



Community Development Department

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

SKETCH PLAN

Snyderville Basin

Eastern Summit County

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: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> 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 Fee	Non-Residential Fee	Number of Lots/Units	Amount Due
Planning Department	\$25 per lot/unit	\$500		
Engineering Department	\$20 per lot/unit	\$300		
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.

- Written description of the proposal (Include details such as hours of operation, number of employees, etc.)

- 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 (*drawn to scale*) - including:
 - all information from the existing conditions plan, if applicable
 - scale and north arrow
 - existing and proposed contours – for lots one acre or less in size, contours are required for the entire lot – for lots greater than one acre, contours are required 100’ on each side of all proposed structures and other areas of disturbance proposed for the lot
 - identification of proposed structures and their setbacks from all property lines
 - identification of proposed ingress and egress and parking locations, including a note indicating the proposed number of parking stalls and their size
 - identification of snow storage areas
 - any other proposed elements