



APPLICATION FOR COMMERCIAL OR MANUFACTURING SITE PLAN REVIEW

CASE NO: _____ DATE SUBMITTED: _____

PROJECT NAME: _____

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S ADDRESS: _____

PROPERTY OWNER'S PHONE: _____ EMAIL ADDRESS: _____

PROJECT CONTACT: _____

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS OF SITE: _____

PARCEL #(S): _____

PROPOSED LAND USE: _____

CURRENT ZONING: _____ PROJECT SIZE (SQ. FT / ACRES): _____

ARCHITECT/ENGINEER NAME: _____ PHONE: _____

Signature of Applicant

Signature of Property Owner

NOTE: A fee will be charged at the time the site plan is submitted for review - \$400 per acre or portion of
Fee: \$ _____ Date paid: _____

Planning Commission set public hearing: Yes No **Date of Public Hearing:** _____

Planning Commission scheduled to hear this application for site plan approval on:

Date: _____ Decision of Commission: _____

City Council set public hearing: Yes No **Date of Public Hearing:** _____

City Council scheduled to hear this application for site plan approval on:

Date: _____ Decision of Council: _____



FINAL SITE PLAN STANDARDS CHECK LIST

Preliminary Plat Required.

Each person who proposes to develop land in the City shall prepare a preliminary plan of such development and shall **submit three (3) full size (24x36) print sets and one 11x17 print set** thereof to the Department of Community Development fourteen (14) calendar days prior to the scheduled Planning Commission meeting in order to allow sufficient review time and show compliance with the requirements of the Site Plan Standards Check List.

COVER SHEET

Title Block

- Project name and address
- Owner's name, address, and phone number
- Developer's name, address, and phone number
- Approving agency's name and address: Utility companies if applicable
- Consulting Engineer's name, address, and phone number
- Licensed Land Surveyor's name, address, phone number, signature, and seal
- Date
- Revision block with date and initials
- Sheet number and total sheets

General

- Street names
- Layout of lots with lot numbers
- Adjacent tract ownership and tax identification numbers
- Scale (minimum 1" = 50' to 1" = 10')
- North arrow
- Existing easements, structures, and utility lines: Approval to cross, use, or relocate
- Space for notes
- Contours
- Public Areas

Vicinity Map

- Street names
- Site location
- North arrow
- Scale

PLAT SHEET

Title Block

- Project name and address
- Approving Agency's name and address
- Consulting Engineer's name, address, and phone number
- Date
- Names of approving agents with titles, stamps, signatures, and license expiration dates
- Names of approving departments (Attorney, Planning Commission, Mayor, Recorder)
- Consulting Engineer's stamp, signature, and license expiration date

Layout

- Street names
- Layout of lots with lot numbers
- Bearings and distances for all property lines and section ties
- Legal description
- Adjacent tract ownership and tax identification numbers
- Scale (minimum 1" = 50')
- North arrow
- Owner's dedication certificate for subdivision (Notary Acknowledgement)
- Landscaping (location and type with area calculations)
- Location of exterior lighting devices, signs, and outdoor advertising
- Location of underground tanks, dumpsters, etc.

Additional Information

- Benchmark
- Basis of bearings
- Legend

PLAN AND PROFILE SHEETS

Title Block

- Project name and address
- Approving Agency's name and address
- Consulting Engineer's name, address, and phone number
- Date
- Scale
- Revision block with date and initials
- Sheet number and total sheets

General

- North arrow
- Street names

- Lot numbers
- Reference to sheets showing adjacent areas
- Center line stationing
- Existing natural ground

Signage

- Height
- Size
- Locations
- Colors
- Lighting

New and Existing Buildings

- Height and size
- Location, set backs and all dimensions
- Type of construction
- Type of occupancy and proposed uses
- Show handicapped access

New and Existing Landscaping & Percentage

- Number of trees
- Landscape plan showing all planting, hardscaping, berming and watering
- Xeriscape alternatives

New and Existing Walls and Fences

- Location, design, and height
- Materials proposed for construction

New and Existing Parking

- Location, area, and layout of off-street parking (size of stalls, regular and handicapped)
- Location of employees' parking, customer parking, and handicapped parking
- Internal circulation pattern

New and Existing Ingress and Egress

- Location and size of points of ingress and egress for motor vehicles and internal
- Circulation pattern

New and Existing Streets

- All access points
- Center lines
- Right-of-way lines

- Face of curb lines
- Centerline slope
- Signing and striping
- Light poles
- Street lights
- Street name signs
- Stop signs
- UDOT approval (if required)
- Sidewalk (4' side with 4" of road base or 6' side with 6" of road base through the approach)
- Planting strip

New and Existing Storm Drainage

- Top of curb elevations
- Slope of gutter
- Manholes
- Invert elevations
- Length, size, slope, and type of mains and laterals
- Location of catch basins
- Ditches, location and ownership
- Approval to pipe, reroute or use
- Calculations for retention system
- Method of storm water clean-up

New and Existing Sanitary Sewers

- Manholes
- Invert elevations
- Length, size, type, and slope of mains and laterals

New and Existing Water Lines

- Length, size, type, and slope of mains and laterals
- Location, size, and type of water meters, valves, and fire hydrants

New and Existing Gas Lines

- Size and type

New and Existing Electrical Lines

- Size, location, and type
- Location of power poles

New and Existing Telephone Lines

- Location of poles, junction boxes, and manholes

New and Existing Cable TV Lines

- Location of lines

DETAILED DRAWINGS

- Cross section of roadway (minimum 8" Road Base and 3" Asphalt)
- Cross section of curb and gutter (standard 30" high back)
- Gutter inlet box with bicycle safe grate
- Cleanout box
- Thrust blocking
- Special energy dissipating or drop manholes

ADDITIONAL INFORMATION

- Soils Report
- Drainage and runoff calculations
- Water Right transfer
- Copy of Protective covenants
- 11" x 17" copy of plat
- Corp of Engineers approval (if required)
- Zoning compliance
- RDA Compliance
- Use Compliance
- Engineering letter of approval recommendation
- Traffic study
- All Planning Commission and Staff conditions for approval have been met