

FOR OFFICE USE ONLY  
GL: 103413100 Dist. Code: 302

Fees received by: \_\_\_\_\_ Date of submittal: \_\_\_\_\_  
Amount paid: \_\_\_\_\_ Receipt number: \_\_\_\_\_

**Processing fees: CASH OR CHECK ACCEPTED**

Master Development Plan/Agreement Application: **\$5,000.00**

Master Development Plan/Agreement Amendment, Major: **\$2,500.00**

Master Development Plan/Agreement Amendment, Minor: **\$1,000.00**

Newspaper Public Notice Fee: **\$75.00 each**, (two public hearings are required) **\$150.00**

Mailed Notices: **\$1.00 per notice**, contact Planning to determine amount: \_\_\_\_\_



SARATOGA  
SPRINGS  
PLANNING

Applications submitted before Tuesday at 12:00pm will be discussed at an internal Development Review Committee (DRC) meeting on the following Monday. The 10-15 business day turnaround time for the first round of comments remains the same.

---

## MASTER DEVELOPMENT AGREEMENT APPLICATION Updated September 2019

### 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: \_\_\_\_\_ **Zoning:** \_\_\_\_\_

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

Size of the subject property: \_\_\_\_\_ **Proposed zoning:** \_\_\_\_\_

Proposed number of dwelling units and units per acre: \_\_\_\_\_

## 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

### 19.13.10. Master Development Agreements.

#### 1. Purpose of Master Development Agreement Process.

- a. The Master Development Agreement process is established to provide a mechanism for the following:
  - i. approval of a land use and zoning plan for a specified geographic area that is proposed for development;
  - ii. identification of utilities and other public infrastructure that will be required to be installed in order to service the proposed development; and
  - iii. creation of a development agreement that identifies general land uses, residential densities, size of non-residential developments, obligations for construction of public infrastructure, and general phasing of the development.
2. **When Required.** A Master Development Agreement shall be required of any development that is in excess of twenty acres in size if non-residential or in excess of 160 acres in size if residential. Mixed-use developments in excess of twenty acres shall be required to submit a Master Development Plan.
3. **Master Development Applications.** Master Development Agreements may be accompanied by an application to amend the City's General Land Use Plan Map and rezone the subject property. If so, then the General Plan amendment or rezone shall not occur until the Master Development Agreement is executed by the City and developer. Master Development Agreement applications shall contain, at a minimum, the following information:

Applicant	City Staff	<i>Please check the applicable box to indicate the materials have been included with the application.</i>
		a. Application form, applicant certification (attached), and application fee.
	<input type="checkbox"/>	<b>Fees: CASH OR CHECK ACCEPTED</b> Master Development Plan/Agreement Application: <b>\$5,000.00</b> Master Development Plan/Agreement Amendment, Major: <b>\$2,500.00</b> Master Development Plan/Agreement Amendment, Minor: <b>\$1000.00</b>
	<input type="checkbox"/>	<b>Newspaper Public Notice Fee: CASH OR CHECK ACCEPTED</b> \$75.00 per advertisement (two public hearings are required) <b>\$150.00</b>
	<input type="checkbox"/>	<b>Fee for mailed notices: CASH OR CHECK ACCEPTED</b> <b>\$1.00 per postcard</b> notice, contact Planning to determine amount. Notice of the public hearing(s) shall be mailed to property owners within 300 feet of the subject property.

	<ul style="list-style-type: none"> <li>□ <b>Application Materials Required:</b> <ul style="list-style-type: none"> <li>• One bound copy of the supporting materials</li> <li>• One full size sets (24" x 36") of all maps.</li> <li>• A CD with all submitted plans in pdf format.</li> <li>• The Draft Master Development Agreement in word format (consult with the City Attorney to obtain a template).</li> <li>• Additional copies of the materials may be required when the proposal is scheduled for a Planning Commission or City Council meeting.</li> <li>• Signed copy of the application in pdf form</li> </ul> </li> </ul>
	The proposed master development plan shall include, at a minimum, the information listed below:
	b. <b>Legal Description:</b> A legal description of the property.
	c. <b>Vicinity Map:</b> A vicinity map showing the approximate location of the subject parcel with relation to the other major areas of the City
	d. <b>General Description:</b> A general description of the proposed development together with a map indicating the general development pattern, land uses, densities, intensities, open spaces, parks and recreation, trails, and any other important element of the project.
	e. <b>Data Table:</b> A 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, percentage of buildable land, percentage of open space or landscaping, and net density of dwellings by acre.
	f. <b>Infrastructure:</b> Existing and proposed infrastructure including proposed roadways, utility locations, and capacities.
	g. <b>Impacts:</b> Estimated impacts of the proposed Master Development Agreement on all public utilities including potable water, irrigation water, wastewater, transportation, storm drainage, fire protection, and solid waste.
	h. <b>Recreation Demands:</b> Parks and recreation demands of the proposed project.
	i. <b>Cost Estimate:</b> An estimate of the cost to provide off-site utilities and other public infrastructure facilities to the site.
	j. <b>Physical Characteristics:</b> Existing physical characteristics of the site including waterways, geological information, fault lines, general soils data, and contour data (two-foot intervals).
	k. <b>Environmental Issues:</b> Identification of environmental issues, if any, and how such will be protected or mitigated (e.g., wetlands, historical sites, endangered plants, etc.).
	l. <b>Storm Drainage:</b> Information relating to storm drainage including: 100-year 24-hour drainage flows, 10-year 24-hour storm water flows, and proposed storm drainage facilities.
	m. <b>Streets:</b> Major street layout with detailed traffic study prepared by a traffic Engineer.
	n. <b>Compatibility:</b> Statements of how the proposed development is compatible with surrounding land uses and other areas of the City and how internal compatibility will be maintained.
	o. <b>Open Space:</b> Statements or maps indicating how the proposed master plan will comply with the City's open space and parks and recreation regulations.

4. **Open Space Requirements.** The amount of open space required with any Master Development Agreement application will be established in accordance with the provisions of the applicable zoning designation as set forth in Chapter 19.04 of this code.
5. **Planning Commission Action.** Upon receipt of a complete Master Development Agreement application, the Planning Director shall schedule the application for a public hearing before the Planning Commission.
  - a. The Planning Commission shall conduct a public hearing and shall thereafter recommend

- to the City Council approval, approval with conditions, or denial of the Master Development Agreement application.
- b. The Planning Commission may also recommend modifications to a Master Development Agreement application or may table its action if the application is incomplete or if the Planning Commission determines that more information should be provided prior to making a recommendation.
- 6. City Council Action.**
- a. The City Council, after receiving a recommendation from the Planning Commission, shall review the application and shall approve, approve with conditions, or deny the application.
  - b. The City Council may modify the application or table their action if the application is incomplete or if the Planning Commission determines that more information should be provided prior to taking final action.
  - c. The Master Development Agreement must be executed by the parties before a rezone or General Plan amendment is granted or takes effect.
- 7. Effect of the Master Development Agreement.** The Master Development Agreement, as approved, will constitute the applicant's right to develop the property in essentially the same manner as outlined in the Master Development Agreement.
- a. Generally, the Master Development Agreement shall include a request to amend the City's Land Use Element of the General Plan and Zoning Map, if necessary.
  - b. The Master Development Agreement shall not grant the applicant the right to circumvent any City ordinances, policies, City Council directives, or any other procedure that is approved and practiced by the City.
  - c. The applicant shall still be required to apply for subdivision approval, Site Plan review, Conditional Use approval, or other appropriate procedures as required by this Code.
- 8. Additional Requirements.** A Master Development Agreement shall generally conform to the requirements found in this Chapter pertaining to the contents of a development agreement, as appropriate, as well as the following requirements:
- a. The Master Development Agreement shall establish the general land uses in the project, the total number of residential dwellings, the estimated square footage of structures used for non-residential purposes, the general off-site utility and public infrastructure required, and any general phasing for the development of the Master Development Plan area.
  - b. The Master Development Agreement shall include provisions for phasing of improvements and the timing of the construction of public infrastructure.
  - c. The City may enter into performance-based reimbursement arrangements, shared funding mechanisms, or other methods if and when the City's long-term capital facility needs are served by such methods in accordance with the requirements of Section 19.13.07.
- 9. Amendment.** A Master Development Agreement may be amended upon agreement of all parties.
- a. Minor amendment: a minor amendment is an amendment that does not alter the density, intensity of use, amount of open space, or unit type, and may be approved by the Planning Director.
  - b. Major amendment: a major amendment is an amendment that alters the density, intensity of use, amount of open space or unit type, and shall be approved by the City Council.

**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: \_\_\_\_\_