



Established 650 A.D. Settled 1880 Incorporated 2018

Town of Bluff 190 N. 3rd E., Office #1, PO Box 324, Bluff, UT 84512 www.townofbluff.org

APPLICATION FOR SITE PLAN REVIEW

In accordance with TOWN OF BLUFF AMENDED ORDINANCE #2022 - 3 - 5 AN AMENDED ORDINANCE ADOPTING ZONING PROVISIONS, AN OFFICIAL ZONING MAP, NON-CONFORMING USE PROVISIONS, HOME OCCUPATION PROVISIONS, A SITE PLAN PROCESS, SIGN REGULATIONS, AND APPEAL PROVISIONS

All submittals must be received before 5pm fourteen days (two weeks) before the Planning & Zoning meeting to be considered for the agenda. Incomplete submittals will not be accepted.

Level I Application means a site plan application for the development of six (6) or fewer residential units, or the development or remodeling of not more than five thousand (5,000) square feet of finished commercial space. Level I applications shall be reviewed by the Planning & Zoning Commission, which shall be the land use authority. The Planning & Zoning Commission may approve, approve subject to conditions, or deny a Level I application.

Level II Application means a site plan application for the development of seven (7) or more residential units or the development or remodeling in excess of five thousand (5,000) square feet of finished commercial space. Level II applications shall first be reviewed by the Planning & Zoning Commission which shall issue written recommendations for the project. The land use authority for Level II applications shall be the Town Council, which may approve, approve subject to conditions, or deny the application.

Level II Applications are not subject to a public hearing; *however, the applicant is responsible for delivering notice of the pending application, in a form approved by the Town, to adjacent property owners*, who shall be permitted to submit written comments or testimony as to the compliance of the application with applicable approval criteria and ordinances. Any written comments or testimony from adjacent property owners or interested persons may be considered by the Town Council in reaching its decision. The Town Council shall consider the application at a public meeting without further public testimony. Within a reasonable period of time following the conclusion of the meeting, the Town Council, as land use authority, shall issue a written decision, which may approve, approve subject to conditions, or deny the application

Please see the Zoning Ordinance at www.townofbluff.org for complete explanations of requirements.

An application for site plan approval must be submitted to the Planning & Zoning Commission on the approved site plan application form, together with the required review fee. The application must be signed by the record property owner or, if the applicant is not the owner, the applicant must deliver proof of approval signed by the owner. Unless waived by the Planning and Zoning chair, the application must include four (4) copies of the application and associated materials.

PROJECT NAME: _____ PARCEL NO(s). _____

SITE ADDRESS: _____

EXISTING ZONING: _____ ACREAGE: _____

PROPERTY OWNER: (Owner Name) (Firm Name) _____

Address: _____ City: _____ State: _____

Zip Code: _____ Phone: (____) _____ E-Mail: _____

Applicant's Name if different than property owner: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Phone: (____) _____ E-Mail: _____

Check One that Applies: Architect __ Planner __ Engineer __ Other __ (Please explain:)

NOTE: ALL FEES ARE NON-REFUNDABLE

FEE PAYMENT

PROJECT NAME : _____

Fees paid: _____

Fees Outstanding: _____

Outstanding fees paid on: _____

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws. I understand that a complete submittal consists of the documents listed in the attached Community Development Division Submittal Checklist and must accompany the submittal to be considered complete and to begin the submittal process.

Signature of Property Owner / Authorized Agent Signature of Applicant / Date

Print Name of Property Owner / Authorized Agent Print Name of Applicant / Date

Submittal Requirements Checklist

To be completed by the applicant

Preliminary Site Plan drawn by an engineer, surveyor, or architect, to a scale of not less than one inch equals fifty feet (on paper no larger than twenty-four inches by thirty-six inches), and one copy reduced to eleven inches by seventeen inches that shall include:

Parcel Boundary Lines. Include all easements, setbacks and construction limits of the project site;

Drives, Streets, and Rights-of-Way. Include widths of pavement, curb and gutter, and dimensions of rights-of-way;

Parking and Loading. The parking plan must include a count of spaces and details of handicap parking spaces as well as indicating the location and types of exterior lighting proposed for security lighting of the area;

Access. Include all points of ingress, egress. For developments adjacent to and accessed by a state or federal highway, a completed highway access permit application from the Utah Department of Transportation (UDOT) must be submitted with the application, with a permit issued prior to building permit approval;

Refuse Areas. Drawings of the refuse enclosures must be included;

Common Open Space. All open space, common areas, parks, sidewalks, and trails (with required connectivity) must be clearly depicted;

Topography. All site conditions including terrain contours, drainage areas, and other physical features on or within one hundred feet of the site must be shown; existing and finished grades must be clearly shown in different shades or contour depictions; all elevations shall be shown in the most current North American Vertical Datum (NAVD). Level I applications may contain this topographic survey on the site plan. **Level II applications must show a separate topographic survey;**

Use Types. Specific areas proposed for specific types of land use shall be shown, and must include the acreage or square footage for each area;

Public Dedications. Areas proposed for public dedication (i.e., utility easements, trails, open space, or the like) shall be depicted;

Lots or Plots. The dimensions and areas for each lot or plot must be Amended shown;

Adjacent Zoning. Zoning for adjacent properties within three hundred feet of the subject property shall be shown;

Fire Hydrants. The locations of all fire hydrants;

Title Block. A title block shall appear in the lower right hand corner of all pages of plans and plats and shall contain the name of the development; legal location of the property; name and contact information of the site designer/engineer/surveyor; the name of the development; and the drawing scale and north point;

A regional or vicinity map shall accompany the submitted application to indicate the location of the project; and

The legal description of the property.

Floor Plan and Elevations. A floor plan, at a minimum, shall consist of a drawing to scale showing a view from above, of the relationships between rooms, spaces and other physical features at each floor level of a structure. All dimensions shall be drawn between the walls to specify room sizes and wall lengths. The floor plan shall show the physical layout of:

Interior walls and hallways;

Restrooms;

Windows, doors, landings, decks, and patios;

Plumbing features such as sinks, showers, bathtubs, HVAC elements, etc.;

Interior features such as fireplaces, saunas, hot tubs, and whirlpools;

Locations of electrical panels and service connections;

The planned uses of all buildings and rooms;

All finished first floor elevations;

Elevation view drawings shall show all side elevations of existing and proposed structures, and shall depict exterior architectural elements and materials, as well as heights of the structure.

Narrative. The narrative shall describe in reasonable detail the purpose of the proposed development, the types of all land uses that are anticipated, the phasing of development, and information regarding all accessory uses, structures, or major features. Statistical information as to the project area, developed area square footage, number of parking spaces, and the like shall be included.

Conceptual Sign Plan. If signage is anticipated, applicants shall submit a plan showing the location, dimensions, materials, and type of illumination for all signs. All signage shall comply with this Title.

Lighting Plan. The lighting plan shall show number and types of fixtures for walkways, building exterior lighting, and parking areas. An acceptable lighting plan shall consist of full cutoff, fully shielded, downward directed lighting types. The plan shall include manufacturer's information detailing the fixtures to be used. Wall mounted flood lights that direct outward toward other properties and roadways are prohibited.

Landscape Plan. The landscape plan shall include location of landscaping features, maintenance, and proposed erosion control.

Wetlands, Riparian Areas, and Floodways. If the development is adjacent to riparian areas, floodplains, probable wetlands, or areas where stream channels may be altered by planned development, a wetlands, riparian areas, and floodway plan drawn by an engineer, surveyor, or other appropriate consultant must be submitted. Flood zone boundaries and the base flood elevation must be shown. Where the application includes areas which may be subject to flooding the applicant shall show that the elevation of the lowest floor of all structures exceeds the elevation which is above the base floor

elevation. All elevations on the plan shall be shown in the most current North American Vertical Datum (NAVD).

Drainage Plan. A storm water drainage plan, signed and stamped by an engineer, shall be submitted and show calculations and other information specified below:

The project site, including areas three hundred feet beyond its boundaries;

Existing contours at two-foot intervals shown as dashed lines;

Proposed contours at two-foot intervals shown as solid lines;

Indication of a permanent benchmark referenced to mean sea level;

Drainage system shown in plan view with estimated cubic-foot-per-second flow for a one-hundred-year storm event;

Locations of all natural drainage channels and water bodies;

Existing and proposed drainage easements;

Type, size, and location of existing and proposed drainage structures such as pipes, culverts, inlets, ditches, swales, retention ponds, detention areas, etc.;

One-hundred-year event (base) flood areas;

Additional grading and drainage elements may be required to be depicted to satisfy Federal Emergency Management Administration (FEMA) floodplain requirements; and

Erosion control plans showing adequate sedimentation control which shall be accomplished throughout construction phases as well as during the ongoing use of the site (e.g., sedimentation ponds, dikes, seeding, retaining walls, rip-rap, etc.).

Minimum Standards. All structures for drainage and flood control shall be designed, at a minimum, to successfully convey the anticipated one-hundred-year frequency storm event for maximum period of intensity over the entire drainage basin. The applicant shall submit calculations to show that all structures have adequate capacity to accommodate flows expected to result from the designated storm event.

Water and Sewer System Protection. All stormwater facilities shall be designed to avoid or minimize damage to, or infiltration of, culinary water and sanitary sewer facilities, if applicable.

Planned Grading. A grading plan for surface drainage (shown by contours and spot elevations) shall be prepared by an engineer or surveyor. It shall show the planned grading and paving of driveways, access roads, and parking areas. Grading and paving shall be shown on plans, profiles, cross sections, and details as necessary to describe new construction. Details of curbs, gutters, sidewalks, drainage structures, and conveyance systems, dimensions of all improvements, size, location, thickness, materials, strengths, and necessary reinforcement can be shown on the site plan in the case of a Level I application, or on a separate drawing based on the complexity of the project.

Utility Plan. A utility plan shall be prepared by an engineer. It shall show the locations, dimensions, and elevations of all sewer facilities and culinary water facilities needed to serve the site. The utility plan shall specify in reasonable detail the types of equipment and materials to be used and shall comply with all applicable advisory documents or

sound engineering requirements. Plans showing the locations of natural gas, electric, and telephone/data lines must also be shown.

Evidence of Title. A current title insurance commitment, ownership and encumbrance report, or abstract of title prepared by a title insurance company or attorney showing all ownership interests, easements, and encumbrances which apply to the parcel(s) comprising the application must be submitted. If requested, the applicant shall provide copies of all recorded documents which may affect the property subject to the application. If common elements or private use restrictions are anticipated, the applicant must submit draft covenants, conditions, and restrictions (CC&Rs) for review.

Surface and Subsurface Soils Report. The application shall include a surface and subsurface soils report establishing soil suitability for the proposed development. The report shall be prepared by a geotechnical engineer or other professional. At a minimum, the report shall include:

- A description of soil types;

- Locations and characteristics with supporting soil maps;

- Soil logs of test pits and bore holes;

- All other information necessary to determine soil suitability for the scope of the development and constraints on development based on the findings;

- Analysis and evaluation of such information with recommendations regarding structural constraints, erosion control, and requirements for building design.

Traffic Study. A traffic study and parking and circulation study are required for projects which will generate in excess of five hundred peak daily trips.

Street Design Drawings. The application shall include drawings by an engineer showing the design, grades, widths, and profiles of all streets, sidewalks, curbs, gutters, traffic control devices, traffic signs, and associated public improvements. All street designs shall conform to street classifications and design standards adopted by the Town, if any.

Additional Submittals--Request Waiver of Certain Submittals. Please submit any waiver requests in writing, identifying the project by name and application number.

Conformity with Submittal Standards. All submittals must conform to the land use submittal standards adopted by the Town, if applicable. Submittals which do not clearly or accurately depict elements required for review of the project may be rejected, or the Town may require revisions during the review process.

PLEASE RETURN THIS FORM WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE ABOVE INFORMATION ARE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED.

Submitted by: _____ Date: _____

Received by: _____ Date: _____

BLUFF OFFICE ONLY:

FEE PAID: _____ DATE: _____ RECEIPT #: _____