

FOR OFFICE USE ONLY

Fees received by: _____ Date of submittal: _____

Amount paid: _____ Receipt number: _____

Fee for Original Application:

Number of acres (rounded up): _____ x **\$65** + base fee of **\$500** = _____

Fee for Amendments:

Number of acres (rounded up): _____ x **\$20** + base fee of **\$500** = _____

Newspaper Public Notice Fee (per advertisement): **\$75.00**: Yes No qty: _____

Mailed notices: **\$1.00 per notice**, to be invoiced after mailing



CITY OF
SARATOGA SPRINGS

VILLAGE PLAN APPLICATION
Updated June 2015

Applicant & Project Information

PROJECT NAME: _____

Property owner: _____ **Contact Person:** _____

Address: _____ **City:** _____ **Zip:** _____

Phone: _____ **Cell:** _____

E-mail Address: _____

Applicant / Authorized Agent: _____

Address: _____ **City:** _____ **Zip:** _____

Phone: _____ **Cell:** _____

E-mail Address: _____

Engineering Firm: _____ **Contact Person:** _____

Address: _____ **City:** _____ **Zip:** _____

Phone: _____ **Cell:** _____

E-mail Address: _____

General location of the property: _____

Surrounding land uses: _____

Total area of the subject property: _____ **Number of proposed units:** _____

Amount of open space (acreage and percentage): _____ **Amount of sensitive lands:** _____

Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless an appointment is made and the application is determined to be complete, containing all items on the application checklist. To schedule an application submittal appointment, please contact the Planning Department Administrative Assistant at 801-766-9793 x126.

Plans will be routed for review the first business day after they are received. Once routed, most applications will receive a response within 10 business days. A Comment Review Meeting (CRM) may be scheduled 10 business days after the plans are routed and are generally held Thursday mornings. Reviews may occasionally take longer for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

Staff Use Only:

- Anticipated review of 10 business days Anticipated review of more than 10 business days

19.26.03. Community Plan, Village Plan, and Detailed Infrastructure Study Required.

Community and Village Plans. An approved Community Plan for the entire Planned Community District containing the elements listed in Section 19.26.07 shall be required at the time of a zone change to the Planned Community Zone. A Village Plan shall be required for each phase within the zoned area prior to the issuance of permits for the subdivision of land, grading, or building.

19.26.09. Village Plan Approval.

1. **Application for Village Plan.** Subsequent to the approval of a Community Plan, further development of any phase within a Planned Community Zone District shall require approval of a Village Plan. A Village Plan is a preliminary approval prior to subdivision or site plan approval and is intended to commit and provide detailed standards to assure compliance with the guiding principles and intent of the Community Plan and to further commit land uses, supporting infrastructure, and design principles. The Planning Commission shall review each Village Plan application in accordance with the provisions of Chapter 19.17 and certify its recommendation to the City Council. Before certifying a recommendation of approval, or approval with conditions, the Planning Commission must find that the Village Plan:
 - a. is consistent with the adopted Community Plan;
 - b. does not exceed the total number of equivalent residential units dictated in the adopted Community Plan;
 - c. for an individual phase, does not exceed the total number of equivalent residential units dictated in the adopted Community Plan unless transferred per the provisions of the Community Plan;
 - d. is consistent with the utility, infrastructure, and circulation plans of the Community Plan; includes adequately sized utilities, services, and roadway networks to meet demands; and mitigates the fair-share of off-site impacts;
 - e. properly integrates utility, infrastructure, open spaces, pedestrian and bicycle systems, and amenities with adjacent properties; and
 - f. contains the required elements as dictated in Section 19.26.10.
2. **Village Plan Amendment.** A Village Plan is a zoning level approval, and modifications may occur in accordance with the following amendment process:
 - a. Major Amendments: If an amendment is deemed major by the Planning Director, it will be processed in the same manner as the original Village Plan. Major amendments are modifications that change the intent of the Village Plan such as:
 - i. those that significantly change the character or architecture of owners' associations (if applicable);
 - ii. those that increase or reallocate residential density and non-residential intensity beyond any provisions for transfers provided in the Village Plan, as provided in Section 19.26;
 - iii. those that materially reduce the amount of land dedicated to parks, trails, public use space, natural areas or public facilities; and
 - iv. modifications to development standards as allowed in the Village Plan.

- b. Minor Amendments: Minor amendments are accomplished administratively by the Planning Director and may be appealed to the Hearing Examiner. Minor amendments include simple modifications to text or exhibits such as:
 - i. minor changes in the conceptual location of streets, public improvements, or infrastructure;
 - ii. minor changes in the configuration or size of parcels;
 - iii. transfers of density as described within the Village Plan, as provided for in Section 19.26.06;
 - iv. minor modification of land use boundaries; and
 - v. interpretations that facilitate or streamline the approval of unlisted uses that are similar in nature and impact to listed uses.

19.26.10. Contents of a Village Plan.

Village Plans are detailed plans for the development and implementation of an entire Community Plan or individual phases or subareas of a Community Plan. Village Plans shall include:

Application Materials:

Applicant Use	City Staff Use	<i>Please check the applicable box to indicate the materials have been included with the application.</i>
		<input type="checkbox"/> Application form, applicant certification (attached), and application fee.
		<input type="checkbox"/> Fee: CASH OR CHECK ACCEPTED Fee for Original Application: Number of acres (rounded up): _____ x \$65 + base fee of \$500 = _____ Fee for Amendments: Number of acres (rounded up): _____ x \$20 + base fee of \$500 = _____
		<input type="checkbox"/> Fee for mailed notices: \$1.00 per postcard notice, to be invoiced after mailed by City staff. Notice of the public hearing(s) shall be mailed to property owners within 300 feet of the subject property. Invoice(s) shall be paid by applicant within 30 days of the date of the invoice. <i>CASH OR CHECK ACCEPTED</i>
		1. Description. A metes and bounds legal description of the property and a vicinity map.
		2. Detailed Use Map. A list of all permitted and conditional uses and a map depicting the proposed land uses by type for all property within the Village Plan Area, and demonstrating appropriate buffering from neighboring land uses, including uses within and outside of the Planned Community District.
		3. Detailed Buildout Allocation. An allocation of all acreage within the Village Plan area by land use type and geographic subarea, parcel, or phase with maximum buildout levels calculated based on the City’s measure of equivalent residential units, including residential and non-residential density allocations and projections of future population and employment levels.
		4. Development Standards. Detailed development standards for each land use type including specific provisions governing height, setbacks, parking requirements, parking lot locations, and minimum private open space.
		5. Design Guidelines. Detailed design guidelines for each land use type including specific provisions governing density and floor area ratios.
		6. Associations. If not previously established pursuant to Subsection 19.26.03.2.d., details regarding the creation of an owners’ association, master association, design review committee, or other governing body to review, approve, and enforce architectural requirements and restrictions and common area maintenance obligations.
		7. Phasing Plan. A conceptual phasing and maintenance plan for development of all uses and supporting infrastructure and open space within the Village Plan Area.
		8. Lotting Map. A conceptual plat map depicting conceptual lotting patterns.
		9. Landscaping Plan. A landscaping plan and plant palette including a legend which includes height, caliper, and numbers of all plant materials and is consistent with the Community Plan.

	10. Utility Plan. Utility and infrastructure plan that is consistent and links seamlessly with the community wide systems outlined in the Community Plan.
	11. Vehicular Plan. Vehicular circulation and mobility plan that is consistent and links seamlessly with the community-wide systems outlined in the Community Plan.
	12. Pedestrian Plan. Pedestrian and bicycle mobility plan that is consistent and links seamlessly with the community-wide systems outlined in the Community Plan.
	13. Density Transfers. Detailed transfer of density and non-residential square footage provisions.
	14. Additional Detailed Plans. Other elements as necessary to detail plans and direction contained in the Community Plan, such as grading plans, storm water drainage plans, wildlife mitigation plans, open space management plans, sensitive lands protection plans, hazardous materials remediation plans, and fire protection plans.
	15. Site Characteristics. A description of existing physical characteristics of the site including any sensitive lands, waterways, geological information, fault lines, general soils data, and contour data.
	16. Findings. A statement explaining the reasons that justify approval of a Village Plan in relation to the findings required by the Planned Community District.
	17. Mitigation Plans. Plans describing the protection and mitigation of significant environmental issues, such as wetlands, historical sites, and endangered plants, identified in the Community Plan.
	18. Offsite Utilities. An estimate of the cost to provide off-site utilities and other public infrastructure facilities to the site.
	19. Materials/Copies. Provide all application materials in PDF format on a disk. Provide an editable word file of the proposed MDA. Provide three 24"x36" and two 11"x17" copies of all drawings. Provide a geolocated KML file or GIS Shapefile including possible lot lines, road centerlines, open space, and sensitive lands.

19.26.12. Subsequent Permits Required.

1. Application Approval. The review and approval of applications prior to construction within the Village Plan area will be governed by the City's Ordinances. Notwithstanding the foregoing, the Planning Director shall be authorized to review and approve a site plan submitted for a proposed non-residential use where the proposed use is shown on and is consistent with an approved Village Plan and the site plan does not require the dedication or improvement of the public street access, or the alteration of any standard or requirement of the approved Village Plan.
2. Applications for Reuse. The review and approval of applications for the use, reuse, or alteration or improvement of existing structures will be conducted through the provisions established by this Code, as amended by the adopted Village Plan, and include:
 - a. necessary Conditional Use Permits, as prescribed in the provisions of the adopted Community Plan and conducted per Chapter 19.15;
 - b. signage, as prescribed in the provisions of the adopted Community Plan and conducted per Chapter 19.18;
 - c. necessary business licenses as required by this Code;
 - d. Home Occupations per Chapter 19.08; and
 - e. all necessary grading, electrical, plumbing, building, energy, mechanical, and occupancy permits as required by this Code.

Applicant Acknowledgment:

I hereby certify that I have read the information contained in this application form and that I have provided the required application materials.

Applicant's Signature: _____ **Date:** _____

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. R 08-21 and R 11-22. 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.

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____

Applicant's Name: _____

Applicant's Signature: _____ Date: _____