



City of South Salt Lake  
 Community Development Department  
 220 E. Morris Avenue  
 South Salt Lake City, Utah 84115  
 Phone (801) 483-6011 Fax (801) 483-6060

**CONCEPT PLAN APPLICATION**  
**Meeting with Staff**  
**Commercial Projects**

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Total Acres: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Property ID#(s): \_\_\_\_\_

\_\_\_\_\_

Applicant: \_\_\_\_\_

Mail Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project Architect/Engineer \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fee Title Owner: \_\_\_\_\_

Mail Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

-----**FOR CITY USE ONLY**-----

Staff Assigned: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

<u>Fee Assessment</u>
Amount: _____
Receipt #: _____
Date Received: _____

## Concept Plan Application Checklist Commercial Projects

- \_\_1. Complete application form
- \_\_2. Copy of current Warranty Deed(s) to the property or letter from the owner authorizing applicant to represent owner's interests.
- \_\_3. Plat map(s) from Salt Lake County Recorder's Office for the area of proposed development
- \_\_4. Two (2) copies of the proposed development concept plan printed on 24"x 36" paper at a scale of 1" = 20', and one 11x17 reduction. Each copy is to contain the following items:
  - A. Check for availability of proposed development and street names with the Salt Lake County Auditors Office to assure that the name is not already in use – (801) 468-3294
  - B. A vicinity plan showing significant natural and manmade features, property boundaries and existing structures on the site and adjacent to any portion of the site, and all existing and all proposed adjacent streets.
  - C. The property boundaries and dimensions
  - D. Proposed subdivision layout, lot sizes and roadway widths
  - E. Those portions of the property designated by FEMA as Flood Plain, or notation that a flood plain does not impact the property.
- \_\_5. Proposed plan for provision of ALL utilities
- \_\_6. Proposed changes to existing zoning district boundaries, if such change will be needed
- \_\_7. Two (2) copies of building elevations and basic floor plan
- \_\_8. Letter of description explaining the proposed uses and project parameters.
- \_\_9. Other items specifically needed for the type of development (see city staff)
- \_\_10. Application fee.



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## PRELIMINARY PLAN APPLICATION

Planning Commission

Commercial Projects

**The Planning Commission meets the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month. Applications are due ten days prior before 11:30 a.m.**

Name of Project: \_\_\_\_\_

Project Architect/Engineer \_\_\_\_\_

Location: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Total Acres: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Property ID#(s): \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Applicant: \_\_\_\_\_

Fee Title Owner: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Appealing Decisions of the Planning Commission** – The applicant has the right to appeal the Planning Commission’s decision to the City’s Administrative Law Judge. To do so the applicant must file a written appeal with the City Recorder stating why he/she is entitled to relief from this decision. The appeal must be accompanied by a \$15.00 filing fee. The applicant has ten (10) days from the date of the Planning Commission decision to file an appeal.

-----**FOR CITY USE ONLY**-----

Staff Assigned: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Comments: \_\_\_\_\_

<b><u>Fee Assessment</u></b>
Amount: _____
Receipt #: _____
Date Received: _____

# PRELIMINARY PLAN APPLICATION CHECKLIST

## Commercial Projects

- \_\_1. Complete Preliminary Application Form and pay application fee
- \_\_2. Preliminary title report
- \_\_3. Zone changes must be approved prior to development approval.
- \_\_4. Soils report, when required by South Salt Lake City
- \_\_5. Traffic report, when required by South Salt Lake City
- \_\_6. Any necessary agreements with adjacent property owners regarding storm drainage, utility provisions or other matters pertinent to development approval.
- \_\_7. Evidence of compliance with all applicable federal, state, and local laws and regulations – if requested by South Salt Lake City.
- \_\_8. One (1) copy of proposed protective covenants, conditions, and restrictions (CC&R's)
- \_\_9. Two (2) copies of the proposed building elevations showing architectural features, designs and building materials.
- \_\_10. Two (2) copies of the interior floor plan of buildings
- \_\_11. Letter of description explaining the proposed uses and project parameters.
- \_\_12. Water and Sewer availability letters from the respective utility companies. See Development Contact sheet attached to the application.
- \_\_13. Check for availability of proposed development and street names with the Salt Lake County Auditors Office to assure that the name is not already in use – (801) 468-3294
- \_\_14. Other items specifically needed for the type of development (see city staff)
- \_\_15. Two (2) copies of the preliminary plan at a scale of 1" = 20' and one 11x17 reduction. All plans must also be submitted on a disc in PDF format. The preliminary plan should be prepared, stamped and signed by a professional engineer who is licensed by the State of Utah. Each copy is to contain the following items:
  - A. Preliminary Plan showing the following:
    - i. All facilities related to the project within 100 feet of the plan area.
    - ii. Layout, dimensions, and names of existing and future road right of ways. (all new names cleared through the County Auditors Office 468-3255)
    - iii. North Arrow, a tie to a permanent survey monument at a section corner, and a development name.
    - iv. The boundary lines of the development with bearings and distances
    - v. Layout and dimensions of proposed lots or units and area in square feet



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## **Preliminary Plan Application Check List Continued**

- vi. Location, dimensions, and labeling of other spaces including required open spaces, parks, public spaces, common areas, etc.
- vii. Location or manmade features including bridges, railroad tracks, building, etc.
- B. Grading and Drainage Plan showing the following
  - i. North arrow, road, and lot layout, and subdivision name
  - ii. Areas of substantial earth moving with an erosion control plan
  - iii. Location of existing water courses, canals, ditches, springs, wills, culverts, storm drains, etc.
  - iv. Location of any flood plain
  - v. A storm drainage plan showing water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, orifice plates, outlets to off-site facilities, and off-site drainage facilities planned to accommodate the project drainage. Drainage plans are to facilitate the 10 year storm event. An off-site discharge rate of 0.2 cubic feet per second is the maximum allowed.
  - vi. Storm drain calculations
- C. Utility Plan showing the following:
  - i. North arrow, road and lot layout, and development name.
  - ii. All existing and proposed utilities including: sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, and street lights.
  - iii. Fire flow calculations at all hydrant locations
  - iv. Location and dimensions of all utility easements
  - v. Provisions for solid waste collection

### **Public Notice Requirements**

Submit a copy of the property owner's list from Salt Lake County Recorders office.

Submit a property ownership list printed on mailing labels from Salt Lake County Recorder's Office of all adjacent property owners within 400 feet. List will include owner's property parcel I.D. number and mailing address. (ask for the list from VAST 1665 and VAST 1667)

The applicant must furnish plain white business envelopes, pre-stamped and addressed for each property owner to be noticed (do not put a return address on the envelopes). South Salt Lake City will mail the notices to all property owners within 400 feet of the subject property. Also, include an envelope for both the owner of the property and the applicant.



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**FINAL PLAT APPLICATION**  
**City Council**  
**Commercial Projects**

Name of Project: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Current Use of Property: \_\_\_\_\_  
 Total Acres: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
 Property ID#(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Project Architect/Engineer \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Fee Title Owner: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**Appealing Decisions of the City Council** - An appeal from a decision of the city council may be taken to the state district court, as provided by state law, by any person aggrieved by the decision who has standing to appeal.

-----**FOR CITY USE ONLY**-----

Staff Assigned: \_\_\_\_\_  
 Meeting Date: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_

<u>Fee Assessment</u>
Amount: _____
Receipt #: _____
Date Received: _____

## FINAL PLAT APPLICATION CHECKLIST

- \_\_1. Complete the Final Plat Application and pay application fee
- \_\_2. Signed easements and/or agreements with adjacent property owners for necessary off-site facilities or other matters pertinent to the development if not already submitted.
- \_\_3. Sign HOA incorporation papers and bylaws, if required
- \_\_4. Sign Declaration, if required
- \_\_5. Sign protective covenants, if required
- \_\_6. Itemize construction costs estimates for all utility, right-of-way and common area construction
- \_\_7. Two (2) complete copies of the Final Plat and one reduced copy of the plat on 11x17 inch paper. Each copy is to be signed and stamped by a professional engineer who is licensed by the State of Utah and to South Salt Lake City specifications. Plats are to include the following:
  - a. Name and general location of the development
  - b. North arrow, scale and date of the drawing
  - c. Accurately drawn boundaries and all bearings and dimensions, tied to monuments and survey points
  - d. Indicate that all lot corners will be set
  - e. Lots, blocks, streets, easements, and parcels clearly delineated with dimensions and bearings as appropriate
  - f. Street names, lot/unit addresses, and intersection coordinates according to Salt Lake County guidelines
  - g. Registered land and surveyor's certificate
  - h. Owners dedication certificates and acknowledgements
  - i. Signature blocks for all utility providers
  - j. Signature blocks for South Salt lake Community Development Department, City Engineer, City Attorney, City Council (signed by the Mayor with attest City Recorder), Salt Lake Valley Health Department, and Salt Lake County Recorder.
  - k. All other Affidavits, certificates, acknowledgements, endorsements, and notary seals that may be required.
  - l. Buildable areas, pad sites, and other items of special interest.
  - m. Other items as needed for specific development as directed by staff
- \_\_8. Two (2) complete copies of final construction drawings. Include any changes that were requested by the planning commission and city staff.
- \_\_9. Plats shall be drawn according to an accurate and complete survey to second order accuracy of the land to be developed. A traverse of the exterior boundaries of the tract, and of each block, when computed from field measurements on the ground shall close within a tolerance of one foot to twenty thousand (20,000) feet.

Note:

1. After approvals of the project are received and paper copies of the plat have been reviewed and approved by the city staff, *a Mylar is to be prepared and submitted based on the approved plat.* Currently the plat form consists of a



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Mylar with the outside or trim line dimensions of twenty-four (24) inches by thirty-six (36) inches (See SL County Recorder for details).

2. Prior to submitting the Final Plat to South Salt Lake City and recording the plat with the County Recorder, the applicant is responsible for obtaining all the necessary signatures from non-city entities with appropriate notary acknowledgements.
3. Bonds are required for all utility and right-of-way improvements, and all common area improvements. These bonds are due upon submittal of the signed Mylar.

\_\_9. Development fees (lights, street signs, etc)

\_\_10. Current title report

\_\_11. If the Final Plat is not recorded within six (6) months from the date of city council approval, such approval shall be null and void.

\_\_12. If the project contains private infrastructure, amenities and roadways prior to recordation of a subdivision plat and associated documents, the developer shall submit to the city a plan describing the following:

1. The actual installation costs of all common area improvements;
2. The anticipated functional life of roads or common driveways;
3. The anticipated functional life span of all common sewer, storm sewer and water systems;
4. The anticipated functional lifespan of all common area amenities;
5. A plan showing a maintenance or replacement schedule for common area roads or common driveways and amenities;
6. A reserve study estimating the amount of fees that will need to be annually collected to maintain and replace common improvements.

**\*When the Mylar is submitted to the City it may take up to three weeks to have it signed by all appropriate department heads and administrative officers.**

For further information regarding the Final Plat Application go to [www.SouthSaltLakeCity.com](http://www.SouthSaltLakeCity.com) and look under the municipal code for Title 15 – Land Development, Chapter 15.12- Subdivision and Development Standards.

## FEE SCHEDULE EFFECTIVE January 1, 2011

3. <u>Development</u>	
Concept Review	\$50.00
Preliminary Review	\$300.00 + \$50 per lot
Final Plat	\$500.00 + \$50 per lot

PROPERTY OWNER'S AFFIDAVIT

I/we \_\_\_\_\_, being duly sworn, depose and say that I/we am/are the current owner of the property involved in this application: that I/we have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if applicable)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_,

AGENT AUTHORIZATION

I/we, \_\_\_\_\_, the owner(s) of the real property located at \_\_\_\_\_, South Salt Lake City, Utah, do hereby appoint \_\_\_\_\_ as my/our agent to represent me/us with regard to this application affecting the above described real property located in the city of South Salt Lake, and authorize \_\_\_\_\_ to appear on my/our behalf before any City Board or Commission considering this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if applicable)

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, personally appeared before me \_\_\_\_\_

\_\_\_\_\_ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
Notary Public

Residing in \_\_\_\_\_

My commission expires: \_\_\_\_\_