SITE PLAN REVIEW APPLICATION PACKET

Thank you for your interest in submitting an application for site plan review. The following packet will provide general information regarding the process for seeking approval from the City's relevant land use authority regarding site plan review.

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

PURPOSE AND INTENT OF PROCESS	**References: 17.15**

The purpose of the site plan review process is to promote site and building design compatibility and quality, and to create and protect the community character and identity of the City.

The standards and procedures for site plan review have been established by the City to encourage adequate advanced site planning and review in order to ensure the highest quality of development in the City. Such standards and procedures are intended to provide for the orderly, harmonious, safe, and functionally efficient development which is consistent with priorities, values, and guidelines stated in the various elements of the City's General Plan. Site plan review standards are not intended to so rigidly control design so as to stifle creativity or individual expression, nor to cause substantial, unnecessary expense, rather, any control exercised is intended to be the minimum necessary to efficiently achieve the objectives stated within the City's Code.

A site plan is required for any of the following uses, unless expressly exempted from such requirement by another provision of the City's Code:

1. Any multi-family residential use;
2. Any commercial use;
3. Any professional use;
4. Any manufacturing or industrial use; and
5. Any institutional use.

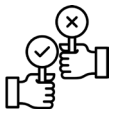
In situations where site plan approval is required, no building permit for the construction of any building, structure, or other improvement to the proposed site shall be issued prior to the approval of the site plan by the land use authority. Furthermore, no clearing, grubbing, grading, drainage work, parking lot construction, or other similar improvements shall be allowed to commence prior to obtaining site plan approval from the land use authority.

REQUIREMENTS	**References: 17.15.020**

(1) 22" x 34", (1) 11" x 17" paper copies, and one (1) PDF copy of a site plan for the subject property, drawn to scale as required by the Zoning Administrator shall be submitted which includes the following:

☐	A plan set cover sheet showing the entire site plan including a title block showing the name, address and phone number of the applicant, designer, engineer, and any other professionals that contributed to the production of the plans and drawings. The cover sheet shall include the name (if applicable) and address of the proposed project, and date of preparation of the plans and drawings. A general vicinity map shall be inset on this sheet.
☐	A detailed boundary survey sheet showing the following information: - The location and width of existing and proposed abutting streets; - All property and parcel/lot lines including property ownership.

	- Existing and proposed easements and dedications; - The location of all existing and proposed structures on the site, including building height(s) and any provisions to screen roof-based mechanical equipment or similar, and the location of existing structures on adjoining properties; - The location of existing fencing and significant existing trees and shrubbery; - The location of off-street parking, driveways, loading facilities, and hard-surfaced areas; - The location of existing and proposed curb, gutter, sidewalk, and curb cuts. If the property abuts a State owned highway, the applicant must obtain approval from the Utah Department of Transportation (UDOT) for the location of curb, gutter, and sidewalk. UDOT shall also approve the location and number of curb entrances; - The location of refuse container(s); and - The location of vehicular and pedestrian access and circulation including all existing and proposed traffic, pedestrian, and road safety signs.
☐	A detailed utilities plan showing the location and size of all existing or proposed utilities that will provide service to the project (including location of nearest fire hydrants) consistent with the design standards approved by the City.
☐	A detailed landscaping plan that shows the following information: - The proposed landscaping including identification of plant species and fencing in sufficient detail for review of screening and aesthetic qualities; - Irrigation sprinkler designs indicating the locating and service size of secondary water connections; - Location and design of all exterior lighting; - Data table showing parcel, building, landscaping, parking areas and percentages, and the number of parking stalls required and provided; - Floor plans and elevations including exterior building finishes and colors.
☐	Required engineered drawings for on and off site improvements.
☐	Traffic impact study as required by Title 4 of the City's Transportation Master Plan and geotechnical study unless waived by the Land Use Authority, Zoning Administrator or City's Engineer.
☐	Each sheet shall be signed and stamped by the relevant design professional registered in the State of Utah (i.e. engineer, professional landscape architect, etc.) as applicable.

REVIEW PROCESS:		References: 17.15.020	
			
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.*	**REVIEW BY CITY STAFF** Application is distributed to City Staff for review and City Staff recommends to the Planning Commission approval, approval with modification, or denial of the application.	**REVIEW/DECISION BY LAND USE AUTHORITY** Public notice is given. The Planning Commission holds a public meeting to review the application and make a final decision to approve, approve with conditions, or deny the application.

IMPORTANT NOTES — **References: 17.15.030 / 17.15.020**

An application for site plan review shall meet the requirements of 17.15.030 Site Planning And Building Design Standards of the City's Code. The entire site plan shall be developed at one time, unless a phased development plan is approved by the land use authority.

The applicant shall provide a guarantee of installation and construction of all on-site and off-site improvements required by Title 17 – Zoning, or as required by the land use authority, prior to the issuance of any building permits or the commencement of any work. The guarantee shall be in a form acceptable to the City and in an amount equal to one hundred ten percent (110%) of the estimated costs of all improvements. The guarantee shall assure the installation of improvements within one (1) year of the date of the site plan approval, and shall provide a one (1) year warranty pertaining to the installed improvements. It shall be the responsibility of the developer to notify the City when the improvements are complete and ready for inspection.

Except as may be provided for elsewhere in Title 17 – Zoning, no element of an approved site plan shall be changed or modified without first obtaining approval of an amended site plan from the land use authority.

On behalf of the land use authority the Zoning Administrator may revoke or suspend an approved site plan. Any of the following shall be grounds for revocation or suspension:

- The use for which the City granted the permit has ceased for one (1) year or more;
- The holder or user of the site plan approval failed to comply with the conditions of approval, or is in violation of any other City, State, or Federal law governing the conduct of the use;
- The holder or user of the site plan approval failed to construct or maintain the site as shown on the approve site plan or map; or

- The Land Use Authority determined that operation of the use or character of the site was a nuisance or a court of competent jurisdiction in any civil or criminal proceeding found it to be a public nuisance.
- The Land Use Authority shall not revoke a site plan approval without first holding a public hearing. The Zoning Administrator or designee shall notify the permittee in writing, which shall be served by registered mail or personal service, at least ten (10) days prior to the date of such hearing and the grounds for its convening. At any such hearing, the permittee shall be given an opportunity to testify, call witnesses, and present evidence. Upon conclusion of the hearing, the Land Use Authority shall decide whether to revoke or suspend the permit. In the event the determination is to revoke or suspend the permit, the permittee may appeal the decision to the City Council within fourteen (14) days from the date of such final determination. Revocation or suspension of a site plan shall not limit the City's ability to complete other legal proceedings against the holder of the site plan approval.

Failure to obtain a building permit within one (1) year of approval of any site plan shall terminate and cancel the prior site plan approval given, whereupon the Zoning Administrator may require that a new site plan application be submitted and approval obtained pursuant to this section. A written request may be submitted to the Zoning Administrator prior to the expiration of the site plan for an extension of up to six (6) months. The Planning Commission may grant such an extension where good cause can be shown.

APPEAL OF DECISIONS

Any person claiming to be adversely affected by a decision of the Planning Commission regarding a site plan application may appeal first to the Appeal Authority outlined in Section 17.03.010 then to District Court in accordance with the provisions of §10-9a-801 of Utah State Code (as amended).

CONSULTATION

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

SITE PLAN REVIEW 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** *Actual Cost Of Professional Reviews (i.e., Legal, Planning, Engineering)*

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*	

Application Type:	Zoning District Of Subject Property:	Description Of Proposed Use:
☐Site Plan Review ☐Amended Site Plan Review		

OFFICE USE	
Received By:	**Date Received:**
Review/Approval Date:	**Conditions (If Any):**

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.