

SITE PLAN APPLICATION FOR PLAIN CITY

What is being proposed _____ Zone _____ Date Submitted _____

Address of Location _____

Contact Name _____ Email: _____ Ph _____ Fax # _____

Company Name _____ Address _____ Ph _____ Fax# _____

Surveyor's Name _____ Address _____ Ph _____

Engineer's Name _____ Address _____ Ph _____

Mark the following if applicable:

Secondary Water Available? _____ Type _____ Ph _____

Culinary Water Available? _____ Type _____ Ph _____

Sewer Connection Availbale? _____ Contact _____

Septic System Appears Feasible? _____ Contact _____

Is Property in a Flood Hazard Area? _____ Flood Zone _____

Please describe any agreements, rights-of-way, easements etc. that could affect this site:

Describe history of parcel being submitted for a site plan, approximate dates and acreage of past land divisions:

The completed application and supporting documents need to be submitted at least 30 days prior to the Planning Commission Meetings on the 2nd and 4th Thursdays of the month.

The above information is true and accurate to the best of my knowledge.

Date Signature

Office Use Only
Site Plan Fee: _____ Date Paid: _____ No. of copies: _____

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH)
) ss
COUNTY OF WEBER)

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I have received written instructions regarding the process for which I am applying and the Plain City Planning staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)
Residing in Weber County, Utah

My commission expires: _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Agent)

(Property Owner)

Dated this _____ day of _____, 20_____, personally appeared before me _____, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

(Notary)
Residing in Weber County, Utah
My commission expires: _____

**PLAIN CITY
SITE PLAN INSPECTION FEE SCHEDULE**

NOTE: All Engineer, Legal, and Planner Fees are the responsibility of the Person or Entity applying for the Site Plan Review. All Fees are to be paid in full before any building permit shall be issued.

USER FEES:

1. General Plan Amendment Request	\$200.00
2. Site Plan	\$200.00
3. Rezone Request	\$200.00
4. Conditional Use Permit	\$200.00
5. Request to Appear Before Appeal Board	\$200.00
6. Request for Annexation	\$1000.00
7. Copies	\$0.15 per copy (8 1/2 X 11)

General Plan and Zoning Maps are available online at www.plaincityutah.org

**PLAIN CITY
NON-RESIDENTIAL SITE PLAN CHECKLIST**

The following checklist is a summary of the requirements for approval of non-subdivision and/or non-residential site plans for Plain City. Detailed requirements are described in Plain City Code, Zoning and Subdivision Ordinance. In case of a discrepancy, the detailed ordinance requirements will govern. Incomplete submittals will not be reviewed or forwarded to the Planning Commission.

- ___1. One (1) copy of all required supporting documents and application fees shall be submitted.
- ___2. An exact copy of a certificate from a title insurance company or attorney which shall set for the names of all property owners included in the plat and shall include a list of all mortgages, judgements, liens, easements, contracts and agreements of record in the County which shall affect the property covered by such plats. If the opinion of title discloses any of the above, then at the option of the City Council the holders or owners of such mortgages, judgements, liens, easements, contracts, or agreements shall be required to join in and approve the application before the Plat shall be acted upon by the Planning Commission.
- ___3. Traffic Impact Analysis, when required by the City Engineer.
- ___4. The original Site Plan drawing and three (9) 24”X36” and one (1) 11”X17” copy of the site plan along with three (3) 24”X36” and one (1) 11”X17” copy of the construction drawings, of such quality and resolution that all detail in the drawing is readily discernible, shall be submitted at the time of submittal of the final plat.

Site Plan Drawing Requirements (If pertains to the Site Plan):

- Name, address, and telephone number of owner and engineer.
- True north arrow, name of municipality, section, township and range, and date.
- Vicinity map showing the proposed site’s location in the City.
- Names of neighboring subdivisions, owners or abutting properties, and City streets. This should include an area not less than 100 feet beyond the boundaries of the proposed development.
- Tie to all controlling survey corners or monumentation.
- Lot line dimensions.
- Tabulation Table in the following format:

	Square Footage	Acreage	Percent of Total
Total Area			100
Total Building Area			
Total Impervious Area			
Total Landscaped Area			

Total Number of Parking Spaces:

- Streets: Names and locations of fronting streets and dimensions of public streets, private streets, and driveways.
- Buildings: Footprints of existing and proposed buildings and structures including a notation of each building’s main floor finished floor height above grade.
- Building elevation: show height dimension & types of materials proposed.
- Sewer & Water: Location and size of existing and proposed sewer lines and manholes, storm drains and manholes, water supply main valves, water lines, culverts, etc.

- ❑ Fire protection: existing and proposed fire protection devices within the tract and within 200 feet of the boundaries of the proposed development. Identify required fire department apparatus access roads and proposed fire hydrant locations, as well as UBC specified construction type.
- ❑ Drive accesses: location and dimensions & distances to property lines of existing and proposed.
- ❑ Curbs, gutters, and sidewalks: location of existing and proposed.
- ❑ Parking spaces: 9’X18’ minimum; locations, dimensions & number of spaces. Including parking stalls for Americans with Disabilities I.A.W. ANSI A117-1992. Minimum Van size: 16 feet wide by 18 feet long, one required. Minimum for all other ADA stalls: 13’X18’.
- ❑ Fences: locations, heights, & types of materials of existing and proposed.
- ❑ Signs: location and description (dimensions, distance to property lines, and type of lighting (direct or indirect) of existing and proposed signs.
- ❑ Loading areas.
- ❑ Solid Waste disposal: show location and enclose with sight obscuring fence.
- ❑ Exterior display areas.
- ❑ Exterior storage areas.
- ❑ Exterior Lighting: location and type.

- ___5. Grading and Drainage Plan in accordance with Chapter 11-5-4 of the Subdivision Ordinance including contour map drawn at 1-foot intervals and enough elevation data to show existing and proposed grades & location & type of inlet boxes, etc. To be approved by the City Engineer prior to Planning Commission review.
- ___6. Landscape plan: detailed with specific types and locations; underground, automatic sprinkling system required; required trees.
- ___7. Traffic Circulation Plan.
- ___8. Signed easements and/or agreements with adjacent property owners for necessary off-site facilities or other matters pertinent to the subdivision, if not already submitted.
- ___9. Letter of Final Approval for culinary water from Bona Vista Water Improvement District (or applicable culinary water district).
- ___10. Letter of Final Approval for secondary water from Weber Box Elder Water (or applicable secondary water purveyor). Note: A letter of “conditional” final approval may be submitted at this stage of the process. However, the Final Plat shall not be signed by the City Engineer until a Letter of Final Approval is received.
- ___11. Letter from each other utility company included stating that they have reviewed the plan and are setting forth their comments concerning the extent of services and the design of utility easements.
- ___12. For developments with any boundary shared with a Utah Department of Transportation (UDOT) road, submit written evidences that UDOT has reviewed the development plans and is in agreement with the proposed plan. Approval of the State Right of Way Engineer must be obtained for items such as location of curb, gutter, and sidewalk, location and number of curb entrances, turning and deceleration lanes, land striping, etc. On City streets, the approval for location and number of curb entrances must be received from the City Engineer.

- ___13. Storm Water Pollution Prevention Plan.
As required by laws of the State of Utah, submit a Storm Water Pollution Prevention Plan for each project and copies of State Permit received.
- ___14. Any other information as may be useful or necessary for the meaningful review of the project. Additional information may be requested based on the nature of the project or the site.

SITE PLAN REVIEW PROCESS

GENERAL REQUIREMENTS

Any required subdivision relative to the site plan must be approved prior to the submission of a non-residential site plan. A review of the drawings and supporting documents will be completed to determine conformance with the City's General Plan and Zoning Ordinance Requirements.

TIMING AND SCHEDULING

It is not unusual in most communities for the site plan review and approval process to take several months. The same may also be true for Plain City, depending upon the challenges association with the proposed site plan and the number of entities involved in the review and approval process. The best way to keep the schedule to a minimum is to provide complete submittals in accordance with application and submittal milestones. Those milestones are described in detail in the paragraph below and are summarized here for your convenience.

NOTE: The Site Plan Review and approval is done by the Commission unless there is an appeal to the City Council.

Site Plan Submittal

- ❖ **Complete plat submittal - at least 30 days prior to the Planning Commission meeting on the second Thursday of the month.** (Note: This will result in the applicant being added to the Planning Commission's agenda. The Planning Commission may limit the number of items on an upcoming agenda. This is done on a first come, first serve basis.)