SUBDIVISION: CONCEPT PLAN APPLICATION PACKET

Thank you for your interest in submitting a concept plan subdivision application. The following packet is designed to provide general information to applicants and to help guide you through this application process.

For questions regarding any of the information listed in this packet, or to setup a pre-application meeting, please contact us at **danderson@richfieldcity.com** or give us a call at **(435) 896-6439**.

PURPOSE AND INTENT OF PROCESS	**Reference: Title 16 - Subdivisions**
1. Unless exempted by Utah State Code, the subdivision process is required for any land that is divided, re-subdivided or proposed to be divided into two (2) or more lots, plots, parcels, sites, units, or other division of land for the purpose, whether immediate or future, for offer, sale, lease, or development. 2. A concept plan is intended to enable the applicant and relevant City Staff to have a preliminary review of the site plan with the general scope of the proposed development and site or development conditions which might affect the proposed subdivision improvement plans and plats. 3. It is designed to allow for the identification of City policies, issues, application procedures, standards, and other items that may need to be considered during the subdivision review process once a formal application is received. 4. Unless exempted by the Zoning Administrator, the following types of large scale developments are required to submit a concept plan application: projects located within sensitive lands; projects with multi-family units; and commercial and industrial developments which are two (2) acres or more in size.	
CONCEPT PLAN REQUIREMENTS	**Reference: 16.07.020**
(1) 11 x 17 Paper Copy + (1) Electronic PDF shall be submitted which includes:	
☐	The proposed name of the subdivision;
☐	Map of the proposed subdivision, with property boundaries and all adjacent properties within the same ownership or development conglomerate;
☐	Approximate acreage of the proposed subdivision;
☐	Current zoning designation of properties included in the proposed subdivision;
☐	Approximate number of lots and proposed street layout;
☐	Topographic contours and general locations of sensitive lands (i.e., geologic, flood plain hazards, etc.) which are located within the tract;
☐	Approximate location of nearest utilities and those proposed including: 1. Documentation of water rights and of historic water use; 2. A description of the type of sanitary waste system proposed. ***Note:*** *When private wells and on-site septic systems are proposed, a description of how each proposed lot will conform to the standard protection radius around the wellhead;*
☐	A written statement of sufficient detail that the intent of the developer is made clear to those persons who review the proposals, including information on phased development and associated timelines, methods of financing improvements, maintenance and ownership on non-buildable lands or common open spaces; and
☐	If applicable, other materials or documents as identified or required by City Staff during the pre-application meeting with the applicant(s).

REVIEW PROCESS		Reference: 16.07.010	
APPLICATION RECEIVED Application is submitted and pre-screened to ensure submittal requirements are met and fees are paid.	**DETERMINATION OF COMPLETENESS** Application reviewed/deemed complete by Zoning Administrator. ***Note:*** *If incomplete, a list of missing information to submit will be provided.*	**CITY STAFF REVIEW** Application is sent to relevant City Staff/Departments for review. ***Note:*** *Written summary of comments provided by Zoning Administrator.*	**PROCEED FORWARD TO PRELIMINARY** Applicant(s) should submit a preliminary subdivision application which is consistent with the submitted concept plan and recommendations received.

IMPORTANT NOTES	Reference: 16.07.040

1. An approved concept plan application shall act as a guide for subsequent preliminary and final plat submittals.
2. A concept plan application shall not constitute an application for subdivision approval and is in no way binding on the City or applicant(s). Any discussion occurring during concept plan shall not be considered as any indication of subdivision approval or disapproval, either actual or implied.

APPEAL OF DECISIONS

Any person aggrieved by a decision of the Zoning Administrator regarding the determination of application completeness, or City Staff during Concept Plan review may appeal the decision to the Land Use Hearing Officer (LUHO) as outlined in Section 16.03.010.

CONSULTATION

If you have questions regarding the City's concept plan process or its regulations, please contact the Zoning Administrator at **danderson@richfieldcity.com**or give us a call at **(435) 896-6439**.

If you would like to discuss your proposed development plan in more detail, you can request a pre-application meeting with City Staff by contacting the Zoning Administrator.

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CONCEPT PLAN APPLICATION

IMPORTANT INFORMATION		
CONSULTATION Available prior to submission. For questions, e-mail us at: **danderson@richfieldcity.com**	**SUBMISSION** Submit complete application to Zoning Administrator at: **75 E Center Street, Richfield, UT 84701**	**REQUIRED FEES** ***Note:*** *Fee is not required for concept plan applications.*

APPLICANT INFORMATION	
Project/Plat Name:	
Address Of Subject Property:	
Name Of Applicant(s):	**Phone:**
	( )
Mailing Address:	**E-Mail Address:**
Applicant's Interest In Subject Property: *(**Note:** * Requires Owner's Consent)*	**If Other, Please Describe:**
☐Owner ☐Engineer* ☐Contractor* ☐Other*	

Zoning District Of Subject Property:	Number Of Proposed Lots/Units:	Total Acreage Of Proposed Project:

OFFICE USE	
Received By:	**Date Received:**
Type Of Plat:	☐Condominium ☐Subdivision ☐Amended
Review/Approval Date:	**Number Of Lots/Units:**

DISCLAIMER: PLEASE NOTE THAT ADDITIONAL INFORMATION MAY BE REQUIRED BY CITY STAFF TO ENSURE ADEQUATE INFORMATION FOR STAFF ANALYSIS. ALL INFORMATION REQUIRED FOR STAFF ANALYSIS WILL BE COPED AND MADE PUBLIC, INCLUDING PROFESSIONAL ARCHITECTURAL OR ENGINEERED DRAWINGS FOR THE PURPOSE OF PUBLIC REVIEW BY ANY INTERESTED PARTIES.

ACKNOWLEDGEMENT OF APPLICANT'S RESPONSIBILITY

1. This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application will be processed under the name provided below.
2. By signing this application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided to the City are considered public records and may be made available to the public.
3. I understand that my application will not be processed until the application is deemed complete by the Zoning Administrator. I acknowledge that a complete application includes all of the required submittal requirements and that the provided documents must comply with all applicable requirements for the specific action being requested.
4. I understand that a staff report will be made available for my review prior to any public hearings or public meetings. This report will be on file and available at the City's Offices and will be e-mailed to me once it has been finalized.

Name Of Applicant:	**E-Mail Address:**
Signature:	**Date:**

LEGAL PROPERTY OWNER'S CONSENT

Note: *If the applicant is not the legal owner of the subject property, written consent from the property owner must be provided. Properties with a single fee title owner may show consent by filling out the information below or by providing an affidavit.*

Affirmation Of Sufficient Interest: I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name Of Legal Property Owner:	**Legal Description/Parcel Number:**
Mailing Address:	**E-Mail Address:**
Signature:	**Date:**

1. If a corporation is fee titleholder, attach a copy of the resolution of the Board of Directors authorizing the action.
2. If a joint venture or partnership is the fee titleholder, attach a copy of the agreement authorizing action on behalf of the joint venture or partnership.
3. If a Home Owner's Association is the applicant, then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

DISCLAIMER: BE ADVISED THAT KNOWINGLY MAKING A FALSE, WRITTEN STATEMENT TO A GOVERNMENT ENTITY IS A CRIME UNDER UTAH STATE CODE CHAPTER 76-8, PART 5 (AS AMENDED). THE CITY WILL REFER FOR PROSECUTION ANY KNOWINGLY FALSE REPRESENTATIONS MADE PERTAINING TO THE APPLICANT'S INTEREST IN THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION.