






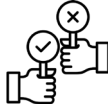
# LAND USE: SITE PLAN REVIEW APPLICATION PACKET

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 Town’s relevant Land Use Authority regarding site plan review.

For questions regarding any of the information listed in this packet please contact us at **cvtown@gmail.com** or give us a call at **(435) 893-9178**.

PURPOSE AND INTENT OF PROCESS	References: 17.3.16
<ol style="list-style-type: none"> <li>1. These standards and procedures are established to encourage adequate advanced site planning and review in order to ensure the highest quality of development for the Town. Such standards and procedures outlined herein are intended to provide for the orderly, harmonious, safe, and functionally efficient development which is consistent with the priorities, values, and guidelines stated in the various elements of the Town’s General Plan. Section 17.3.16 of the Town’s Code is 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 therein.</li> <li>2. The Land Use Authority for site plan review shall be as outlined in Section 17.3.3 of the Town’s Code.</li> <li>3. A site plan shall be required for any of the following uses, unless expressly exempted from such requirement by another provision of Title 17 - Land Use of the Town’s Code:               <ol style="list-style-type: none"> <li>a. Any multi-family residential use;</li> <li>b. Any commercial use;</li> <li>c. Any professional use;</li> <li>d. Any manufacturing or industrial use; and</li> <li>e. Any institutional use.</li> </ol> </li> <li>4. 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 approval of the site plan by the Land Use Authority. Furthermore, no clearing, grubbing, grading, drainage work, parking lot construction, or other similar site improvements shall be allowed to commence prior to obtaining site plan approval from the Land Use Authority.</li> <li>5. An application shall be submitted to the Town along with the fee as outlined in the Town’s Fee Schedule.</li> </ol>	
REQUIREMENTS	References: 17.3.16
<p><b>One (1) plan set, size 22” x 34” drawings; one (1) plan set, size 11” x 17” drawings, and one (1) PDF copy. The application and plan sets shall include at a minimum the following documents and information:</b></p>	
<input type="checkbox"/>	<p>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 shall also 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.</p>

<input type="checkbox"/>	<p>A detailed boundary survey sheet showing the following information:</p> <ol style="list-style-type: none"> <li>1. The location and width of existing and proposed abutting streets;</li> <li>2. All property and parcel/lot lines including property ownership;</li> <li>3. Existing and proposed easements and dedications;</li> <li>4. 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;</li> <li>5. The location of existing fencing and significant existing trees and shrubbery;</li> <li>6. The location of off-street parking, driveways, loading facilities, and hard-surfaced areas;</li> <li>7. 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;</li> <li>8. The location of refuse container(s); and</li> <li>9. The location of vehicular and pedestrian access and circulation including all existing and proposed traffic, pedestrian, and road safety signs.</li> </ol>
<input type="checkbox"/>	<p>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 Town.</p>
<input type="checkbox"/>	<p>A detailed landscaping plan that shows the following information:</p> <ol style="list-style-type: none"> <li>1. The proposed landscaping including identification of plant species and fencing in sufficient detail for review of screening and aesthetic qualities;</li> <li>2. Irrigation sprinkler designs indicating the locating and service size of secondary water connections.</li> </ol>
<input type="checkbox"/>	<p>Location and design of all exterior lighting.</p>
<input type="checkbox"/>	<p>Data table showing parcel, building, landscaping, parking areas and percentages, and the number of parking stalls required and provided.</p>
<input type="checkbox"/>	<p>Floor plans and elevations including exterior building finishes and colors.</p>
<input type="checkbox"/>	<p>Required engineered drawings for on and off site improvements.</p>
<input type="checkbox"/>	<p>Traffic impact study and geotechnical study unless waived by the Land Use Authority or the Town's Engineer.</p>
<input type="checkbox"/>	<p>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.</p>

REVIEW PROCESS:		References: 17.3.16	
 <p><b>APPLICATION RECEIVED / DETERMINATION OF COMPLETE APPLICATION</b></p> <p>Application is pre-screened by Town to ensure submittal requirements are met and fees are paid.</p> <p><b>Note:</b> <i>If deemed incomplete, a list of missing information to submit will be provided to the applicant.</i></p>	 <p><b>REVIEW BY REVIEWING BODY</b></p> <p>Application is sent to Reviewing Body outlined in Section 17.3.3 for review.</p> <p><b>Note:</b> <i>Applicant will receive a written copy of comments.</i></p>	 <p><b>REVIEW BY RECOMMENDING BODY</b></p> <p>Public notice is given and the application and Reviewing Body comments are forwarded to the Recommending Body for review. The Recommending Body then review/recommends to the Land Use Authority approval, approval with modifications, or denial.</p>	 <p><b>REVIEW/DECISION BY LAND USE AUTHORITY</b></p> <p>Public notice is given. The Land Use Authority holds a public meeting to review the Recommending Body's recommendation before making a final decision.</p>
IMPORTANT NOTES		References: 17.3.16	
<ol style="list-style-type: none"> <li>1. Town Staff may provide advisory comments to the applicant prior to the scheduling of the site plan application before the Land Use Authority. Staff comments or feedback shall not guarantee or imply approval of any portion of the site plan. The standards outlined in Section 17.3.16 of the Town's Code shall apply to the approval of a site plan.</li> <li>2. The applicant shall provide a guarantee of installation and construction of all on-site and off-site improvements required by this title, or as required by the Land Use Authority, prior to issuance of any building permits or the commencement of any work. The guarantee shall be in a form acceptable to the Town and in an amount equal to one hundred ten percent (110%) of the estimated cost of all improvements. The guarantee shall assure the installation of improvements within one (1) year of the date of 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 Town when the improvements are complete and ready for inspection.</li> <li>3. Every site for which a site plan has been approved shall conform to such plan. <ol style="list-style-type: none"> <li>a. A building permit shall not be issued for any building or structure, external alterations thereto, or any sign or advertising structure until the provisions of this section have been met. Any building permit issued shall expressly require that development be undertaken and completed in conformity with the approved site plan. No structures or improvements may be added to a site that are not included on the approved site plan.</li> <li>b. All improvements shown on the approved site plan or amended site plan shall be maintained in a neat and attractive manner.</li> </ol> </li> </ol>			

- c. Approval of a site plan shall not be deemed an approval of any conditional use permit or other permit. Approval of such permits shall be obtained in accordance with applicable provisions of Title 17 - Land Use of the Town's Code.
4. Except as may be provided for elsewhere in Title 17 - Land Use, 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 outlined in Section 17.3.3 of the Town's Code.
5. The Town may revoke or suspend an approved site plan. Any of the following shall be grounds for revocation or suspension:
  - a. The use for which the Town granted the permit has ceased for one (1) year or more;
  - b. The holder or user of the site plan approval failed to comply with the conditions of approval, or is in violation of any other Town, State, or Federal law governing the conduct of the use;
  - c. The holder or user of the site plan approval failed to construct or maintain the site as shown on the approved site plan or map; or
  - d. 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.
6. 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 Town 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 Land Use Authority prior to the expiration of the site plan for an extension of up to six (6) months. The Land Use Authority may grant such an extension where good cause can be shown.

#### **APPEAL OF DECISIONS**

Any person claiming to be adversely affected by the decision of the Land Use Authority regarding a site plan application may appeal first to the Appeal Authority outlined in Section 17.3.3 pursuant to the requirements of Title 17 - Land Use of the Town's Code, then to District Court in accordance with the provisions of §10-20-1109 of Utah State Code (as amended).

#### **CONSULTATION**

If you have questions regarding the Town's application process or its regulations, please contact the Town at [cvtown@gmail.com](mailto:cvtown@gmail.com) or give us a call at **(435) 893-9178**.



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## IMPORTANT INFORMATION



### CONSULTATION

Available prior to submission.  
For questions, e-mail us at:  
**cvtown@gmail.com**



### SUBMISSION

Submit complete application to  
the Town at:  
**50 W Center St, Central Valley,  
UT 84754**



### 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:**

**If Other, Please Describe:**

*(Note: \* Requires Owner's Consent)*

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 TOWN STAFF TO ENSURE ADEQUATE INFORMATION FOR STAFF ANALYSIS. ALL INFORMATION REQUIRED FOR STAFF ANALYSIS WILL BE COPEDED 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 Town and that I am responsible for complying with all Town 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 Town 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 Town's Offices and will be e-mailed to me once it has been finalized.

<b>Name Of Applicant:</b>	<b>E-Mail Address:</b>
<b>Signature:</b>	<b>Date:</b>

**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.

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

1. If a corporation is a 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 Town 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 TOWN 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.