

STAFF USE ONLY
GL: 103413101 Dist. Code: 303
FEE: \$1250



SARATOGA
SPRINGS
PLANNING

Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Monday. First round of comments anticipated complete after 10 business days.

**CONCEPT PLAN APPLICATION
UPDATED JANUARY 2021**

PROJECT NAME: _____

Property Owner: _____ **Contact Person:** _____

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

Phone: _____ **Cell:** _____ **E-mail:** _____

Applicant / Authorized Agent: _____

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

Phone: _____ **Cell:** _____ **E-mail:** _____

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

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

Phone: _____ **Cell:** _____ **E-mail:** _____

General location of the property: _____ **Zoning:** _____

Surrounding land uses: _____

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

Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless the application is determined to be complete, containing all items on the application checklist. Submit the signed application and supporting materials to Planning@SaratogaSpringsCity.com. Please contact the Planning Department Administrative Assistant at 801-766-9793 x155 with questions.

Plans will be routed for review the first business day after they are accepted. 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 require additional time 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

19.13.05. Concept Plan Process.

1. A Concept Plan application shall be submitted before the filing of an application for subdivision or Site Plan approval unless the subdivision was part of a previous Concept Plan application within the last two years and the application does not significantly deviate from the previous Concept Plan.
2. The Concept Plan review involves an informal review of the plan by the City’s Development Review Committee; when accompanying a rezone application, the review also involves an informal review of the plan by the Planning Commission and City Council.
3. The developer shall receive comments from the Development Review Committee, and when accompanying a rezone application, by the Planning Commission and City Council, to guide the developer in the preparation of subsequent applications.
 - a. The Development Review Committee, and Planning Commission and City Council when accompanying a rezone, shall not take any action on the Concept Plan review.
 - b. The comments of the Development Review Committee, and Planning Commission and City Council when accompanying a rezone, shall not be binding, but shall only be used for information in the preparation of the development permit application.
4. The Concept Plan review is intended to provide the developer with an opportunity to receive input 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. Developers should anticipate that the City may raise additional issues in further stages not addressed at the Concept Plan stage.
5. The following items shall be submitted with a Concept Plan application:

Applicant	City	<i>Please check the applicable box to indicate the materials have been included with the application.</i>
		a. A completed application and affidavit, form, and application fee.
		<input type="checkbox"/> Fee: \$1,250
		b. Plat/Parcel Map of the area available at the Utah County Surveyor’s Office.
		c. Legal description of the entire proposed project.
		d. Proposed changes to existing zone boundaries, if such will be needed.

		e. Conceptual elevations and floor plans, if available.
		<ul style="list-style-type: none"> □ Elevations shall be designed in compliance with the adopted Design Guidelines (Site and Architectural Design Standards) which may be found on the City's website at www.saratogaspringscity.com/planning.
		f. Concept Plan Map: One full-size 24" x 36" copy paper of the Concept Plan, drawn to a scale of not more than 1" = 100', showing the following:
		i. Proposed name of subdivision, cleared with the County Recorder to ensure 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 widths of existing and proposed streets and right-of-ways.
		iv. Road centerline data including bearing, distance, and curve radius.
		v. Configuration of proposed lots with minimum and average lot sizes.
		vi. Approximate locations, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use, including acreages, locations, and percentages of each and conceptual plan of proposed recreational amenities.
		vii. Those portions of property that qualify as sensitive lands per Section 19.02.02., including acreages, locations, types, and percentages of total project area and of open space.
		viii. Total acreage of the entire tract proposed for subdivision.
		ix. General topography shown with 1' or 2' contours and slope arrows with labels.
		x. North arrow, scale, and date of drawing.
		xi. Property boundary with dimensions.
		xii. Data table including total number of lots, dwellings, and buildings, square footage of proposed buildings by floor, number of proposed garage parking spaces, number of proposed surface parking spaces, number of required and proposed ADA compliant parking spaces, percentage of buildable land, percentage and amount of open space or landscaping, and net density of dwellings by acre.
		xiii. Existing conditions and features within and adjacent to the project area including roads, structures, drainages, wells, septic systems, buildings, and utilities.
		xiv. Conceptual utility schematic with existing and proposed utility alignments and sizes sufficient to show how property will be served including drainage, sewer, culinary and secondary water connections and any other existing or proposed utilities needed to service the proposed development or that will need to be removed or relocated as part of the project.
		g. A schematic drawing of the proposed project that depicts the existing proposed transportation corridors within two miles, and the general relationship of the proposed project to the Transportation and Land Use Element of the General Plan and the surrounding area.
		h. File of submitted plans and signed application in pdf format.

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 Name: _____

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: _____



REVIEW 1 DATE: _____

REVIEW 2 DATE: _____

REVIEW 3 DATE: _____

Engineering Concept Plan Review Checklist

DEVELOPMENT NAME: _____

Note: The following is not intended to be a comprehensive list of items. The City may require more information based on site specific conditions.

Applicant Submitted (Provide Initials)	Required Submittals	City Use Only
		Accepted Date
	North arrow, scale, and date of drawing.	
	Property boundary with dimensions.	
	Configuration of proposed lots with minimum and average lot sizes.	
	Approximate locations, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use, including acreages, locations, and percentages of each and conceptual plan of proposed recreational amenities.	
	Those portions of property that qualify as sensitive lands per Section 19.02.02., including acreages, locations, types, and percentages of total project area and of open space.	
	Total acreage of the entire tract proposed for subdivision.	
	General topography shown with 1' or 2' contours and slope arrows with labels.	
	Locations and widths of existing and proposed streets and right-of-ways.	
	Road centerline data including bearing, distance, and curve radius.	
	Existing conditions and features within and adjacent to the project area including roads, structures, drainages, wells, septic systems, buildings, and utilities.	
	Conceptual utility schematic with existing and proposed utility alignments and sizes sufficient to show how property will be served including drainage, sewer, culinary and secondary water connections and any other existing or proposed utilities needed to service the proposed development or that will need to be removed or relocated as part of the project.	
	A schematic drawing of the proposed project that depicts the existing proposed transportation corridors within two miles	