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Fees received by: \_\_\_\_\_ Date of submittal: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Receipt number: \_\_\_\_\_

Fees: \$5,000 (less than 10 Acres), \$5,000 + 250 per acre (more than 10 acres) = \_\_\_\_\_

Newspaper Public Notice Fee: \$75 x number of advertisements = \_\_\_\_\_

Initial review, all of the required supporting materials have been provided:

\_\_\_\_\_



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## SITE PLAN REVIEW 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: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of the concept plan review (completion of this item is required): \_\_\_\_\_

General location of the property: \_\_\_\_\_

Size of the subject property: \_\_\_\_\_ Number of lots: \_\_\_\_\_

Surrounding land uses: \_\_\_\_\_

Zoning: \_\_\_\_\_

Please describe how the proposed development complies with the City's adopted General Plan (attach sheet)

Please describe the proposed development including the number of units, square footage of buildings, and equivalent residential units (ERUs) for the project (attach sheets)

### Supporting Materials

Chapter 19.14.060 B of the Development Code requires the following items be submitted with a Site Plan application. Some of the requirements can be shown on the same map. Additional detail surrounding the required supporting material may be found in Chapter 19.14 of the Saratoga Springs Land Development Code.

1. Ownership Affidavit. Two copies of a statement of ownership and control of the subject property and a statement describing the nature of the intended use shall be submitted.
2. Vicinity Map. A general location map indicating the approximate location of the subject parcel shall be submitted.
3. Context plan. A context plan shall include the existing features within 200 feet of the proposed site plan property line. Existing features includes but not limited to buildings, ingress and egress points, landscaped areas, pedestrian paths and property names.
4. Survey. A survey prepared and stamped by a Utah registered land surveyor listing the metes and bounds legal description and the gross acreage within the subject parcel shall be submitted.
5. Compliance with the General Plan. A statement indicating how the proposed development complies with the City's adopted General Plan shall be submitted.
6. Site Plan. Five full-size sheets (24" x 36") and seven reduced (11" x 17") copies of the Site Plan shall be submitted. Additional copies will be required when the project is scheduled for a Planning Commission meeting. The Site Plan shall be prepared and stamped by licensed and/or certified professionals including, but not limited to, architects, landscape architects, land planners, engineers, surveyors, transportation engineers or other professionals deemed necessary by the Community Development Director. The City may require plans prepared by any or all of the above-noted professionals. For detail elements that should be included on the site plan reference the Excerpts From the Saratoga Springs Land Development Code section.
7. Preliminary Plat. A preliminary plat for the property shall be submitted when applicable. Five full-size sheets (24" x 36") and seven reduced (11" x 17") copies of the Preliminary Plat shall be submitted.
8. Electronic Drawings. An electronic copy of all drawings in a PDF format shall be submitted.
9. Data Table. Table to include 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 open space or landscaping and net density of dwelling units by acre.
10. Landscaping Plan. Five full-size sheets (24" x 36"), one reduced (11" x 17") copies, and an electronic PDF of the Landscaping Plan shall be submitted. Additional copies will be required when the project is scheduled for a Planning Commission meeting. A Landscaping Plan, prepared and stamped by a licensed landscape architect, indicating the location, spacing, types and sizes of landscaping elements, existing trees (in accordance with Chapter 19.16 of this Title), and showing compliance with the City's off-street parking requirements, the City's design guidelines and policies, and the requirements of the appropriate zoning district.
11. Grading and Drainage Plan. Five full-size sheets (24" x 36") and one reduced (11" x 17") copy of the Grading and Drainage Plan shall be submitted. Additional copies will be required when the project is scheduled for a Planning Commission meeting. For detail elements that should be included on the Grading Draining Plan reference the Excerpts From the Saratoga Springs Land Development Code section.
12. Lighting Plan. Five full-size sheets (24" x 36") and one reduced (11" x 17") copy of the Lighting Plan. A Lighting Plan that indicates the illumination of all interior areas and immediately adjoining streets showing the location, candlepower and type of lighting proposed, that is in conformance with the City of Saratoga Springs lighting standards shall be submitted.
13. Elevations. Five full-size sheets (24" x 36"), seven reduced (11" x 17") copies, and an electronic PDF of the elevations shall be submitted. Additional copies will be required when the project is scheduled for a Planning Commission meeting. The elevations of all buildings, fences and other structures viewed from all sides indicating height of structures, the average finished grade of the site at the foundation area of all structures, percentage of building materials proposed, and color of all materials.
14. Signage Plan. Three dimensioned and scaled copies of the signage plan. The Planning Commission shall approve an overall signage plan during the site plan approval process. All information to be provided for the sign permit shall be submitted concurrent with site plan application materials.
15. Traffic Impact Study. Three copies of a traffic impact study (completed by a certified traffic engineer) may be required if it is estimated by the Community Development Department that the project could generate trips for any given time period in excess of five (5) percent of the existing volume of traffic on adjacent street systems. For detail

elements that should be included in the traffic impact study reference the Excerpts From the Saratoga Springs Land Development Code section.

16. Public Notice. Stamped and addressed business size envelopes (please do not include return addresses on the envelopes) to all owners of property located within 300' of the boundary of the proposed project and a list of those property owners with their addresses as listed in the current county records shall be submitted.

17. Fee. The processing fee of \$5,000.00 (less than 10 acres) or \$5,000.00 + \$250.00 per acre (more than 10 acres) shall be paid in full. The Newspaper Public Notice Fee of \$75.00 per advertisement shall also be paid in full.

### **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 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 any permit granted by the City Council will expire one (1) year from the date the approval was granted.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Utility Notification Form

Development Name: \_\_\_\_\_ Commercial / Residential \*Circle One\*

Development Address: \_\_\_\_\_

Developer Name: \_\_\_\_\_ Developer Contact: \_\_\_\_\_

Developer Business Address: \_\_\_\_\_

Developer Tel / Office# \_\_\_\_\_ Cellular# \_\_\_\_\_ Fax# \_\_\_\_\_

The utility companies listed need to receive plans and necessary information for the above stated development to begin the process for providing their services to this project.

Plans will not be approved by the city until this document is completed and returned.

## QUESTAR GAS

Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_ Tel# \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Suggested Contact: **Valerie Young (801) 853-6558**

## COMCAST CABLE TELEVISION

Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_ Tel# \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Suggested Contact: **Sheryl Pehrson (801) 401-3023 sheryl\_pehrson@cable.comcast.com**

## QWEST

Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_ Tel# \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Suggested Contact: **Developer Contact Group 1-800-526-3557**

## Rocky Mountain Power / City Power

Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_ Tel# \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Suggested Contact: **Rocky Mountain Power Customer Service 1-800-469-3981**

**[www.rockymtnpower.net/buildersrequest](http://www.rockymtnpower.net/buildersrequest)**

## UDOT / Utah Department of Transportation

Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_ Tel# \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Suggested Contact: **Barry Sawsak (801) 227-8018 or Fess Scott (801) 227-8017**