans, and including access points to utilities;
- _____ 4. Tables showing the number of acres in the proposed development and a land use summary; and
- _____ 5. A phased development plan if applicable.
- _____ 6. Warranty deed or preliminary title report or other document (see attached Affidavit) showing evidence that the applicant has control of the property

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 for submission 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: _____ Received by: _____

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

PRELIMINARY SITE PLAN

PURPOSE

The site plan review process is established to encourage adequate advanced planning and assure a good 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 preliminary site plan review is only required on the following projects when the Zoning Administrator determines the scope of the project requires both the preliminary site plan and site plan approval.

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

The preliminary site plan is also required with a submittal of zone changes to Planned Development Overlay, or changes to an approved Planned Development Overlay.

A preliminary site plan is not intended to permit actual development of property pursuant to such plan but is prepared merely to represent how the property could be developed. Submittal, review, and approval of an application for a preliminary site plan shall not create any vested rights to development.

Upon approval of a preliminary site plan, the applicant may prepare and submit the greater level of detail required for a site plan review application, which is required before construction may commence.

PROCESS

The preliminary site plan is submitted to the Planning and Building Department approximately 2 weeks by no later than 5:00 p.m. prior to a 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. The Planning Commission at the public meeting will review the application and staff's report, and approve, approve with conditions, or deny the preliminary site plan.

APPEALS

Since there are no vested rights with the approval of a preliminary site plan, the matter is generally not appealed. However, if an appeal is made, it would be filed with the Clerk of the Board of Adjustment located in the Planning and Building Department and heard by the Board of Adjustment. 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.