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CITY OF SARATOGA SPRINGS

CONCEPT PLAN APPLICATION UPDATED JUNE 24, 2008

Applicant & Project Information

Project name: _____

Property owner: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail _____ Address: _____

Authorized agent: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail _____ Address: _____

General location of the property: _____ Zoning: _____

Surrounding land uses: _____

Size of the subject property: _____ Number of lots: _____

Supporting Materials

1. A Concept Plan application may be submitted before the filing of an application for a subdivision or Site Plan approval. Applicants are strongly encouraged to make use of the Concept Plan review process. The Concept Plan review shall include an informal conference with the developer, and the City's Development Review Committee and an informal review of the plan by the Planning Commission. The developer shall receive comments from the Development Review Committee and other participants to guide the developer in the preparation of subsequent applications. The Commission shall not take any action on the Concept Plan review. Further, the Commission's comments shall not be binding, but shall only be used for information in the preparation of the development permit application.
2. The developer shall provide a schematic drawing of the proposed project which depicts the area of the proposed project, air and ground transportation corridors within two miles, and the general relationship of the proposed project to the Land Use Element of the General Plan and the surrounding area.
3. The Concept Plan review is intended to provide the developer with an opportunity to receive input from City staff on a proposed development prior to incurring the costs associated with further stages of the approval process. This review does not create any vested rights to proceed with development in any particular configuration. Developers may anticipate that the Planning Commission and City Council will raise other issues not addressed at the Concept Plan stage.
4. The following items shall be submitted for a Concept Plan review:

- a. A completed application and affidavit, form and application fee. Plat/Parcel Map of the area available at Utah County Surveyor's Office.
 - b. Legal description of the entire proposed project.
 - c. Proposed changes to existing zoning district boundaries, if such will be needed.
 - d. Concept Plan Map: Three (3) copies of the subdivision Concept Plan, drawn to a scale of not more than 1" = 100' and five (5) reductions on 11 x 17" paper, showing the following:
 - i. Proposed name of subdivision. (Clear names with the County Auditor's office to assure the name is not already in use)
 - ii. Name of property if no subdivision name has been chosen. (This is commonly the name in which the property is locally known).
 - iii. Locations and ownership of all adjacent tracts of land.
 - iv. A vicinity plan showing location of property and all existing features within or adjacent to the property.
 - v. Locations and widths of existing and proposed streets.
 - vi. Configuration of proposed lots with minimum and average lot sizes.
 - vii. Approximate locations, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use. Proposed future drainage scheme.
 - viii. Those portions of property designated as Flood Plain, Wetlands, and slopes in excess of 30%.
 - ix. Total acreage of the entire tract proposed for subdivision.
 - x. General topography.
 - xi. North arrow, scale, date of drawing.
 - xii. Property boundary with dimensions.
 - xiii. Data table including total number of lots/units, square footage of proposed buildings by floor, number of proposed garage parking spaces, number of proposed surface parking spaces, percentage of buildable land, percentage of openspace or landscaping and net density of dwelling units by acre.
 - e. File of all submitted plans in pdf or AutoCAD 2000 format.
- B. Submittal of Application. Upon completion of the review of a Concept Plan, the developer shall file a properly completed development application form, including all required supporting materials, a proposed development agreement and an appropriate application fee with the Planning Director. The application must be consistent with the concept review, including consideration of the recommendations of the Development Review Committee and the Planning Commission. The Planning Director shall determine whether the application is complete within 7 days after its filing.
- C. If the application is complete, the Planning Director shall place the application on the next available agenda where the application may be heard or, in the case of public hearings, for which the public notice requirements may be met. If the application is not complete, the Planning Director shall return it, with a written statement explaining what is needed to complete the application.
- D. Public Hearings. Notice for items requiring public hearing at the Planning Commission shall comply with the requirements of this section. Notice shall be provided, as follows:
1. by first class mail, at least 7 days before the hearing: to all owners of record of property within 300 feet of the outer boundaries of the proposed development site;
 2. by posting of the notice by the City in three public places (including the City office) at least 7 days before the hearing.
 3. The developer shall incur the entire cost to mail the notice required by this paragraph to all parties set forth on a mailing list provided by the developer to the City for the project.
 4. Publication in a newspaper of general circulation within the City of Saratoga Springs at least 7 days prior to the public hearing or whenever required by the Utah Code for certain types of hearings.
- E. The Planning Commission shall conduct a hearing, when required, on the proposed development application. At the hearing, the Planning Commission shall take testimony and determine whether the proposed development complies with all applicable requirements of this ordinance or other development ordinances and policies of the City.
- F. If the Planning Commission determines that the proposed development application is complete and is in compliance with the City Code, then the Planning Commission shall take action on the application. Unless otherwise indicated in this or other chapters in the City Code, the Planning Commission may recommend approval, recommend approval with conditions or recommend to disapprove the application to the City Council. The Planning Commission may also table its decision if it finds that the application materials are incomplete or to

request more information or clarification from the applicant, the Development Review Committee or City Attorney regarding the proposed project.

- G. If the proposed development receives a recommendation from the Planning Commission, the Planning Director shall request that it be placed on the next available City Council agenda for which any applicable noticing requirements can be met.
- H. The City Council will take action on the development application after reviewing the completeness of the application and the recommendations of the City's Development Review Committee (DRC) and Planning Commission. If the City Council makes significant changes to any development application, the City Council may require that such application be remanded back to the DRC and Planning Commission for further review and recommendation.

Applicant Certification

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that The City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with the Resolution No. 99-01218-01. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof. **Further, I understand that a concept plan review does not create any vested rights to proceed with development in any particular configuration and that the review is valid for six months.**

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____