

**Community Development Department**

P.O. Box 128
60 North Main Street
Coalville, UT 84017
summitcountyutah.gov

FINAL SITE PLAN/MASTER PLANNED DEVELOPMENT ☐**FINAL SITE PLAN AMENDMENT/MASTER PLANNED DEVELOPMENT ☐**Snyderville Basin ☐

Please email this application form, along with the documents listed under "Submittal Requirements" to planningapplications@summitcountyutah.gov. You will be contacted for payment after your application has been received.

Applicant Information

Name:	Phone:
Address:	
City:	State:
Email:	Zip:
Relationship to Owner: ☐ Agent ☐ Contractor ☐ Architect ☐ Other:	

Property Owner Information

Name:	Phone:
Address:	
City:	State:
Email:	Zip:

Project Description

Project Description/Use:	
Project Address:	
Parcel ID#:	Acres:
Proposed Building SF:	Number of Units:

Fees

	Residential	Non-Residential	Number of Lots/Units	Amount Due
Planning Department	\$30 per lot/unit	\$2,500		
Engineering Department	\$750	\$800		
TOTAL AMOUNT DUE				

All application fees must be paid at time of application submittal. Notification and publication fees for required public hearing notices (individual notices mailed to property owners - \$2 per notice; 14-day publication of legal notice in local newspaper – cost of notice) will be billed to the applicant. Notification and publication fees must be paid within 15 days of billing.

Please note regarding fees: The payment of fees and/or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

Owner's Acknowledgement

I hereby declare under penalty of perjury that this application form and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination or take other appropriate action.

Owner's Signature / Date

Submittal Requirements

Additional details may be needed to ensure staff have sufficient information for analysis. All information submitted will be available for public review.

☐ Site Design Narrative – written explanation of how the project addresses the Master Planned Development design questions (see attached pages)

☐ Existing conditions plan (*drawn to scale*) – including:

- ☐ location and dimensions of all property lines
- ☐ existing easements
- ☐ existing roads and other public or private rights-of-way
- ☐ existing ditches, streams, lakes, ponds, or other water bodies
- ☐ existing structures and their setbacks from all property lines
- ☐ any other existing conditions not identified above

☐ Proposed site plan prepared by a surveyor or engineer licensed in the State of Utah (*drawn to scale*) - including:

- ☐ vicinity map at a scale of not less than 1" = 1,000'
- ☐ legal description and accompanying map exhibit of the exterior boundaries of the development area giving lengths and bearings of the boundary lines at the scale of 1" = 100', showing the location and type of boundary evidenced. Such information should be provided from recorded plats. The legal description should include the following data:
 - ☐ metes and bounds of all property lines
 - ☐ total area of property
 - ☐ north scale and north arrow
 - ☐ name and route numbers of boundary roads and the width of existing rights-of-way
- ☐ existing topography with maximum contour intervals of 2', except where existing ground is on a slope of less than 2%, then either 1' contour intervals or spot elevations shall be provided where necessary
- ☐ a final detailed land use plan at a scale of 1" = 100' showing:
 - ☐ the location and arrangement of all proposed uses, including building area
 - ☐ the height and number of floors of all buildings, structures, monuments, and other significant manmade features of the proposed development
 - ☐ the yard dimensions from the development boundaries and adjacent roads and alleys
 - ☐ the traffic and the pedestrian circulation system, including the location and width of all roads, driveways, entrances to parking areas and parking structures, trails, walkways and bicycle paths
 - ☐ off road parking and loading areas and structures
 - ☐ greenbelt and other active recreation space areas, together with proposed private recreational areas, specifying the proposed improvement of all such areas, and delineating those areas proposed for specific types of recreation facilities
 - ☐ architectural features of typical proposed structures, including lighting fixtures, signs and landscaping

- ☐ a plan or statement showing the location and design of all screening measures and indicating the type and height of such screening
- ☐ when the development is to be constructed in stages or units, a final sequence of development schedule showing the order of construction of such stages or units, and approximate completion date for the construction of each stage or unit
- ☐ a copy of all covenants, restrictions and conditions pertaining to the use, maintenance and operation of private open space areas
- ☐ all existing monuments found during the course of the survey (including a physical description such as "brass cap")
- ☐ all existing easements or rights of way, including those contiguous to the platted area, their nature, width, and the book and page number of their recording in the county records
- ☐ All rights of way and easements and trails (including open space) created by the subdivision with their boundary, bearings, lengths, widths, name, number or purpose. For curved boundaries, the curve radius, central angle and length of arc shall be given.
- ☐ a final statement in tabular form which sets forth the following data, when such data is applicable to a given development plan: the areas of all parcels created, total acreage in lots, and total acreage in roads or other dedicated parcels; total number of dwelling units, by development phase; residential density and units per acre; total floor area and floor area ratio for each type of use; total area in open space and length of trails; total area in developed recreational open space; and total number of off road parking and loading spaces
- ☐ title block giving the name of the development and the quarter-quarter section, section, township, range, principal median, and county
- ☐ a notation of any adjoining plats or certificates of survey and titles thereto
- ☐ all monuments set during the course of the survey (including a physical description such as "rebar driven to a depth of..."), including appropriate witness monuments
- ☐ the owner's certificate of consent, including a legal description of the development's boundaries and dedication of public ways or spaces
- ☐ The owner's certificate should include a reference to any covenants that may be declared and blanks where the county recorder may enter the book and page number of their recording.
- ☐ a certificate of consent from any and all mortgagers, lienholders, or others with a real property interest in the development
- ☐ a certificate showing the name and registration number of the surveyor responsible for making the survey
- ☐ signature blocks prepared for the dated signatures of the following:
 - ☐ Planning Commission
 - ☐ County Manager
 - ☐ County Recorder
 - ☐ County Engineer
 - ☐ County Attorney
 - ☐ Rocky Mountain Power
 - ☐ Enbridge (if applicable)
 - ☐ Snyderville Basin Special Recreation District
 - ☐ Park City Fire District
 - ☐ Snyderville Basin Water Reclamation District
 - ☐ County Treasurer

Master Planned Development Site Design Narrative

1. How does the proposed development interconnect with the surrounding properties, neighborhood, and area – including, but not limited to:
 - * Where will vehicles enter and exit the site?
 - * Where will new streets be developed?
 - * How will pedestrian and bicycle routes (including commuter pathways, trails, and sidewalks) be provided through the project area?

2. Is the location of the proposed development within reasonable proximity (including walking and biking) to community facilities such as schools, retail centers, parks, etc.?

3. How does the proposed development advance the community need for a mix of housing types and affordability?

4. What are the design character objectives for the built environment, including buildings and the public spaces that connect them? How do these design objectives address the local context, climate, and/or community needs?

5. How is the proposed development designed to take advantage of the existing topography, landscape features, trees, wildlife corridors, existing structures, minimize site grading, etc.?

6. How is the proposed development street/circulation system designed to accommodate a variety of transportation modes (where appropriate), easy route finding, and safe speeds?

7. How does the proposed development balance the need for parking with the need to design parking areas in a manner that minimizes visibility, site grading, stormwater runoff, and exterior lighting?

8. What are the proposed development's need(s) for outdoor space, open space, habitat/wildlife areas, parks, or outdoor amenity areas? How does the proposed development address these needs?

9. How does the proposed project address needs for recycling, garbage collection, above ground utility equipment, mail facilities, service and delivery areas, equipment storage, etc.?

10. How does the building/buildings within the development provide good quality internal and external environments for their users, promoting health and welfare? How does the building/buildings relate positively to the private, shared, and public spaces in the area?